## Course Information

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Multimedia</td>
<td>Tim Xeriland</td>
</tr>
<tr>
<td>Spring 2016</td>
<td><a href="mailto:txeriland@dcccd.edu">txeriland@dcccd.edu</a></td>
</tr>
<tr>
<td>IMED 1301-93400</td>
<td>972-860-8239</td>
</tr>
<tr>
<td>INET</td>
<td>A108B, Mon-Thurs 1pm-3pm (Best to make an appointment)</td>
</tr>
</tbody>
</table>

### Course Description:
A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations. (2 Lec., 4 Lab.)

This course will cover what you need to know to create interactive and dynamic multimedia projects. This includes building Web pages and incorporating multimedia and using stand-alone programs, like Flash to create multimedia.

### Course Prerequisites:
None. It is preferred that you have a basic knowledge of computers. See instructor for more information.

### Required Materials Including Textbooks (include ISBN)

**Note:** A minimum of 9 hours per week should be devoted to course material outside of class time

1. **Textbook:** Multimedia Concepts Enhanced Edition by Jim Shuman
   - **ISBN:** 061911052X
   - **Publication Date:** July, 2002

2. **Handouts:** Additional handouts may be required. Instructor will provide information on obtaining this material.

3. **Software:** The textbook comes with a trial version of Director that will be needed for this course.

### Disclaimer –
The instructor reserves the right to amend this syllabus as necessary.

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**Texas Core Objectives for Student Learning**

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
6. **Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Student Learning Outcomes**

- Understand the basic multimedia concepts and terminology.
- Learn the difference between graphic files, and how to create graphics.
- Learn how to edit a video file.
- Learn XHTML and how to create a Web site.
- Be able to construct a non-linear PowerPoint.
• To understand how to use a multimedia authoring programs such as Flash or Director.

CVC Learning Signature

CVC's Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
• take responsibility for their own learning
• commit to achieving high academic performance
• be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
• provide students a clear pathway of instruction
• establish clear learning outcomes
• serve as role models and mentors for students

Course Outline

For maximum success in this course you should spend a minimum of 9 hours per week working on course material.

Multimedia Schedule: (Please feel free to work ahead)

<table>
<thead>
<tr>
<th>Sec #</th>
<th>Dates</th>
<th>Chapter</th>
<th>Topic</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/20/16 – 01/22/16</td>
<td></td>
<td>Orientation</td>
<td>Assignment 0</td>
</tr>
<tr>
<td>2</td>
<td>01/23/16 – 01/25/16</td>
<td>Unit A</td>
<td>Overview</td>
<td>Assignment 1</td>
</tr>
<tr>
<td>3</td>
<td>01/26/16 – 02/01/16</td>
<td>Unit B</td>
<td>Text &amp; Graphics</td>
<td>Assignment 2</td>
</tr>
<tr>
<td>4</td>
<td>02/02/16 – 02/08/16</td>
<td>Unit C</td>
<td>Sound, Animation, Video</td>
<td>Assignment 3</td>
</tr>
<tr>
<td>5</td>
<td>02/09/16 – 02/15/16</td>
<td>Unit G</td>
<td>Multimedia on the Web</td>
<td>Assignment 4</td>
</tr>
<tr>
<td>6</td>
<td>02/16/16 – 02/22/16</td>
<td>Unit G</td>
<td>Multimedia on the Web</td>
<td>Project 1 Lab 1</td>
</tr>
<tr>
<td>7</td>
<td>02/23/16 – 03/01/16</td>
<td>Unit G</td>
<td>Multimedia on the Web</td>
<td>Project 1 Lab 2</td>
</tr>
<tr>
<td>8</td>
<td>03/02/16 – 03/10/16</td>
<td>Unit G</td>
<td>Multimedia on the Web</td>
<td>Project 1 Lab 3</td>
</tr>
<tr>
<td>9</td>
<td>03/11/16 – 03/19/16</td>
<td>Unit D</td>
<td>Authoring Programs</td>
<td>Assignment 5</td>
</tr>
<tr>
<td>10</td>
<td>03/20/16 – 03/28/16</td>
<td>Unit E</td>
<td>Development &amp; Design</td>
<td>Assignment 6</td>
</tr>
<tr>
<td>11</td>
<td>03/29/16 – 04/06/16</td>
<td>Handouts</td>
<td>Flash</td>
<td>Assignment 7</td>
</tr>
<tr>
<td>12</td>
<td>04/07/16 – 04/15/16</td>
<td>Handouts</td>
<td>Flash</td>
<td>Project 2 Lab 1</td>
</tr>
<tr>
<td>13</td>
<td>04/16/16 – 04/24/16</td>
<td>Handouts</td>
<td>Flash</td>
<td>Project 2 Lab 2</td>
</tr>
<tr>
<td>14</td>
<td>04/25/16 – 05/04/16</td>
<td>Handouts/</td>
<td>Flash/ Management</td>
<td>Project 2 Lab 3/</td>
</tr>
<tr>
<td>15</td>
<td>05/05/16 – 05/12/16</td>
<td></td>
<td></td>
<td>Assignment 8</td>
</tr>
</tbody>
</table>

Last chance to turn in late work

Evaluation Procedures

At the beginning of the course, the instructor provides a schedule of examinations and assignments that contribute to the final grade in the course for each student.
Discussion Board: The course Discussion Board is a tool that allows us to communicate with each other in an asynchronous manner. Throughout the semester various questions will be placed on the board. To get maximum credit it is expected that your initial response be at least two paragraphs. It is also strongly encouraged that you respond to the posts of your fellow students (note: in the event there is one student in the class the discussion board will still be used as a way for the student and teacher to communicate ideas). Using the discussion board is easier than sending back and forth e-mails.

Total points will be computed as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>600</td>
</tr>
<tr>
<td>Projects</td>
<td>400</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

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Points awarded via Assignments and Projects.

Assignments: The assignments are a way of reinforcing what you are studying in the course. 600 points

Projects: There will be two projects in this class. One will require building a small Web site and including multimedia elements like video. The other will be using Director to create a movie. If there are enough students in the class, these may be done as a group project. Otherwise, the projects will be done individually. 400 points

Exams and Assignments

There are no tests in this class. Yea!!!

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by Thursday, April 16, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. See institutional policies for additional information on withdrawals.
Service Learning

The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information. [http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c%2D65b2%2D4293%2D9ecd%2D5f5aa383b44d&ID=17]

Stop Before you Drop

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access: [http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx]

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: [http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx]

Attendance Policy

Students are expected to meet all deadlines and must be actively participating in the course.

Where do I get help?

If you need help with this course, this is the order you should follow:

1. Your classmates (Studies show it is best to get help from peers).
2. Tim Xeriland (E-mail: txeriland@dcccd.edu / phone: 972-860-8239)
3. Technical Assistance (Problems with BlackBoard / phone: 972-669-6402)

[http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx]
QUALITY ENHANCEMENT PLAN

Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at:  http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:  https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct.  https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert

Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to:  http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of
repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Health Center Services  
Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays  
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.