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**

Instructor: Jeffrey Diamond  
Phone: (707) 527-4990  
Office Hours (Online):  
  Tuesday 12:00 pm - 2:00 pm  
  Thursday 3:00 pm - 5:00 pm  
(Maggini 2941):  
Web Site: http://www.santarosa.edu/~jdiamond/  
E-mail: jdiamond@santarosa.edu

*Note: I will respond to your email within 48 hours during the work week.*

**Computer Access**

You may use the CIS labs in Santa Rosa and Petaluma during regularly scheduled lab hours. You may work on your own computer if you have Adobe CS6. Internet access is sometimes required for assignments.

**Required Materials**

- Flash drive and access to digital camera
- Account on student.santarosa.edu

**Student Software**

The following Adobe software will be used during this class: Bridge, Photoshop, Dreamweaver, Flash, Illustrator, and Premiere. You need to purchase this software 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:

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