Course Number: SGD-163
Course Title: SG Documentation

Textbook Information
(Opens in Barnes & Noble Search window)
http://waketech.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=65227

Online and Hybrid Course Information

Students in Curriculum Education Online and Hybrid courses must complete the Course Entry Quiz during the first 10% of the course. The quiz can be found on the course’s Blackboard site on the first day of class. Students who fail to complete the quiz within the required time frame will be immediately marked as “NA” (Never Attending) and dropped from the class.

This class may include at least one proctored assignment and/or test that will require attendance at a testing center or an approved proctored location.

Course Description:
This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.

Software Used to Complete Coursework:
MS Office 2013 and MS Project 2013

Other Required Equipment:
1 GB Flash drive (minimum)

Special Instructions:
None

Credit Hours: Three (3) Semester Hours
Pre-requisites: ENG-111, SGD-111
Co-requisites: None

Course Goals:
1. Demonstrate effective communication skills
2. Manage Marketing and Public Relations Expectations
3. Develop basic documentation skills
4. Understand the production process

**Student Learning Outcomes:**
Upon successful completion, students will be able to demonstrate (through completion of class work and assignments):

- Demonstrate effective communication skills
- Manage marketing and public relations expectations
- Develop basic documentation skills
- Understand the production process

**Grading:**

**40% Exams** - Tests must be taken on the assigned date, otherwise a grade of zero will be assigned. Any exceptions to this policy must be the result of a documented emergency or prior arrangement with the instructor. Makeup tests may be administered on a day near the end of the course designated by the instructor for that purpose. To take a makeup test, the student must submit a written explanation for missing the scheduled test.

**50% Projects & Labs** - Assignments & Labs must be completed/submitted by their due date. A zero will be assessed to all late work.

**10% Participation** - Participation in lectures

**Subject Areas:**
Note: The order in which these subject areas are presented may be changed/modified by your instructor. This list is offered only as a guide. The pace of each class differs according to the instructional needs of the students in the class. Always consult with your instructor.

- Production and Design Documents
- Pre-Production Concept
- Game Requirements
- Game Production Cycle & Production Techniques
- Effective Communication

**Employability Skills:**
Each student will be evaluated based on whether he or she demonstrates the skills that make them employable in their field. These skills may include, but are not limited to: promptness, presence, verbal articulation of subject matter concepts, quality of written communications, respect for their instructor, respect for their classmates, honorable presentation of original work, gracious acceptance of constructive criticism, attention to detail, and a dedication to excellence in their academic goals. These employability skills are direct reflections of the Wake Tech's Core Values. Ask your individual instructor about how employability skills will affect your grade, and your ability to work in your chosen field once
you have completed your academic goals.

Classroom Policies
- Students are responsible for all of the information presented in the Wake Technical Community College Student Handbook
- Please note that computers are to be used at all times for official course purposes.
- Use of computers for general web surfing, e-mailing, chat room discussions, social networking, and any other non-course related task is forbidden. Violation of this rule will result in a grade deduction and possible loss of computer privileges.
- The college forbids the use of all audible electronic equipment during instructional time.
- Forbidden devices include but are not limited to: cell phones, smart phones, MP3 players, tablets, and PDAs.
- If you miss a lecture or arrive late, you are responsible for the material presented, handouts distributed, and any announcements made that day. The instructor will not provide notes for missed classes.

The Core Values of Wake Technical Community College
(Opens in a new window)
https://www.waketech.edu/catalog/history-statement-values-and-accreditation

Student Code of Conduct, Rights, and Responsibilities
(Opens in a new window)
https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities

Disability Support Services (DSS)
Disability Support Services (DSS) is available for students who require academic accommodations due to any physical, psychological, or learning disability. To determine eligibility, contact the office at 919-866-5670. Wake Technical Community College strives to make its websites accessible and usable for people of all abilities. We continue to make improvements and enhancements to our website accessibility features. If you find a feature that is not accessible, or if you have an immediate need, please contact accessibility@waketech.edu.

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