Textbook
Class set: Web Design Portfolio. Against the Clock
On-line texts:

Course Content
A survey of computer multimedia concepts, terminology, processes, and procedures. Topics include computer graphics hardware, interactive multimedia, audio editing, movie creation and editing, 3d modeling, webpage production.

Course Goal
Define computer multimedia terminology; audio editing, multimedia, and 3D software use.

Student Learning Outcomes
Upon successful completion of the course you will have a working knowledge on:
• Computer Systems (Macintosh & PC) - Hardware and Software
• Computer file management, including organizing and saving files, retrieving files, copying files and deleting files, searching & indexing.
• Use of the Internet and its resources.
• Business and Multimedia Publishing Applications
• PowerPoint on Macintosh, Soundbooth CS4, Audacity, Windows Movie Maker, Flash CS4, Google SketchUp, and Dreamweaver CS4
• Utility Programs (i.e. virus, font management, file and graphics management, etc.)
• Knowledge of the various types of careers available in the multimedia and graphics Industry
• Copyright Laws and Regulation
• Job career and opportunities

Learning Objectives
Upon completion of this course the student will:
• Be familiar with the major components of multimedia – various file types and software applications.
• Be able to make an informed decision as to further areas of study.
• Be familiar with the jobs and skills involved in multimedia.

GRADING
Working on assignments/project is an integral part for the course. Any missed assignments will be considered as missed lab/class time and hence will be counted as ABSENCE. (1 unexcused missed, late or incomplete assignments = 1 ABSENT Session)

All assignments/projects are due on the day noted unless otherwise announced in class. Assignments may be completed in class or lab. Those having their own computer and pertinent software may work on assignments at home as well. However, class participation is still required, and students are advised to attend class regularly. The assignments must be completed on software programs used in class. Do not make substitutions.
Note: Original working files are REQUIRED for ALL project along with the submission of final compressed files.

Handouts will be given out for all assignments & projects. Be sure to follow the requirements of each project.

• Weekly Exercises & Assignments including Web Enhanced Activities (25%)
• Midterm Project & Evaluation (25%)
• Final Project Evaluation/Quiz (50%)

PROJECTS
Following is a tentative outline of class discussion topics and assignments for the semester. Please note that this schedule is subject to changes at any time pending on the class progress. You will
Week 1-3
1. Introduction - Working with Computer Systems (Mac & PC) & Peripherals
2. File organization - using Finder
3. Working with Macintosh iBooks
4. PowerPoint presentations of careers in multimedia
5. Library Resources (Library Tour)

DISCUSSION TOPICS

- Introduction
  - Course requirements & expectations (Refer to Syllabus)
- Computer platforms, systems, peripherals & software applications
  - Operating systems
  - Software applications – Approach how to review an application (Interface Menu & Help Files)
  - File organization - Saving files (Save versus Save As), exporting files, retrieving files, copying files and deleting files, search (find) & indexing
  - Using menus versus short-cut keys
- Introduction to PowerPoint – Why use PowerPoint?
  - Terminologies & Concepts
  - Program properties and preferences
  - Importing text & formatting rules, master slide, transitions, sounds, animations
  - Editing text and graphics – copy/paste commands, what is a clipboard, undos/redos
  - Action buttons and hyperlinking
  - Slide design and templates
  - Saving files (What are temp files?)

ASSIGNMENTS: See class handout for the Week
WEB ENHANCED ACTIVITIES: See class handout for the Week

Week 4-6
1. Audio Editing
2. Copyright Laws and Regulations

DISCUSSION TOPICS

- Encoding Audio, audio file formats
- Soundbooth interface
- Sound editing
- Managing multitrack files
- Copyright Laws and Regulations (GOOGLE IMAGES – A VIOLATION REMINDER!)

ASSIGNMENTS: See class handout for the Week
WEB ENHANCED ACTIVITIES: See class handout for the Week

Week 7-9
1. Creating Movies
2. Mid Term Project/Evaluation

DISCUSSION TOPICS

- Working with Windows Movie Maker – Terms & Concepts
- Program Properties, Tools & Organization
- Working with the program menus, editing using menus & shortcut keys
- Storyboarding
- File formats & Extensions
- Video shots explained
- Design Basics

ASSIGNMENTS: See class handout for the Week
WEB ENHANCED ACTIVITIES: See class handout for the Week

Week 10-12
1. Animation programming
2. Working with Flash
3. Timeline, keyframes, tweening
4. Creating foreign language verb video

be informed of any changes. Updated information will be posted online at [http://hccs.blackboard.com](http://hccs.blackboard.com)
DISCUSSION TOPICS

- Animation Programming – Flash CS4
  - Program Properties, Tools & Organization
  - Terminologies & Concepts
  - Exploring Flash interface
  - Timeline basics, layers, keyframes
  - Working with imported graphics
  - Working with the program menus, editing using menus & shortcut keys
  - Design basics
  - Packaging and exporting final animation
- Adobe Bridge (CSS – What is the Mini Bridge Application)
  - Program Tools & Organization
  - Terminologies & Concepts
  - Explore interactive functions

ASSIGNMENTS: See class handout for the Week
WEB ENHANCED ACTIVITIES: See class handout for the Week

Week 13-16
1. Google SketchUp and Dreamweaver
2. LAB – Work on Final Project
3. Final Evaluation

DISCUSSION TOPICS

- Creating models in Google SketchUp
- Creating ePortfolio

ASSIGNMENTS: Work on Final Portfolio Project
WEB ENHANCED ACTIVITIES: See class handout for the Week

Required Textbook and Materials

- REQUIRED TEXTBOOK – Class set: Web Design Portfolio, Against the Clock
- External USB/FW Hard drives
- One ream 20lb laser paper
- Office Stationery – Pen, Pencil, Paper, Blank DVD/CDs etc
  (NOTE THAT THE DEPARTMENT IS NOT AN OFFICE SUPPLY RESOURCE!)
- Software: Adobe Creative Suite CS4– Suite must contain Soundbooth, Flash, Dreamweaver, Google SketchUp, Audacity, and MS PowerPoint. Software may be purchased at the college bookstore or ONLINE at http://hcc.academicsuperstore.com

Classroom/Lab Policies

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

1. Students are responsible for adhering to all guidelines, procedures and requirements indicated in assignments and project handouts for the course.
2. Information covered in class will not be repeated for students who are tardy or absent. Students are responsible on getting lectures and assignments missed from other students. No make-up tests or classroom exercises will be given.
3. All assignments and projects must be completed by the student. Any work completed with the help of external sources such as lab technicians or past students/relatives etc. will result in a zero grade. Details will be given in each project or assignment.
4. Assignment/Project content or theme must NOT contain any inappropriate or offensive material (language, text, images, or multimedia) that relates to any sexual, religious or political orientation.
5. References and credits (such as images, text information, media files, etc) used must be documented in each assignment/project where applicable.
6. Work turned in past the dateline will receive a lowered letter grade or possibly an F.
7. Assignments are to be saved on External disks. You may leave your files on the server or class computers, the department will not be responsible for any deleted files.
8. Student must either call or EMAIL the instructor if they cannot make it for class.
9. No software, hardware, or manuals may be removed from the lab. Software and manuals may not be copied. Lab rules are to be strictly followed. Failure to comply with these rules will mean expulsion from both class and lab.

10. ALL pagers, beepers and cell phones to be switched to silent mode. If you need to take a call, please leave the classroom without disrupting your instructor or classmates.

11. Web major students are to apply for Web Site space via HCCS or own their own by the first week of classes. All completed assignments are to be uploaded to their web space by given deadlines.

12. Everyone is highly advised to get the latest updated virus scanners on their computers.

Special request, not mandatory but will be very much appreciated – Instructor is allergic to perfumes & strong fragrances. Please minimize usage if possible. (Thank you for your understanding)

**Instructor Requirements**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is your (the student’s) responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the handouts and help files where applicable
- Complete the required assignments and evaluations
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Complete all assignments/activities with a 70% passing score
- Adhere to HCC, department and instructor policies

:: HOUSTON COMMUNITY COLLEGE – POLICY STATEMENTS :::

Students may find the following information in the student handbook and college catalog:

- ADA Statement
- Attendance Requirements
- Course Withdrawal Policy (Including Refund Policy)
- Repeat Course Fee
- Academic Honesty & Plagiarism Policy
- Grading
- Use of Cameras and Recording devices

**ADA Statement**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Dr. Becky Hauri at 713-718-7910 in the Southwest College Disability Support Services Office at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and click on the words Disability Information.

“The Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age or handicap. This policy extends to employment, admission, and all programs and activities supported by the college.”

**Class Attendance Policy (Attending class regularly is the best way to succeed in this class!)**

The 2010-11 HCCS Catalog states the following:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student’s responsibility to consult with instructors for makeup assignments. Instructors will check class attendance daily. Although it is the responsibility of the student to drop a course for nonattendance, the instructor has the authority to drop a student for excessive absences.

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time). For example:
1. For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student may be dropped after six hours of absences.

2. For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), a student may be dropped after 12 hours of absences.

Attendance is taken within the first 10 minutes of the class session. You will be marked absent for unexcused lateness. Your attendance is also considered part of the class participation, and as such can affect your grade. Please note that you will be administratively dropped if you exceed the 12.5% of instruction hours (2-four hour sessions for classes that meet once a week, OR 4-two hour sessions for classes that meet twice a week).

2 unexcused lateness (15 minutes late) = 1 absent session.

Course Withdrawal Policy

The State of Texas has begun to impose penalties on students who drop courses excessively. That is, if you repeat the same course more than twice, you have to pay extra tuition. In addition, as of Fall 2008, students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you and counselors that you might fail a class because of excessive absences and/or poor academic performance. Contact your Professor or a Counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

In order to withdraw from your class, you MUST contact a Counselor or your Professor and this must be done PRIOR to the withdrawal deadline to receive a “W” on your transcript. If you do not withdraw before the deadline, you will receive the grade that you have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”). Please do not contact both a Counselor and your Professor to request a withdrawal; either one is sufficient.

AGAIN NOTE: IT IS THE RESPONSIBILITY OF THE STUDENT TO WITHDRAW OFFICIALLY FROM A COURSE. Administrative drops are at the discretion of the instructor. Failure of a student to withdraw officially could result in the student receiving a grade of “F” in the course.

The final withdrawal deadline for regular term and second start classes is November 15th, 2010. However, classes of other duration (mini-term, flex-entry, 8-weeks, etc.) have different final withdrawal deadlines. Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Do not submit a request to discuss withdrawal options less than a day before the deadline.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Academic Honesty & Plagiarism Policy

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student’s individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University’s Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:
• Copying from another students’ test paper;
• Using materials not authorized by the person giving the test;
• Collaborating with another student during a test without authorization;
• Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
• Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit.

**Violations** - Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

**Grading**

Your work will be evaluated according to the following criteria:

**Adherence to the assignment guidelines:** Do not rearrange the assignment guidelines. Complete the right assignment. If the assignment is not clear to you, it is your responsibility to ask for clarifications before doing it.

** Appropriateness:** Follow course policies, attitude-check on how you handle projects and challenges along with working with others in class. Do not have someone do the project or assignment for you.

**Submit & present projects on time.**

**Techniques and Concepts:** Application of Concepts and Techniques.

**Design Layout:** Consider creativity, balance of elements, design techniques, use of white space, fonts, sizes and styles, effects and color.

**Quality of Execution:** Content information. Strive for excellence. All work should be an attempt at portfolio quality.

Using the above criteria, your work will be assessed on six levels:

| 90–100% | A | Exceptionally fine work; superior in presentation, visual observation, comprehension and participation |
| 80–89% | B | Above average work; superior in one or two areas |
| 70–79% | C | Average work; good, unexceptional participation |
| 60–69% | D | Below average work; noticeably weak with minimal participation |
| Below 60% | F | Clearly deficient in presentation, style and content with a lack of participation |
| Misc | W | Excessive absence (more than 12.5% semester absence) |

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.