

# DIGITAL MEDIA/WEB PRODUCTIONS

## SYLLABUS

Instructor: Mr. Onstott  
 E-mail: [ponstott@mtpleasant.edzone.net](mailto:ponstott@mtpleasant.edzone.net)  
 Telephone: (989) 775-2210 x 20604  
 Classroom: MPATC #604

### **Course Description:**

The Digital Media/Web Productions program will be taught using a “hands-on” project-based approach to the world of information technology for business applications and multimedia design. Industry standard software (Photoshop, Flash, Dreamweaver, Premiere, Soundbooth, Poser, Bryce, etc.) will be used to complete real-world projects. The program is divided into twelve segmented and sequential modules:

- |  |  |
|--|--|
| 1) Information Technology and the Internet               | 7) Introduction to Web Site Development    |
| 2) Web Browsing  | 8) Coding                                  |
| 3) Databases & Web Search Engines                        | 9) Image Techniques/Frames                 |
| 4) Email & Personal Info. Mgt./Internet Services & Tools | 10) Coding/Editors/Advanced Web/E-Commerce |
| 5) Internet Security                                     | 11) Intro to Networking/TCP IP             |
| 6) IT Project Management                                 | 12) Intranetworking/Hardware/IT Careers    |

The goal of the program is to provide comprehensive skills in the design and use of information technology and be able to successfully pass the CIW (Certified Internet Web) Foundations Exam.

### **Suggested Course Instructional Outline:**

Year 1	Trimester 1	
	Segment 1	Information Technology & the Internet
	Segment 2	Web Browsing
	Trimester 2	
	Segment 3	Databases & Web Search Engines
	Segment 4	Email & Personal Information Mgt./ Internet Services & Tools
	Trimester 3	
	Segment 5	Internet Security
	Segment 6	IT Project Management
Year 2	Trimester 1	
	Segment 8	Coding
	Segment 9	Image Techniques/Frames
	Trimester 2	
	Segment 10	Coding/Editors Advanced Web/E-Commerce Practices
	Segment 11	Intro to Networking & Internet Addressing/TCP IP Suite
	Trimester 3	
	Segment 12	Intranetworking Services/ Hardware & Operating Systems Mgt./Network & IT Career Opportunities

### **Course Management:**

The instructor will use *Moodle* to post announcements, resources, discussion and assignment materials. Visit the *Moodle* site to access the course using your assigned id and password.

### **Course Delivery:**

The instructor will use a combination of lecture and lab to facilitate daily learning. The first part of the class hour will consist of a lecture, demonstration or activity related to the current topic. The second part of the class hour will be used as student work time (lab project).

### **Determination of Grades:**

This course is divided into three trimesters (each one a separate marking period). This is a project-based course with 60% of the points coming from the completion of these projects. The remainder of the points available will be from technical assignments (30%) and employability skills (10%).

### **Grading Scale:**

A	95 to 100	B+	87 to 89	C+	77 to 79	D+	67 to 69	F	< 59
A-	90 to 94	B	84 to 86	C	74 to 76	D	64 to 66		
		B-	80 to 83	C-	70 to 73	D-	60 to 63		

### **Attendance/Tardiness/Late Assignments:**

Attendance and punctuality is very important. Your timely attendance is essential because of the technical lectures and in-class projects. Excess tardiness can/may result in the deduction of employability points. **It is your responsibility to make-up the work for all missed classes.**

### **Materials:**

Save all your files to your personal user account and properly back-up with a thumb drive, CD, DVD, etc. *Always assume that your primary storage option will fail. It is your responsibility to properly save and manage all digital projects and documents.*

### **Course Resources, etc.:**

The classroom is equipped with state-of-the-art multimedia workstations. The class will primarily utilize the *Adobe Master CS5 Collection* (Photoshop, Flash, Dreamweaver, Premiere, Soundbooth, etc.) of software as well as others (Bryce, Poser, Blender, GIMP, etc.). The instructor will utilize a variety of books and resources to cover classroom materials (such as: *CIW Study Guides*, *Adobe Classroom in a Book* series, *Adobe REVEALED* series, Lynda.com, etc.)

### **Open Lab:**

The classroom is available for use during the instructor's prep period and lunch hour. Periodically the lab is open before and after school. (*Availability is subject to change*).

## Classroom Guidelines & Expectations:

- **Positive Learner** – Show initiative, be energetic, be creative, challenge yourself, and make the most of your time in this course.
- **MPATC/MPHS Technology Guidelines** – You must sign the *MPATC/MPHS Acceptable Use Policy for Technology* to be issued a MPATC user account and adhere to the standards.
- **Computer Use** – The firewall and server settings have been established for the safety of the MPATC network and its users. **The use of a proxy or playing games will not be allowed.**
- **Headphone Use** – Headphones are available for use at each computer workstation. The use of audio must be limited to individual use/enjoyment.
- **Submission of Work** – Projects and tasks are expected to be submitted on a timely basis.
- **Hall Pass** – The use of the hall pass is a privilege. Abuse of the hall pass policy can/may result in a suspension of this privilege.
- **Food & Beverages** – Because of the necessity for proper computer maintenance/care; no food, candy, gum, or beverages are allowed in the computer lab.
- **Clean up** – Each individual is responsible for organizing and putting away books, supplies, disposing of waste materials at their workstation, and logging off their workstation.
- **Printer Use** – The use of the printer is a privilege. The majority of the projects will be submitted electronically. The class will try to embody a “paperless” organization.
- **Seating Arrangement** – Depending on the dynamics of the class, a seating chart may be implemented.
- **Respect** – Each student will be expected to be respectful, cooperative, and polite to the instructor and fellow classmates at all times. Disruptions to others exhibit a lack of respect and courtesy. **Inappropriate language and behavior will not be tolerated.**
- **Academic Dishonesty** – In order to develop a positive attitude toward business ethics, cheating and/or plagiarism will not be tolerated.
- **Accommodations** – If you are in need of special accommodations (IEP, etc.) please notify the instructor immediately for their implementation.
- **Promotional Projects** – Projects completed in class may be used for promotional display and examples.