

CIS 131 - Flash - Syllabus

Spring 2010

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Syllabus

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Contact Information

Instructor: Mario C. Tejada Jr.
 Email: mtejada@dvc.edu
 Phone: 925-866-1822 x5125
 Office Hours: Mon & Wed 11am - 12 noon @ SRC
 Tues & Thurs 8:30am - 10am @ PHC
 Select Thurs nights 6-8pm @ SRC
 or By Arrangement at either campus

I am willing to meet you in person, talk on the phone, IM, email or use an Online Shared office (CCConfer)

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Class Dates & Meeting Time

Class Date: 2/1/10 - 5/28/10
 Class Time: 24 Hours a Day
 - NO In person meetings are required.

Important Enrollment Dates:

- **Feb 11th** - Last Day to Withdraw and Get a Refund
- **Feb 12th** - Last Day to Add a Class
- **March 6th** - Last Day to take the CR/NC option or to Drop without a "W"
- **April 29th** - Last Day to Drop with a "W"

Recommended: Windows or Mac Computer Experience & Internet Experience

Units: 2 Unit Course

This class is for the following Degrees & Certificates:

CIS AS Degree
 CIS Certificate of Achievement
 CIS Certificates of Accomplishment

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Required Text & Materials

Textbook: **Adobe Flash CS4 Professional Digital Classroom**
 Fred Gerantabee - Wiley Publisher
 ISBN: 978-0-470-41093-6

Available at [SRC bookstore](#)
(click Link to order online)

Or other online textbook sites

Software:

Adobe Flash CS4

Don't have a copy of Dreamweaver?
Do you Need DreamWeaver SOFTWARE?
to purchase an Academic Priced software - Click Below!!

Here are 2 Websites...

[Click Here for
Journey Ed - Academic Priced Software](#)

[Click Here for
US College Buys - Academic Priced Software](#)

Consider the "Suite" package - This is a Great option to
select if you are interested in taking any additional classes
in Flash, Photoshop, etc because it is cheaper!!

You will need a copy of your class registration to receive
the Academic Discount Pricing!!

Additional Software:
You might have these
already installed on your
computer.

Adobe Flash Player (Free)
<http://get.adobe.com/flashplayer/?promoid=BUIGP>

Adobe Acrobat Reader (Free)
<http://get.adobe.com/reader/?promoid=BUIGO>

Computer System:

Internet Capable Windows Computer
or Internet Capable Apple Computer

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Course Objectives and Student Learning Outcomes

This course is for students who want to learn the comprehensive functions and have a deeper understanding of Adobe Flash. This program, which is part of the Adobe Creative Suite, is a web authoring and web animation software that is used industry wide. No previous experience with this software is required.

Upon completion of the course students will be able to:

1. Perform basic to advanced web site and web animation operations required of students and workforce professionals
2. Plan, design and produce web pages and animations.
3. Determine which features can be appropriately used in various situations.
4. Solve common issues in web development and web animation by using the software features.
5. Develop problem-solving skills and the ability to work as a team member.

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Course Content

- What's New in Adobe Flash CS4?
- Getting Started with the Drawing Tools.
- Using Symbols and the Library.
- Advanced Tools.
- Creating Basic Animation.
- Advanced Animation.
- Customizing Your Workflow.
- Working with Imported Files.
- Introducing ActionScript.
- Creating Button Symbols.
- Adding Sound to Your Movies.
- Introducing Movie Clips.
- Working with Video.
- Delivering Your Final Movie.

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Class Policies

Withdrawal from Class Policy

If for any reason you need to stop attending class it is **your responsibility** to contact the admissions office and withdraw from the class. If you haven't dropped and your name shows up on the **FINAL Class Roster** I have to put an "F" – Sorry but it's a School Policy.

Cheating & Plagiarism Policy

Don't do it...Consider this...

Do you really want to have faked your way through the class?

The [DVC Academic Dishonesty Policy](#) is located at:

<http://www.dvc.edu/org/info/policies/academic-dishonesty.htm>

Student Code of Conduct Policy

The [DVC Student Code of Conduct](#)

(<http://www.dvc.edu/org/info/policies/code-of-conduct.htm>)

is posted on the DVC Website and pertains to both face to face and online courses.

Please read and contact me if you have questions.

Student Privacy Rights Policy

The Family Educational Rights and Privacy Act (FERPA) is a law that protects students from having their education records shared with people without the student giving their advance approval in writing. (Education records include such things as grades, information from counseling appointments, academic standing, disciplinary records, to name a few.) FERPA also gives students the right to see their education records. If there is inaccurate or misleading information in their records, students can challenge it and try to get it changed. Under FERPA, colleges must have students' written permission to let parents, guardians, spouses, or others see or discuss their educational records, even if the student is present.

[DVC Students Privacy Policy](#) is located at:

<http://www.dvc.edu/org/info/policies/privacy.htm>

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Class Homework

Tech Assignments - These are the first assignments to be completed by you. During these assignments you will complete some tasks (i.e. buy textbook, install student files, etc) that will allow you to complete the course.

Textbook Chapter Assignments - Step by Step tutorials taken from the textbook chapters. The student files needed for the chapter tutorial are located on the CD that comes with the textbook.

Chapter Video and Online Video Assignments - You will watch chapter videos that help explain the Objectives of Each Textbook Chapter. Chapter videos are located on the CD that comes with the textbook. There will be some Additional Videos that I have created for additional information and they will be accessible online via the class website.

Chapter Quizzes - Short quizzes to test your knowledge and understanding of the textbook chapter. Chapter quizzes are taken on line in the class WebCT website.

Midterm & Final Exams – There are No MidTerm and Final Exams. This course uses a projects to test your understanding of the class objectives. Thus there is NO need for exams.

Homework Study Time - Allow 3 to 6 hours per week to complete all of the required weekly assignments. This varies per student due to each student's experience level.

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Submitting Homework

Tech Assignments - Not Graded but are required to prepare your computer system for use in this class.

Chapter Video and Online Video Assignments - I strongly recommend that each student view and review each video to improve their understanding of the chapter tutorial. (Not Graded)

Chapter Quizzes - Are taken when you have completed the Chapter Tutorial. The chapter quiz is taken online via the class' WebCT web site. (Graded)

Textbook Chapter Assignments - Are collected by the instructor and you are REQUIRED to keep a copy of ALL completed Chapter Assignments in case I need to verify your work. (Graded)

The assignments will be copied via FTP ([File Transfer Protocol](#)) to the Student Web Server. You will be given your OWN personal website to use during the course of the semester. I will email your Web Server Configuration Information via email during the 2nd week of class.

You will then send me notification that your textbook lessons assignment have been copied to the student webserver by emailing me at mtejada@dvc.edu.

In the email, specify the assignment that your are submitting using the Subject Line listed on the Homework Assignment Calendar - I use Email rules to filter your assignments into the appropriate folders so Please use the Subject Lines.

**FOR EXAMPLE- Email Subject Line should Read:
FL - Lesson 1 Completed - Your Name**

Thank You! It will make it easier for me to track who has submitted what if you comply with these requests.

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Grading Work

The Homework Assignments and Videos are **TOOLS to help YOU** understand how to use Flash. The grading is based on **COMPLETION!!** I would love it if you did all the hands on labs, simulations, chapter review tests, etc because **REPETITION** is what is going to allow you to remember the different functions of Flash.

I review your homework submissions ONLY on Tuesdays & Thursdays!

So if you submit an assignment on Friday - I won't review it until Tuesday. After teaching online for 10 years I have figured out a system that allows me to give you feedback on your assignments. My system also keeps me from having to stay up until 2am grading homework!

If your homework is Incorrect - I WILL EMAIL YOU DIRECTLY - ASAP and tell you what needs to be fixed for you to receive full credit for the assignment. You can then make the corrections to your homework and resubmit the corrected assignment for full credit.

When I am done grading the entire class' homework submissions - I send out an Email Blast to the entire class letting you know that your grades have been posted to your WebCT Gradebook and to check what I have Graded vs. what you have submitted.

You can view the points for each of your submitted Homework Assignments at our class' WebCT site: <http://webct.dvc.edu>

Remember if I find errors in your assignment then I will email you directly and tell you what needs to be fixed so that you'll receive credit for that homework assignment. So, if you don't hear from me - That is a Good Thing!! :)

Grading Breakout for Class Graded Assignments:

	Qty	Pts Each	Points	% of Grade
Chapter Quizzes	15	10	150	50%
Textbook Chapter Assignments	15	10	150	50%
Total Pts			300	

I will then assign FINAL Class grades using the following formula:

90-100% of Total Number of Points = A approx = 270 pts	70-79% of Total Number of Points = C approx = 210 pts
80-89% of Total Number of Points = B approx = 240 pts	60-69% of Total Number of Points = D approx = 180 pts

Credit (CR) is equal to a C or better No Credit (NC) is equal to a D or less	Less than 60% = F Less than = 180 pts
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Communication

Student-to-Teacher Communication

Students are welcome to email me at anytime - mtejada@dvc.edu

I respond to emails on Mondays, Wednesdays & Fridays - that is if I am Not Teaching a Class or on another Academic Assignment. If I am busy on a reply day I will respond at the first opportunity.

Students are welcome to meet with me in person

If you would like to meet in person - please contact me and we can make arrangements to meet at the:

- San Ramon Campus on Mon or Wed
- Pleasant Hill Campus on Tues or Thurs

I am BIG on maintaining an OPEN 2-way line of communication with each of you
Sooooo....**PLEASE KEEP ME IN THE LOOP!**

- Contact me if you have ANY questions.
- Problems with textbook assignments - contact me
- Problems with Spa assignments - contact me
- Problems with technology - contact me
- Problems with time management - contact me
- Problems with work - contact me (unless it involves a pay raise or personalities)
- Problems with significant others - contact a counselor :)
- Problems with children - send them to a boot camp :)
- Basically keep me in the Loop! I will go out of my way to help you achieve your goal!

I have also created a threaded discussion area in WebCT for each chapter where I encourage you to post your questions concerning assignments. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

Online Classes Discussion Threads

Are located with in the WebCT class website

Email me if grading becomes an issue.

Finally - call me if needed but be forewarned

- I am **AWFUL** about returning phone calls (925) 866-1822 Ext 5125

Student-to-Student Communication

Is student-to-student communication allowed?

YES! I have created a threaded discussion area in WebCT for each chapter where I encourage you to post your questions. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

Online Classes Discussion Threads

Are located with in the WebCT class website

There are **NO** bad/silly/stupid/dumb etc, questions...if you do not know - you do not know...period.

The **WORST** question is the question **NOT ASKED!**

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