

Syllabus COMP4000

Multimedia Technology and Tools

National Labor College

Instructor

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Please contact me with any questions you may have during the course. The course is conducted online and most correspondence is via e-mail or Blackboard; however, a phone call is sometimes the best option.

Course Overview

Description

This course introduces the basic tools and technology to develop multimedia delivered through the Internet or CD-ROM. Students will work with various types of multimedia, including digital sound, images, video and web pages. Students will learn to use major software packages and tools used in multimedia production. The course is conducted completely online. (3 semester credits)

Rationale

In just the past decade, people have begun to apply new media or multimedia into communication, education, advertising, publishing and numerous other industry sectors. The World Wide Web, CD(s) and DVD(s) are the platforms used to deliver content with rich media. Using multimedia tools and equipment are skills necessary to meet many day-to-day tasks and job requirements in the digital age.

Prerequisites

Windows: Students should be able to open and close files, save files, use menu bar commands and toolbar buttons, and cut, copy, and paste text. Students should be able to install applications, navigate the Internet and download files.

Word processing: Students should be able to format text (bold, italic, underline, alignment), create bullet points, insert headers/footers, check spelling/grammar, track changes, and work with hyperlinks, graphics, text boxes and tables.

Course Date and Times

At that the course start date, you may access the course on the NLC Blackboard system – <http://nlc.blackboard.com>. A Blackboard username/password will be e-mailed to you by the course start date. If you did not provide an e-mail address when you registered or you do not receive a username/password by the course start date, e-mail your instructor or onlinesupport@nlc.edu.

Objectives

At the completion of this course, students should be able to perform the following tasks:

- **Graphics**
 - Create graphics
 - Import and export graphics
 - Modify graphics
 - Add text to graphics
 - Create special effects
- **Video (track 1*)**
 - Work with Video
 - Enhance Video
 - Publish video
- **Presentation Systems (track 2*)**
 - Work with presentations
 - Enhance a presentation
 - Work with graphic objects
 - Work with movies, animation, and sound
 - Prepare and set delivery options for a presentation
- **Web Site Development**
 - Create a web page
 - Format and link to web site pages
 - Work with a web site design program
 - Publish a web site

* Students may choose whether they want to follow track 1 or track 2 for weeks 6 - 8.

Course Materials

Computer Equipment

Students will need the following computer equipment:

- A computer with access to the Internet (high-speed connection recommended)
- An e-mail address
- Anti-virus software

Software

Students will need the following software to perform lessons:

- Graphics (one of the applications below)
 - Adobe Fireworks
 - Adobe PhotoShop

- Adobe Photoshop Elements
 - Paint Shop Pro
- Videos (track 1 option - students who choose this track will need one of the applications below)
 - Adobe Premiere Pro
 - Adobe Premiere Elements
- Presentations (track 2 option – students who choose this track will need one of the packages below)
 - Microsoft PowerPoint
- Web Development (one of the applications below)
 - Adobe Dreamweaver
 - NetObjects Fusion
 - Microsoft Word

You may download trial versions of the Adobe products at <http://www.adobe.com/downloads/>
Note that trial versions are for 30-days, so you would not want to purchase one too far in advance.

If you purchase an application, check to see if a less expensive student version is available at a site like [Academic Superstore](#).

Required Text

Multimedia Basics, Second Edition. Suzanne Weixel. Thomson Course Technology. Boston, MA. 2006.

Amazon.com - Prices are lower for used books. If you purchase a used book without a CD-ROM, that's okay because you can access the student data files from the course. Do note shipping times.

http://www.amazon.com/Multimedia-BASICS-Second-Suzanne-Weixel/dp/1418865656/ref=sr_1_1/105-6712506-9734815?ie=UTF8&s=books&qid=1188232891&sr=8-1

Thomson Course Technology

<http://www.course.com/catalog/product.cfm?isbn=978-1-4188-6565-8&CFID=23350730&CFTOKEN=94926610>

Online Materials

See the Multimedia Technology course site on Blackboard for other materials that supplement the course text, including PowerPoint presentations for each lesson and data files for course exercises.

Assignments

The Blackboard Assignments section contains detailed information about assignments.

The completed exercises for each week must be e-mailed to the instructor by the due date. Please refer to it for due dates and files to be submitted for each assignment.

There is a corresponding discussion board for each week's assignments. You may post questions and comments about the exercises.

Weekly Topics

For weeks 6 – 8 students may select track 1 or track 2.

Week	Date	Unit	Lesson Title and Number	Multimedia Application	Tasks
1		Introduction	What is Multimedia?	None	Read the introduction. Participate in the discussion board.
2		Graphics	Graphics Programs 1 Creating Graphics	Fireworks, Photoshop, Photoshop Elements, or Paint Shop Pro	Select a graphics program Create, save and close a graphics file Use drawing tools
3			2 Importing and Exporting Graphics 3 Modifying Graphics		Save files in different formats Optimize and export Images Group objects Scale, rotate and flip objects
4			4 Adding Text to Graphics 5 Creating Special Effects		Apply formatting, fills and strokes to text Apply color effects and special effects
5			Just For Fun		Creating a navigation button Using photo features
6		Video (Track 1)	9 Working with Video	Adobe Premiere Elements or Adobe Premiere Pro	Set up a video project Import video and graphic files
7			10 Enhancing Video		Add transitions, effects and titles
8			11 Publishing Video		Export to a movie file Publish for the web

Week	Date	Unit	Lesson Title and Number	Multimedia Application	Tasks
6		Presentations (Track 2)	12 Working with Presentations	Microsoft PowerPoint	Add slides to a presentation
	13 Enhancing a Presentation		Work with text, templates, and slide masters		
7			14 Working with Graphic Objects		Work with pictures, charts and drawing objects
			15 Working with Movies, Animation, and Sound	Work with movies, animation and sound	
8			17 Prepare and Deliver a Presentation		Add action buttons Use hyperlinks Set presentation delivery options
9		Web Sites	23 Creating a Web Page	HTML Editor Microsoft Notepad may be used.	Use a text editor to create an HTML file
10			24 Formatting and Linking Web Site Pages		Format text, create lists, and create hyperlinks
11			26 Working in a Web Site Design Program		Dreamweaver, NetObjects Fusion, or Word
12	Break				
13			Continuation of the previous lesson		Create links, insert pictures
14			27 Polishing and Publishing Your Web Site		Define a remote site and publish pages to the web

Evaluation

Lessons

Student evaluation is based on the completion of the exercises in each week's assignments. Unless otherwise specified, weekly assignments are due on Monday of the following week at 9 a.m. Late assignments are subject to reduction up to a letter grade.

Quizzes

Quizzes may be given at the completion of each unit based on weekly study guide questions.

Grading Scale

A- to A	90 – 100 %
B- to B+	80 – 89 %
C- to C+	70 – 79 %
D	60 – 69 %
F	Below 60%

Course Policies

Participation

Students must participate in all class, group or individual activities to which you are assigned. You should sign on to Blackboard at least once a week to see if new items are posted.

Online Participation

Participation in online assignments is a required part of this course. Your participation in discussion boards is evident by the thoughtfully crafted responses and questions that you post. Support your opinions with references to readings or other resources, if possible. "Yes/No" postings do not usually generate much discussion. Not posting messages is the equivalent of being absent.

Late Assignments

Late assignments are subject to reduction up to a letter grade.

Extensions

We encourage each of you to try to complete the course within the 14-week semester. Extensions will be granted provided you have shown reasonable effort in completing as many assignments as possible.

Plagiarism

Plagiarism is not tolerated at the National Labor College. You are responsible for reading the rules on plagiarism and making sure that you properly cite all sources – including personal conversations with others – in your written work. You must give proper credit to any ideas that are not your own.