

Danville Community College

SYLLABUS/COURSE OUTLINE

DIVISION: Business & Engineering Technologies

CURRICULA IN WHICH COURSE IS TAUGHT: Drafting and Design

COURSE NUMBER/TITLE: SDV 195-W1 Electronic Portfolios

CREDIT HOURS: 1 **HOURS/WEEK LECTURE:** 1 **HOURS/WEEK LAB:** 0 **LEC/LAB COMB:**1

I. CATALOG DESCRIPTION: SDV 195-W1 Electronic Portfolios (1 cr.) This course focuses on the techniques and skills necessary to develop an electronic portfolio and upload it on the Internet. The portfolio can be used to promote the skills and talents of students when applying for a job. The course will focus on the technology used to create the electronic portfolio and the development of the content for the project. Students may have to develop some content to be included in the portfolio (such as a resume) if they have none upon entering the class.

II. RELATIONSHIP OF COURSE TO CURRICULA OBJECTIVES:
This course teaches basic web page development using an online program and the development of resume content.

III. REQUIRED BACKGROUND:
Students should be comfortable using a computer and have experience using the Internet.

IV. COURSE CONTENT:

- Basic web page development and posting
- Development of portfolio content
- Picture manipulation
- Scanner use
- Digital camera operation
- Movie and sound file creation

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE

___X___ Communications	_____ Cultural and Social Understanding
___X___ Critical Thinking	_____ Quantitative Reasoning
_____ Personal Development	_____ Scientific Reasoning
___X___ Information Literacy	

VI. LEARNER OUTCOMES

EVALUATION

Learner outcome <ul style="list-style-type: none">• Understand basic web page design.	Evaluation method Lab exercises
Learner outcome <ul style="list-style-type: none">• Understand digital photography and scanning techniques.	Evaluation method Lab exercises In class assignments
Learner outcome <ul style="list-style-type: none">• Manipulate digital images and prepare them for web page insertion.	Evaluation method Lab exercises In class assignments
Learner outcome <ul style="list-style-type: none">• Demonstrate skills in movie, sound file creation, and Youtube upload procedures.	Evaluation method Lab exercises In class assignments

ONLINE ETIQUETTE:

Online students are expected to interact with other class members in a courteous and respectful manner. Students should be considerate of others when communicating with the instructor and class mates when submitted assignments and posting to discussion boards. Online content posted by students should be professional in nature and appropriate for this type of portfolio.

STUDENTS WITH SPECIAL NEEDS:

Danville Community College is committed to meeting the needs of all students and providing access for persons with disabilities. Reasonable accommodations are available to those students with diagnosed disabilities. Students with diagnosed disabilities wishing to receive specific accommodations must be registered with the Disability Services. For more information, please DCC's ADA Coordinator, at 797-8572.

PLAGIARISM AND ACADEMIC DISHONESTY

Students will be expected to maintain complete honesty and integrity in their academic work in this class. Acts of academic dishonesty, such as cheating, plagiarism, or inappropriately using the work of others to satisfy course requirements, will not be tolerated and may result in failure of the affected assignments and/or failure of this class.

CONTINUOUS ALERT:

If a faculty member submits a continuous alert for a student because of poor attendance, disbursement of financial aid proceeds by check will be blocked until each faculty member submitting such an alert has given Admissions permission to remove the alert. In addition to blocking the check request, a continuous alert blocks enrollment for future semesters until the

block is removed.

ADMINISTRATIVE WITHDRAWAL: Students missing 25% or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon recommendation of the instructor. Students who are administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of “W”. After that point, students who are administratively withdrawn will be issued a grade of “F” and no financial aid checks will be issued.

NO SHOWS:

If a student never attends a class – or only attends one time before the refund deadline, the student will be considered a “**no show**” and withdrawn from the class. Faculty will report “**no shows**” to the division office by the refund deadline for all classes they teach. . Students missing 25% of class time will be academically withdrawn from the course.

NOTE: The syllabus and course outline are subject to change at the discretion of the professor.

COURSE OUTLINE - SDV 195-W1

INSTRUCTOR: Robert Huffman

OFFICE NO: Wyatt 209 in the classroom

OFFICE HOURS: Tues & Thurs 1:00-4:30 Fri 1:30-4:00

TELEPHONE: 434-797-8548

E-MAIL – rhuffman@dcc.vccs.edu

TEXTBOOKS, COURSE RESOURCES, AND OTHER REFERENCE MATERIALS:

No text is used for this course. Reference material can be found on the course web site and Youtube.

SCHOOL POLICIES, LIBRARY RESOURCES, COUNSELING INFORMATION, AND LEARNING ASSISTANCE:

These can be found at the DCC Web site. (<http://www.dcc.vccs.edu>)

MATERIALS, SOFTWARE AND COMPUTER SKILLS NEEDED FOR THE COURSE:

You will need access to the following computer equipment to complete all the assignments in this course. It is available at DCC if you are an on-campus student.

- computer with Internet access
- digital camera
- scanner
- The ability to download a program from the Internet and install the program on your computer.
- Paintshop pro 9.0 (installed in Wyatt 209) or Paintshop Photo Pro X5 (30 day trial version) or the most current version.

Note: You may use a program other than Paintshop Pro or Paint to manipulate photographs but expect no instructor help with the software.

ATTENDANCE REQUIREMENTS:

Students will be expected to work each week and keep pace with the assignments laid out on the class web site. Attendance will be determined by updated postings of one's online portfolio, emailed assignments, and discussion board postings.

TECHNICAL SUPPORT:

Contact the instructor should you have any technical problems with the course. If the instructor can not solve the problem, the student will be given number of technical support to attempt to solve the problem. If you cannot complete course work at home due to technical difficulties, you will be expected to complete the course using on campus resources.

CELL PHONES:

Cell phones are not to ring during class lectures. During lectures, set phones to vibrate if possible or turn them off until the lecture is finished. If your phone vibrates during a lecture, you may leave the class to answer it but do not stand at the door and talk. Students who answer phone calls or texts during tests will not be permitted to continue the exam.

COURSE GRADE PROCEDURES:

Weekly assignments will be graded to determine the final grade. These will include a site storyboard, posting one's portfolio on the Internet, updating and adding content to it as the weekly assignments dictate, and completing the portfolio online. **Assignments will be graded weekly and are due by Tuesday at 2:00 pm.**

Final Exam – Students will take the final exam on campus in Wyatt 209. If you do not have the ability to come to campus to take the final exam, contact your professor who will make arrangements for you to take the exam at the library of the community college closest to your present location.

Letter grades will be determined as follows:

A - 100-92

B – 91-84

C – 83-76

D – 75-68

F - Under 68

Dates to Remember Calendar Spring 2014

Spring Session, 2014	Dates	Times
Advising/Registration by Appointment for Spring 2014	January 2-3; 6-10	8 a.m. - 4:30 p.m.
Registration, Payment of Tuition & Add/Drops	January 2-3; 6-10	
Faculty Planning and Preparation Days	January 2-3; 6-10	
Classes Begin NOTE: Not all classes start on this date or this week. Check your schedule for the correct dates to determine when your classes will start.	January 13	
Late Registration	January 13-17	
Last Day for New Registration	January 17	
Holiday (College Closed)	January 20	
*Swaps/Drops only	January 21-22	
<i>*Swaps cannot be processed without the approval of the instructor.</i>		
Last Day to Withdraw with Full Tuition Refund NOTE: Classes of shorter duration may have different deadlines. Contact the Admissions Office at 434.797.8467 for more information.	January 28	

Mid Term Grades Posted	March 3--7	
Spring Break	March 10--14	
Last Day to Withdraw w/o Mitigating Circumstances (W grade issued) <i>NOTE: Classes of shorter duration may have different deadlines. Contact the Admissions Office at 434.797.8467 for more information.</i>	March 21	
Advising by Appointment/ Registration for Summer Semester 2014	April 1--29	
Institutional Effectiveness Day	April 9	
Classes End	May 5	
Exams	May 6 - 9; 12	
Faculty Planning and Preparation Days	May 13--16	
Graduation	May 16	