



**Division:** Humanities & Fine Arts Division  
**Course name:** MultiMedia 100 / Introduction to Multimedia Application  
**Section:** 8124 / Semester Fall 2014  
**Location:** Online

**Instructor Name:** Ms. Duckworth      **School Website:** <http://www.wlac.edu/>  
**Address:** 9000 Overland Ave., Culver City, CA 90230

**Distance Learning Program Website:** <http://www.wlac.edu/online>

**Office Hours:** email me to setup an appointment      **Instructor E-mail:** [duckwon@wlac.edu](mailto:duckwon@wlac.edu)

## Welcome Students

This semester, you will work to develop your Design and Technical Computer skills. You will also learn and practice the fundamentals of basic computer skills and learning certain computer software & programs. The goal is for you to be better with the knowledge of Multimedia at the end of this course. The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. Successful college students are self-motivated. Successful college students understand the importance of studying the material, coming to class prepared and practicing skills learned. YOU CAN DO IT !

## Course Description:

An overview of the interactive multimedia industry, the profession, career options, the market, and the production process. It includes concept development, interactive design, asset manipulation, programming and delivery. This introduction forms the basis for study of digital and nonlinear technologies and applications.

## Recommended Texts:

All texts, readings and required supplies listed below.

- a computer with Internet access
- List of suggested textbook and readings:
  - “Multimedia DeMystified” by Jennifer Coleman Dowling (McGraw Hill books)
  - “Multimedia: Making It Work, 8<sup>th</sup> Edition” by Tay Vaughan (McGraw Hill books)
- List of suggested rea

dings and use of online library resources - TBD

## Recommended Materials:

- ✓ Access to Up-to-date computer or laptop
- ✓ Access to high-speed Internet

## Course Advisories:

It is your responsibility to drop this class if you decide you will not complete it. Failure to drop this class in a timely manner may result in a "W" or an "F" on your academic record. You may also be held accountable for payment of all fees whether you participate in the class or not. WLAC Enrollment Fee Refund Policy is located at this link: <http://www.wlac.edu/businessoffice/>

## Student Learning Outcomes

- Technical Competence: Utilize the appropriate technology effectively for Informational, academic, personal, and professional needs.
- Communication: Effectively communicate thought in a clear, well organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- Aesthetics: Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life.
- Students will be assessed by completed assignments and final project.

## Course Learning Outcomes

- 1) Demonstrate competency in navigating through the world wide web
- 2) Skills in designing, planning, and executing projects with the use of digital media interaction

## Instructional Methods

Assignments, Tests and Discussions will be available via the Etudes shell.

## Student Responsibilities and assignment guidelines

- Read Announcements
- Assignments, Exams / quizzes and Projects as assigned
- Other requirements as assigned. (Eg. portfolios, projects and group work)

## Grading

- Use Etudes Course Map to view a detailed list of grading.

## Attendance Policy

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis.

**Examples of regular participation may include:**

- submitting/grading assignments (students/faculty)
- participating in discussions (students & faculty)
- responding to emails / phone calls (students & faculty)
- attendance at scheduled chats (students & faculty)
- adherence to scheduled events in the syllabus (students & faculty)
- logging into the virtual classroom, reviewing messages and responding to messages (students & faculty)
- Web conferences or other live events scheduled for the class (students & faculty)
- On-campus events or other locations where instructor and students meet for class; i.e. museum, observatory, etc. (students & faculty)

**Withdrawal from class can affect eligibility for federal financial aid.**

- Late work will have negative impact on your final grade.
- Exams and quizzes may be made up with verified doctors excuse.
- Extra credit may be available for qualifying students as needed.
- Videos and text are Copyright to Brian Olson and may not be redistributed without consent. You may not photograph, screen capture, record or copy in any form any parts of this course, visiting artists, lectures, models, students or other student work without direct consent.

**College Policies:****Academic Integrity (Plagiarism)**

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page**

**Student Conduct**

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

**Recording Devices**

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

**Electronic Mail**

Email is the official method of communicating with you. Every WLAC student has an email address. Check your Student.LACCD@Edu account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), and click on the Student Email button. To log in use your student ID # and your birthday and month. Your Student.LACCD@Edu email can be forwarded to any other personal email account.

**Disabled Student Services** (*more info on Campus Resources below*)

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in HLRC 121 at (310) 2874450.

The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me. Tape recording of lectures and discussions will not be permitted without my consent.

### **Dropping the Course**

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so at the Admissions and Business Offices and keep your receipt. Pay attention to drop dates in the Schedule of Classes. <http://www.wlac.edu/scheduleofclass/schedulecalendar.html>

## **Campus Resources:**

**Online Tutoring:** <http://www.wlac.edu/online/tutoring.asp>

### **Office of Disabled Student Programs and Services (DSP&S)**

Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. **DSP&S students may qualify for:** priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

### **Instructional Support (Tutoring) & Learning Skills Center**

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

### **Library Services**

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

### **WLAC Student Health Center**

Building A-9 contact # (310) 287-4478

Mon. & Wed. 8am – 4pm / Tues. & Thurs. 9:30am – 6pm / Fri 8am – 12pm

#### **1) They offer Free Medical Services.**

First aid/Over-the-counter pain relievers, TB testing, Pre-employment physical/physical required by specific school programs, STD screening, Pap smear, Family planning, Consultation with medical providers  
Physical examination, Preventive health care, Mental health services, individual, couples & groups and  
Annual flu vaccine (time sensitive)

#### **2) They offer Free confidential Services related to:**

Depression/Suicidal thoughts, Relationships/Couples, Anxiety, Domestic violence/abuse, Family conflicts, Childhood abuse & neglect, Anger, Substance abuse, Trauma/PTSD, Eating disorders, Stress, **Time management**, Grief, **Academic/Career choices**, Parenting and General self-improvement.

## **Campus closed on these Dates / Holidays:**

Go to this link to see more Important Dates regarding WLAC:

<http://www.wlac.edu/scheduleofclass/schedulecalendar.html>

## Student Acknowledgment

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"I \_\_\_\_\_, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below or EMAIL me at [duckwon@wlac.edu](mailto:duckwon@wlac.edu) , any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, ect.

Special needs or circumstances:

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