Introduction to Digital Media is a full semester class that provides an essential foundation for the student interested in learning interactive media and web design programs in addition to video and serious game design. Using industry standard photographic editing, web design, animation and presentation software, students will create a basic composite digital media presentation in Dreamweaver that includes text, graphics, animation, video, and sound.

This class is required for all Digital Media certificates that focus on digital media content development including audio, video, game design, web multimedia.

**General Information**

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Jeffrey Diamond</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>(707) 527-4990</td>
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<tr>
<td>Web Site:</td>
<td><a href="http://www.santarosa.edu/~jdiamond/">http://www.santarosa.edu/~jdiamond/</a></td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:jdiamond@santarosa.edu">jdiamond@santarosa.edu</a></td>
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**Office Hours**

<table>
<thead>
<tr>
<th>Maggini Hall Room 2941</th>
<th>Online</th>
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<tbody>
<tr>
<td>Tuesday 3:00 pm – 4:30 pm</td>
<td>Monday 9:00 am - 11:00 am</td>
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<td>Wednesday by appointment</td>
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Note: I will respond to your email within 48 hours during the work week.

**Computer Access**

You may use the CS labs in Santa Rosa and Petaluma during regularly scheduled lab hours. You may work on your own computer if you have an Adobe Creative Cloud subscription. Internet access is sometimes required for assignments.

**Required Materials**

- Access to the Adobe Creative Cloud
- Flash drive and access to digital camera
- Account on CATE (Center for Online Education) and student.santarosa.edu

**Student Software**

The following software will be used during this class: Adobe Bridge, Photoshop, Dreamweaver, Flash, Illustrator, Audition, and Premiere. You will need to create a subscription through the Creative Cloud ($19.99 per month), or use the Santa Rosa or Petaluma computer labs.

**Assignments**

Assignment specifics are available on my website
Grading and Procedures

Final grade is based on:

- 12 Homework Assignments 70
- Midterm Exam 15
- Final Exam 15

Total points available 100

Grade for the class will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
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Attendance

Regular attendance is essential. **You may be dropped from the class if you are absent twice or more.** You are encouraged to ask questions in class, but please do so in a manner that is considerate to your classmates.

Tests

There will be online midterm and final quizzes. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the quiz by the due date.

Homework

Post all homework to your website or upload to the dropbox.

Late assignments

I do not accept late assignments except once per individual per semester.

Credit-No Credit

You may take this class credit/no-credit. You must decide before the fifth class and file the appropriate form with Admissions and Records. You must complete the midterm and final quizzes and projects to receive class credit.

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

Cell Phones and Beepers

Use not permitted in classroom or lab. See instructor if you have an emergency situation.
Standards of Conduct
Students shall conduct themselves in a manner that reflects their awareness of common standards of decency and the rights of others. Interference with SRJC’s educational objectives is a cause for disciplinary action. All members of the college community are expected to refrain from such interference, including the following types of conduct:

- Disruption of teaching
- Dishonesty, cheating, plagiarism
- Physical or verbal abuse
- Disorderly, lewd, indecent, or obscene conduct

Email etiquette
Here is a list of some basic guidelines:

- Email can easily be misinterpreted; be brief, polite, never send email when angry.
- Always include a pertinent subject title for the message.
- Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words is termed as SHOUTING!
- It is rude to forward personal email without the author's permission

Special Needs
Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278), Analy Village - C, as soon as possible to better ensure such accommodations are implemented in a timely fashion.