Course and Section Number:
IMED-1301-83433: Introduction to New Media
IMED-1301-93402: Introduction to New Media
IMED-1001-82000: Introduction to New Media

Semester:
Spring 2016 Online Flex Term Classes: January 25, 2016 – May 12, 2016

Credit Hours:
3 credit hours

Class Meeting Days and Times:
Class is held online using eCampus: http://ecampus.dcccd.edu/

Room:
Class is held online using eCampus: http://ecampus.dcccd.edu/

Instructor Information:
Instructor's name: Rachel Glass
E-mail address: jrglass@dcccd.edu
Richland phone: 972-238-6140 (ACCESS Office) - leave message
Work phone: 214-223-7040
Office and Mail Box Location: A110 - ACCESS Office
Office Hours: (none on campus)

Prerequisite:
None

Course Description:
A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations.

Lecture and laboratory instruction and participation in digital media.

End-of-Course Outcomes:
Utilize the elements and hardware/software components of digital media; produce a digital media presentation; select optimal digital media strategies for various delivery systems; and examine digital media industry career opportunities.

SCANS Skills:
The Secretary’s Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Richland College is determined to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:

- Listening - receives, attends to, interprets, and responds to verbal messages and other cues
- Problem Solving - recognize problems and devise and implement plan of action
- Knowing How to Learn - use efficient learning techniques to acquire and apply new knowledge and skills
• Self-Management - assess one’s self accurately, set personal goals, monitor progress, and exhibit self control
• Teach Others New Skills
• Use Computers to Process Information
• Select Technology - choose procedures, tools or equipment including computers and related technologies
• Maintain and Troubleshoot Equipment - Prevent, identify, or solve problems with equipment, including computers and other technologies

Required Lab Hours:
Should a student taking an online class need a computer, the Multimedia lab, T246, has computers available for accessing the on-line Class system, Blackboard.

Multimedia Learning Center Information and Hours of Operation:
The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia and Game students to use for Multimedia and Game class work and projects.

Lab assistants and faculty are usually in the lab to answer questions, however multimedia tutoring is not available in the lab.

For the current lab hours, call the Multimedia Learning Center at 972-238-6001.

The other computer labs on campus for credit student use are in Del Rio, D229 and Wichita, WH159.

All Multimedia (credit and continuing education) students must show a Student ID Card to use the lab and check out any equipment. IDs are available at the Office of Student Life in El Paso Hall, E040.

Textbooks:

Required Textbook:
Digital Media Primer (3nd Edition)
Yue-Ling Wong
Prentice Hall
978-0132893503

Required software: Some type of digital imaging software such as Adobe Photoshop Creative Cloud with a single-app plan for just $19.99/month. You must make sure your computer is able to support this software. Go to Adobe to check operating system requirements before subscribing.

Supplies:

Required Supplies for all Courses: some kind of external storage: jump drives, external hard drives or cloud storage like Dropbox

Course Outline:

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Content</th>
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</thead>
<tbody>
<tr>
<td>Unit I: Imaging</td>
<td>Principles and Elements of Design, Resolution for web, print, and video, Text Designs and text effects with Photoshop or Image Retouching, Page Layout.</td>
</tr>
<tr>
<td>Unit II: Audio/Video</td>
<td>Basics of sound, Podcasting and Voiceovers, Storyboards/Basic video shots, Capturing/Editing video, Animation, YouTube/Vimeo.</td>
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<tr>
<td>Unit III: Web Sites</td>
<td>Web development, File Management, HTML5/CSS3, SEO, CMS, Wordpress.com, Blog</td>
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<tr>
<td>Final Project</td>
<td>Projects address conceptualizing and producing digital media presentations.</td>
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Grading Procedure:

<table>
<thead>
<tr>
<th>Grading Legend</th>
<th>Percentage Breakdown</th>
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</thead>
<tbody>
<tr>
<td>A = 90 - 100</td>
<td>Assignments – 60%</td>
</tr>
<tr>
<td>B = 80 - 89</td>
<td>Quizzes – 10%</td>
</tr>
<tr>
<td>C = 70 - 79</td>
<td>Attendance – 10%</td>
</tr>
<tr>
<td>D = 60 - 69</td>
<td>Final Project - 20%</td>
</tr>
<tr>
<td>F = 0 - 59</td>
<td>TOTAL - 100 %</td>
</tr>
</tbody>
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PLEASE NOTE! Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to eConnect or call Touch Tone Services. Web Site address: http://econnect.dcccd.edu Telephone number: 972-613-1818.

Academic Calendar:

2016 Spring Multimedia/Game Calendar
Online Flex Term Classes

January 25, 2016 – May 12, 2016
Online Flex Term courses.
MW, TR, MWF, M, T, W, R, F, Spring RCHS classes and Saturday Only courses have a different calendar.

January 18 (M) - Martin Luther King, Jr. Day Holiday.

January 25 (M) - Saturday Only classes begin.
First Saturday the Multimedia Lab will be open.

February 6 (Sa) - 12th Class Day for Online Flex Term classes.
Last day to drop a course without receiving a "W" grade on transcript.

February 26 (F) - Faculty Development Day.
Friday day classes Will Not Meet. Friday evening and Saturday classes Will Meet. The Multimedia Lab WILL be open Friday.

February 27 (Sa) - Saturday and Sunday classes Will Meet. The Multimedia Lab WILL BE OPEN Saturday during regular business hours.

March 14 - 20 (M-Su) - Spring Break.
College buildings & offices (including the lab) will be closed for the week.

March 25 - 27 (F-Su) - Spring Holiday.
College buildings & offices (including the lab) will be closed.

April 18 (M) - Last Day to withdraw with a grade of "W" for Online Flex Term classes.

May 7 (Sa) - Last Saturday Multimedia Lab is open for the semester.

May 12 (R) - Last day of classes/Final Exam Day for Online Flex Term courses. Semester Ends. Last day lab is open for the semester.

Drop Date:
February 6 (Sa) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.
Withdrawal Date:
April 18 (M) is the last day to withdraw from this course with an automatic "W".

Academic Progress:
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check 7Steps2Success for more details.

Institutional Policies:

Classroom Policies:
Please read the following classroom policies listed below.

Attendance Policy:
In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the missed lessons and assignments.

If you are unable to attend class, please email the instructor or leave a message for the instructor at the ACCESS Office at (972) 238-6140 BEFORE THE CLASS BEGINS.

It is imperative students arrive to class on time and remain in class the entire session each week.

Food and Drink Policy:
Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

Web Server Posting Policy:
The Richland Student Web Server is open to all users of the World Wide Web. Any information students or instructors place in their files is readable by any user of the World Wide Web.

Computer/Internet Use Policy:
Currently enrolled Richland College Multimedia and Game students have access to the Multimedia Lab and classroom computers for Multimedia/Game educational and instructional purposes only. Please use the Del Rio Computer Lab (D229) or the Wichita Computer Lab (WH159) for other school-related assignments and non-Multimedia activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and cannot use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window:
http://www.richlandcollege.edu/conduct/

Safety Policy:
Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper,
students’ backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

**Handheld Devices Policy:**
Please **turn OFF** all electronic devices during class.

**Participation Policy:**
Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

**End of Each Class Policy (for face-to-face classes):**

When you leave class for the day, please...

1. Delete all your files from your workstation and empty the trash.
2. Shut down your computer using Windows Shut Down.
3. Turn off your monitor after computer has COMPLETELY shut down.
4. Pick up and throw away any trash around your seat.

**Attention Continuing Education Students:**
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

**Multimedia and Game Web Sites:**
[http://www.richlandcollege.edu/multimedia](http://www.richlandcollege.edu/multimedia)
[http://www.richlandcollege.edu/game/](http://www.richlandcollege.edu/game/)

The Multimedia Learning Center is part of the Richland College School of Engineering, Business and Technology. Office: Bonham 101 • Phone: 972.238.6210.

**Disclaimer reserving right to change syllabus:**
The instructor reserves the right to amend this syllabus as necessary.

**Student Acknowledgement:**
Please download, read and sign this *Student Acknowledgement* and turn it in to your instructor. Or you can paste this URL into your browser window:
[http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf](http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf)