CREDIT HOURS
3-credits hours

COURSE DESCRIPTION
Familiarity with Windows or Macintosh environment helpful. Principles, methods, and tools for the design and development of multimedia applications (incorporation of sound, animation, still images, hypertext and video in computing technology); authoring languages; multimedia technology hardware and trends for educational applications.

INSTRUCTOR INFORMATION
Name: Albert Ritzhaupt, Ph.D., PMP, CCP, CDMP
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OFFICE HOURS
You are welcome to visit at anytime during my office hours. If you cannot make any of my scheduled office hours, please schedule an appointment with me via email. I will make an effort to meet your scheduling needs.

Tuesday: 2:00pm – 5:00pm
Wednesday: 3:00pm – 5:00pm

As this is a distance education course, I will make myself available using distance technologies, including Skype and Google Hangout. My Google email address is aritzhaupt@gmail.com and Skype username is aritzhaupt. I prefer Google Hangout.

REQUIRED SOFTWARE/HARDWARE
Daily access to a Windows 7 or Windows 8 or Mac OS X, a reliable *broadband* Internet connection, Internet Explorer or Netscape or Firefox or Safari or Google Chrome, and Flash 9.0 plug-in. Additionally, you will need access to Plaza (Server at UF), MS PowerPoint, MS Word, MS MovieMaker, MS Publisher, Adobe Reader, Audacity, GIMP, Filezilla, and trial versions of Docudesk (or Adobe Professional), Flash, Dreameaver or Kompozer, and Camtasia. You also need a *modern computer* with a headset (microphone/speaker) to complete the assignments.

TEXTBOOK INFORMATION

No textbook is required for this course. We will be using a variety of readings from multiple sources, which will be available online. You can either print the material or read it from the screen, whichever you would prefer. Please do not print everything unless you feel it is necessary for your learning. Print only what you need to read off line. This should save you a significant amount of money.

METHOD OF EVALUATION

You will be evaluated on a number of modules this semester, each with a number of graded activities. The table below illustrates the deliverables in each module as well as the point breakdown. The due dates are also shown. All course module materials <u>must be completed by the due date at 11:55pm – no exceptions</u>.

Modules	Due Dates	Assignment	Final Project	Discussions	Total
Course Module 1	9/29/2013	25	0	5	30
Course Module 2	10/6/2013	25	0	5	30
Course Module 3	10/13/2013	25	0	5	30
Course Module 4	10/20/2013	25	0	5	30
Course Module 5	10/27/2013	25	0	5	30
Course Module 6	11/3/2013	25	0	5	30
Course Module 7	11/10/2013	25	0	5	30
Course Module 8	11/17/2013	0	100	5	105
Total		175	100	40	315

Assignments – The assignments in this course are the primary deliverables. The assignments will be evaluated on meeting specifications and demonstration of your mastery of the software applications. Be sure to read assignment specifications carefully, and to follow directions.

Discussions – The discussions are designed to connect the content, multimedia, to the world in which we live in. The discussions will allow you to discuss the relationship of multimedia other areas. Each discussion will be evaluated on you collecting sources, grammar, posting one original thread with about 200+ words, and posting two meaningful responses to your peers' posts. **Initial threads must be made by Thursday evening during the week.**

Final Project – The final project requires each student to develop an instructional module combining at least three types of multimedia learned within the course. Each student must negotiate a topic for their module and must get approval for their topic prior to starting. More explicit instructions will be provided in a separate document.

Extra Credit – The instructor reserves the right to award up to 5 points extra credit for the students that contribute the most to helping answer questions in the discussion board and

those students that submit very high quality work. This will be awarded at the end of the academic semester and will be used to calculate the final grade.

Grading Scale

Grade	Points Earned
A	>= 284
B	>= 252 and < 284
C	>= 221 and < 252
D	>= 189 and < 221
E	< 189

INSTRUCTOR STUDENT CONTACT
This course will use Moodle as a means of communication. All questions related to the course material should be submitted to the discussion board for the specific course module. I check the discussion board frequently. Emails will also be accepted for personal matters. When emailing the instructor, you must include your full name, the course you are enrolled in, and a clear description of the matter. You may contact me via office phone during office hours and by cell phone when necessary. I will also make myself available via Google Hangout and Skype.

WRITTEN AND ORAL COMMUNICATION
The assignments and discussions require the students to utilize an effective and concise technical writing style with appropriate grammar and spelling. Students will have the opportunity to participate in a number of discussions relating to the assignments. Students are expected to be able to effectively communicate technical ideas in both a written and oral format.

ATTENDANCE POLICY
Students must log in to the class in Moodle during the first two days of the term in order to fulfill the attendance policy of attending the first class meeting. Students not logging in to the course during that period may be dropped from the class in order to permit access to those on the waiting list.

LATE WORK
In order to receive full credit for work, students must turn in required deliverables in the on the specified due date. No late work will be accepted in this course – no exceptions.

SPECIAL NEEDS
If you have a disability, as defined by the Americans with Disabilities Act (ADA), which requires a classroom accommodation or auxiliary aid(s), please inform the instructor of your needs during the first week of class so that the appropriate action is taken.

ACADEMIC INTEGRITY
Examinations, assignments, and projects are designed by the instructor to provide a complete learning experience for each student. Each student is therefore expected to complete his/her own work. The instructor recognizes that students learn from each other and particularly recognize the value of students comparing notes with each other. However, the amount of such collaboration permitted varies widely from course to course, and is influenced not only by instructor prerogative, but by the level and nature of the material under discussion. In no case should one submit work not one's own and in no case should one represent another's work as one's own. Plagiarism is just one of several areas of academic misconduct. It is not just the plagiarizer who is at risk. It is equally unacceptable for one to knowingly supply another student with access to one's current work or work from a previous term. This is called complicity in academic dishonesty, which is another area of academic misconduct. Any attempt to misrepresent one's performance on any exercise submitted for evaluation is academic misconduct.