Nashville State Community College
Business & Applied Arts Division (Visual Communications)

Master Course Syllabus

COM 1040, Presentation Media

Credits: 3
Class Hours: 3
Course description: An introduction to the development of effective visual presentations and slide shows in the digital environment using Keynote and other applications.
Prerequisites: Level 2 placement in English and Reading: basic computer skills.

Instructor Information
Name: David Weilmuenster
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Office Location: C-107 B

Textbook and Other Materials
This textbook is available from the Nashville State Community College Bookstore.
Supplies:
- something for file storage (USB flash drive, portable Hard Drive).
- 8 ½ x 11 Drawing Paper pad
- Pencil or felt-tip pen
- Optional: some sort of digital camera

Course Outcomes
After successfully completing this course students will be able to:
- Work with presentation software like PowerPoint or Keynote
- Construct a simple video with iMovie
- Demonstrate a working understanding of digital fonts and graphic file formats.
- Understand principles of effective presentation

Course Competencies
This course is designed to teach students the following competencies.
- To recognize and apply basic visual communication principles
- To recognize and apply typographic communication and design principles
- Plan and create a presentation
Core General Education Competencies
Upon This course is designed to introduce, emphasize or reinforce the following competencies which have been designated as core requirements by NSCC.

- To reinforce students ability to write clear, well-organized documents by requiring a written research report and multiple writing assignments.
- To reinforce students ability to locate, evaluate, and use multiple sources of information through assignments which require students to consider and synthesize various sources on a variety of topics.
- To reinforce students ability to prepare and deliver well-organized oral presentations through practice with multiple oral presentations.
- To reinforce students ability to participate as team members and team leaders by occasionally breaking the class into teams or groups.
- To reinforce students ability to use critical thinking skills through design analysis and presentation critiques.
- To emphasize students ability to use and adapt current technologies through a study of and use of multiple digital media applications.
- To reinforce students appreciation of cultural diversity and the influence of history and culture through an emphasis on designing presentations for a wide demographic.
- To reinforce students ability to apply scientific thought processes to a range of situations through software assignments.

Grading Policy
Semester grades are determined by calculating weighted averages for projects, quiz scores, and participation. Zero scores for missing projects or tests will drastically affect your semester average. Relative weights are indicated in the chart below:

- 5% Attendance/Participation
- 40% Projects
- 15% Quiz Questions Homework
- 25% Quizzes
- 15% Final Exam

There will be a quiz for each module in this course. You can take these on a computer, and they will be graded instantly. You must take the exams during the scheduled week or receive a zero. If you are an on-site student your instructor must provide a password to grant you access to the exams. Online students must go to the NSCC Testing Center where a proctor will enter a password for your exam. Practice quizzes (if provided) do not affect your semester grade. They are used to help you prepare for the graded exams.

Grading Scale
A grade of C or above must be earned in all COM and PHO courses to meet prerequisite and graduation requirements. Letter grades will be calculated according to the following scale.

A: 100 – 93
B: 92 – 85
C: 84 – 77
D: 76 – 70
**Notice of Right to Retain Student Work**

The Visual Communications program reserves the right to retain copies of certain selected examples of student work for teaching purposes, promotional purposes, and as a part of its permanent collection.

**Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. Absences or tardiness in a course may affect a student’s final grade.

Students are responsible for all material covered and assigned regardless of excused or unexcused absences. It is *the student's responsibility* to explain any non-participation to the instructor. A doctor's excuse should be provided when appropriate.

For students in an online class, attendance will be determined by online communications and submissions. On-site students are expected to attend all classes, to be on time, and to stay until class is dismissed: absences or tardiness for any reason will affect your participation grade. Any student arriving late or leaving early will be considered tardy: two such occurrences will count as one absence. Students missing more than one-third of any class will be counted absent—even if they attend the remainder of that class session.

If you have been absent, you must check with the instructor for permission to make up any missed tests or homework. If permission is denied, a zero will be recorded.

If you stop attending class for any reason you should officially withdraw from the course by notifying the Records Office before the deadline for withdrawals. Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below).

**FA** = failure, attendance-related (unofficial withdrawal). Last recorded date of attendance required.

**FN** = failure, never attended class (unofficial withdrawal).

**Field Trips and Guest Speakers**

A brief report will be required of each student describing what was learned from each trip or speaker. Although field trip attendance is not mandatory, a comparable research report will be assigned to students unable to attend. These reports will be due at the beginning of the next class period.

If possible, speakers or trips (if any are available) will be scheduled during regular class time. Students are responsible for their own transportation and safety. All students attending a field trip will sign a form releasing the school from liability.
Student Communication Channels
It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at (615) 353-3721, and provide the instructor with official documentation as soon as possible. See: [http://www.nscc.edu/student-resources/disability-services/](http://www.nscc.edu/student-resources/disability-services/)

Laptops, Tablets, Cellphones and Pagers
Students must use the provided classroom computers for in-class quizzes and exams. Students are allowed to bring Laptop Computers or Tablet Computers to class for note-taking or other study purposes. Use of such devices for email, messaging, Web-surfing or games during class is prohibited.
As per the NSCC Student Handbook, the use of cellular telephones and pagers in the classroom is prohibited. Students who are required to carry pagers and/or have cellphones for employment and/or family responsibilities must inform the instructor at the beginning of the semester. Any approved devices must be set to a silent mode and students must not disrupt the class. All other devices should be turned off.

Classroom Misconduct
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.
Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).
Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2)
failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and
paraphrases in your own words (A Writer’s Reference, 331). Academic dishonesty may be
defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of
another person, using information from a Web page or source without citing the reference,
 fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own
work from another course, purchasing papers or materials from another source and presenting
them as your own, attempting to obtain exams/materials/assignments in advance of the date of
administration by the instructor, impersonating someone else in a testing situation, providing
confidential test information to someone else, submitting the same assignment in two different
classes without requesting both instructor’s permission, allowing someone else to copy or use
your work, using someone else’s work to complete your own, altering documents, transcripts or
grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular
college procedures as a result of academic dishonesty the instructor has the authority to
assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for
the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy

When classes are cancelled, an assignment will be posted in D2L. Check your D2L email for a
message from your instructor regarding your online assignment requirements. Students are
responsible for accessing and completing these assignments as directed.

In the event of an inclement weather event, check the Nashville State Web site home page at
www.nscc.edu for announcements on campus closures. Campus closures will also be
announced on local television stations (channels 2, 4, 5, and 17).

Even though classes may be cancelled, some areas, i.e. Testing Center, may be open.
However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for
cancellation decisions during an inclement weather event for the Nashville State main campus
and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class
cancellation decisions based on conditions in their respective areas. Decisions about class
cancellations are based on actual conditions, not forecasts. The perspective used for making
decisions is that of the college as an employer, not as a K-12 institution. Students should use
their own best judgment in determining whether to report to campus during inclement weather
when classes are not cancelled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are
subject to change or may be revised at the instructor’s discretion. Each instructor will further
clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on
his/her course syllabus.