TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>College/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Systems Technologies, IT Specialist Program</td>
<td>CRCD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith Swarner</td>
<td>455-2820</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Contact</th>
<th>Faculty Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:keith.swarner@uaf.edu">keith.swarner@uaf.edu</a></td>
<td><a href="mailto:keith.swarner@uaf.edu">keith.swarner@uaf.edu</a>/455-2820</td>
</tr>
</tbody>
</table>

See [http://www.uaf.edu/uafgov/faculty/cd/cdman.html](http://www.uaf.edu/uafgov/faculty/cd/cdman.html) for a complete description of the rules governing curriculum & course changes.

1. ACTION DESIRED (check one):
   - Trial Course
   - New Course
   X

2. COURSE IDENTIFICATION:

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITS</td>
<td>221</td>
<td>3</td>
</tr>
</tbody>
</table>

   Justify upper/lower division status & number of credits:

   This course will provide students with the knowledge and skills required to develop web graphics and multimedia for Web pages and would be appropriate for students who are entering their first semester of the IT Specialist associate degree program.

   Approximately the following amount of instructional time will be delivered in each of the following major topic areas (Note: the terminology used in the following list is generic language and will not necessarily match perfectly with the topics language used on the sample syllabus being submitted with this new course form): Web Graphics Basics and Graphics Software, 1 hr.; Web Graphics Concepts, Terminology, and Methods, 1 hr.; Common Graphics Software Tools, 1 hr.; Preparing and Optimizing Graphics for the Web, 1.5 hrs.; Defining Color on the Web, 1 hr.; Avoiding Common Web Graphic Mistakes, .5 hrs.; Acquiring Images, 1 hr.; Fixing Problem Scans and Retouching Photographs, 1 hr.; Painting Tools, Layers and Filters, 1 hr.; Performing Batch Processing Tasks, .5 hrs.; Web Graphic Rollover Effects, .5 hrs.; Creating Rollover Effects with Graphic Software, 1.5 hrs.; Creating Rollover Effects Manually, Optimizing Rollover Effects, 1 hr.; Creating Image Maps with Graphics Software, 1.5 hrs.; Creating Image Maps Manually, 1.5 hrs.; Creating and Editing Image Slices, 1.5 hrs.; Creating Sliced Images Manually, 1.5 hrs.; Web Multimedia and Multimedia Software, 1 hr.; Multimedia Concepts, Terminology, and Methods, 2 hrs.; Animating Graphics and Text, 1 hr.; Common Multimedia Software Tools, 1 hr.; Saving Multimedia Files for the Web, .5 hrs.; Animation Frames, Layers, and Timelines, .5 hrs.; Frame-by Frame Animation and Motion Tweening, .5 hrs.; Creating Animations with Graphics Software, 1 hr.; Creating Animations with Multimedia Software, 1 hr.; Guide Layers and Mask Layers, 2 hrs.; Animating Text and Complex Animations, 1 hr.; Testing Animations1 hr.; Multimedia Actions and Interactivity, 1.5 hrs.; Audio Types and Adding Audio Clips to a Document, 1.5 hrs.; Importing and Animating Bitmap Graphics, 1 hr.; Gradients, 1 hr.; Publishing and Exporting Multimedia Files, 1 hr.; Video and Video Formats, 1 hr.; Considerations when Using Video, 1 hr.; Importing Video into Multimedia Software, 1 hr.

3. PROPOSED COURSE TITLE:
   Graphics and Multimedia for the Web

4. CROSS LISTED?  YES/NO

   No

   If yes, Dept: NA

   Course #: NA

   (Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. STACKED?  YES/NO

   No

   If yes, Dept: NA

   Course #: NA

6. FREQUENCY OF OFFERING:

   As Demand Warrants

   (Every or Alternate) Fall, Spring, Summer — or As Demand Warrants
### 7. SEMESTER & YEAR OF FIRST OFFERING
(if approved)

<p>| | |</p>
<table>
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<tbody>
<tr>
<td></td>
<td>Fall 2009</td>
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</tbody>
</table>

### 8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

<table>
<thead>
<tr>
<th>COURSE FORMAT: (check one)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>X</th>
<th>6 weeks to full semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER FORMAT (specify)</td>
<td>NA</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Mode of delivery (specify lecture, field trips, labs, etc)</td>
<td>Lecture</td>
<td></td>
<td></td>
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</table>

### 9. CONTACT HOURS PER WEEK:

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<tr>
<th></th>
<th>LECTURE hours/weeks</th>
<th>LAB hours/week</th>
<th>PRACTICUM hours /week</th>
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<tbody>
<tr>
<td></td>
<td>3</td>
<td>0</td>
<td>0</td>
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</table>

Note: # of credits are based on contact hours. 800 minutes of lecture = 1 credit. 2400 minutes of lab in a science course = 1 credit. 1600 minutes in non-science lab = 1 credit. 2400-4800 minutes of practicum = 1 credit. 2400-8000 minutes of internship = 1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

| OTHER HOURS (specify type) | NA |

### 10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

**CITS F221 Graphics and Multimedia for the Web**

3 Credits Offered As Demand Warrants

This course teaches student how to create graphics and multimedia content for the Web. Graphic topics include formats, size and resolution, optimization, design fundamentals. Multimedia topics include animation, interactivity and combining sound, speech, graphics, photographs, and video. **Recommended: CIOS 150 or equivalent skills. (3+0)**

### 11. COURSE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th></th>
<th>H = Humanities</th>
<th>N = Natural Science</th>
<th>S = Social Sciences</th>
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</table>

Will this course be used to fulfill a requirement for the baccalaureate core?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</table>

IF YES, check which core requirements it could be used to fulfill:

<table>
<thead>
<tr>
<th>O = Oral Intensive, Format 6</th>
<th>W = Writing Intensive, Format 7</th>
<th>Natural Science, Format 8</th>
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</table>

<table>
<thead>
<tr>
<th>YES</th>
<th>X</th>
<th>NO</th>
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</table>

### 12. COURSE REPEATABILITY:

<table>
<thead>
<tr>
<th>YES</th>
<th>X</th>
<th>NO</th>
</tr>
</thead>
</table>

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

| NA |

How many times may the course be repeated for credit?

| NA |

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

| NA |

### 13. GRADING SYSTEM:

<table>
<thead>
<tr>
<th>LETTER:</th>
<th>PASS/FAIL:</th>
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<tbody>
<tr>
<td>X</td>
<td></td>
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<tr>
<td>RESTRICTIONS ON ENROLLMENT (if any)</td>
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<tr>
<td>-----------------------------------</td>
<td></td>
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<tr>
<td>14. PREREQUISITES</td>
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<tr>
<td>CIOS F150 or equivalent skills.</td>
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<tr>
<td>These will be <em>required</em> before the student is allowed to enroll in the course.</td>
<td></td>
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<tr>
<td>RECOMMENDED</td>
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<tr>
<td>None</td>
<td></td>
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<tr>
<td>Classes, etc. that student is strongly encouraged to complete prior to this course.</td>
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<tr>
<td>15. SPECIAL RESTRICTIONS, CONDITIONS</td>
<td></td>
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<tr>
<td>None</td>
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<tr>
<td>16. PROPOSED COURSE FEES</td>
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<td>None</td>
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<table>
<thead>
<tr>
<th>17. PREVIOUS HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Has the course been offered as special topics or trial course previously? Yes/No</em></td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>If yes, give semester, year, course #, etc.:</td>
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<tr>
<td>NA</td>
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</table>

<table>
<thead>
<tr>
<th>18. ESTIMATED IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.</em></td>
</tr>
<tr>
<td>It is anticipated that an adjunct instructor will be hired to teach this course. If course enrollments are not sufficient to meet the costs of hiring an adjunct, the course will not be offered; or depending on enrollments in other courses, the teaching load of a full-time faculty may be adjusted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19. LIBRARY COLLECTIONS</th>
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<tbody>
<tr>
<td>Have you contacted the library collection development officer (<a href="mailto:ffklj@uaf.edu">ffklj@uaf.edu</a>, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Karen Jensen, the collection development officer for the library, was contacted by email on 9/29/2008. We don’t anticipate the need for any</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20. IMPACTS ON PROGRAMS/DEPTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>What programs/departments will be affected by this proposed action?</em></td>
</tr>
<tr>
<td>Include information on the Programs/Departments contacted (e.g., email, memo)</td>
</tr>
<tr>
<td>ITS. All CRCD CIOS faculty from the following campus have been contacted regarding this change: IAC, KuC, NWC, TVC.</td>
</tr>
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</table>

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<thead>
<tr>
<th>21. POSITIVE AND NEGATIVE IMPACTS</th>
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</thead>
<tbody>
<tr>
<td><em>Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.</em></td>
</tr>
<tr>
<td><strong>Positive Impacts:</strong> This course will serve as a required course for the Web Development and Administration concentration of the IT Specialist A.A.S. degree program. Through this course, students will develop the fundamental skills and knowledge to create and manipulate graphics and multimedia content for websites. Students will utilize the skills and knowledge developed in this class in CITS F222 Internet Authoring and Design and F228 Advanced Website Design and Development and will enable the course content in CITS F222 and F228 to focus on the effective use and implementation of graphics and multimedia to support the purpose and intended message of the website.</td>
</tr>
</tbody>
</table>
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Over the past nine months faculty within the IT Specialist program have been actively collaborating and seeking input from our community advisory council, recent graduates, and the UAF Computer Science department with the goal of streamlining and improving the educational opportunities provided through the certificate and associate degree programs. One of the significant outcomes of this process was the decision to offer three concentrations that will enable students to develop a comprehensive and in-depth set of skills and knowledge within specific areas of information technology; rather than a less comprehensive set of skills and knowledge over a broader range of information technology areas.

As was mentioned under item 21, this course will serve as a required course for the Web Development and Administration concentration of the IT Specialist A.A.S. degree program. Currently three courses that are relevant to this concentration already exist within the IT Specialist degree program; and three new courses have been identified as needed for students to develop the depth of skill and knowledge required to be prepared for employment in this area of information technology.

It is not difficult to understand the important role that graphics and multimedia play in website design and development—nearly all websites rely on the effective use of graphics and multimedia to help communicate the purpose and messages of the website. Students working through the Web Development and Administration concentration will need to develop a foundation of skills in how to create and manipulate graphics and multimedia prior to completing CITS F222 or CITS F228. Students will build on this foundation in CITS F222 and F228 as they implement graphics and multimedia into their web pages and websites. This foundation will also provide an opportunity for these courses to focus on effective use and implementation of graphics and multimedia for the web.

Without the addition of this course, students will not have the opportunity to develop the foundation of skills from which to build while they complete CITS F222 and F228. This lack of foundation development will result in graduates from this concentration possessing an overall lower quality set of skills and knowledge in this area of information technology.
**APPROVALS: SIGNATURES ON FILE AT THE GOVERNANCE OFFICE**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Specialist Program</td>
<td>10/6/2008</td>
</tr>
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<table>
<thead>
<tr>
<th>Signature, CRCD Division Coordinator for:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Business Systems Technology</td>
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<thead>
<tr>
<th>Signature, Chair, College/School Curriculum Council for:</th>
<th>Date</th>
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<tbody>
<tr>
<td>College of Rural and Community Development</td>
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<table>
<thead>
<tr>
<th>Signature, Dean, College/School of:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Rural and Community Development</td>
<td></td>
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</tbody>
</table>

Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

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**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

<table>
<thead>
<tr>
<th>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</th>
<th>Date</th>
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</thead>
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**ADDITIONAL SIGNATURES: (If required)**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
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<tr>
<th>Signature, Chair, College/School Curriculum Council for:</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature, Dean, College/School of:</th>
<th>Date</th>
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</table>
ATTACH COMPLETE SYLLABUS (as part of this application).

Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide http://www.uaf.edu/uafgov/faculty/cd/syllabus.html. The department and campus wide curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES
During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:
   - Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:
   - Name, office location, office hours, telephone, email address.

3. Course readings/materials:
   - Course textbook title, author, edition/publisher.
   - Supplementary readings (indicate whether required or recommended) and any supplies required.

4. Course description:
   - Content of the course and how it fits into the broader curriculum;
   - Expected proficiencies required to undertake the course, if applicable.
   - Inclusion of catalog description is strongly recommended, and Description in syllabus must be consistent with catalog course description.

5. Course Goals (general) and Student Learning Outcomes (more specific)

6. Instructional methods:
   - Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar:
   - A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say “lab”. Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

8. Course policies:
   - Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

9. Evaluation:
   - Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.)

10. Support Services:
    - Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

11. Disabilities Services:
    - The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials.
    - State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.
Course Information
Course Number-Section, Title: CITS F221 TE1 Graphics and Multimedia for the Web
Number of Credits: 3.0
Recommended: CIOS 150 or equivalent skills.
Class Location: UAF Downtown Center, Room 210
Meeting Days & Time: Thursday, 6:00-9:00 PM, 9/4 – 12/18.
This course will consist of one 3-hour class lecture delivered to students once a week for 14 weeks. Students can expect to spend an additional six to nine hours per week outside of scheduled classroom lecture studying lecture material, completing reading assignments and homework. Students will present their Web graphics and multimedia portfolios during the 15th week.

Instructor Information
Name: Keith Swarner
Office Location: UAF Downtown Center, 510 Second Ave, Fairbanks AK
Office Hours: 2:00 pm – 4:30 pm Monday, Tuesday and Thursday or by appointment
Telephone: 455-2820
Email: keith.swarner@uaf.edu

Course Readings/Materials
Required textbook/materials:
Title: Professional Web Graphics
Author(s): Matt Slaybaugh
Publisher: Course Technology
Title: New Perspectives on Adobe Flash CS3, Comprehensive
Author(s): Luis Lopez
Publisher: Course Technology
Recommended textbook/materials: None

Course Description
This course teaches student how to create graphics and multimedia content for the Web. Graphic topics include formats, size and resolution, optimization, design fundamentals. Multimedia topics include animation, interactivity and combining sound, speech, graphics, photographs, and video.

Course Goals
Upon successful completion of this course, the student will be able to define, explain, or perform tasks related to the following:
1. Create professional graphics for use within web pages
2. Optimize graphics for use on the web
3. Understand the constraints that must be taken into account for web graphics
4. Acquire images from a variety of sources
5. Understand how to use the tools that are common to most graphics programs
6. Create advanced web graphics; such as, rollover effects, image maps, and slices
7. Understand how animation works
8. Create multimedia animations using graphics programs and multimedia software
9. Combine graphics, text, audio clips and actions together to create a multimedia files to be used within a website
10. Prepare video clips for use on a website

Student Learning Outcomes
Upon successful completion of this course, the student will be able to:

1.1. Describe the basics of Web graphics
1.2. Understand the difference between vector and bitmap graphics, and the software you use to create and edit them
1.3. Learn common tools that exist between graphics programs and how to use these tools to manipulate images
1.4. Explain concepts, terminology, and methods involved in working with Web graphics
1.5. Design images for use as background images
1.6. Work with small images designed for the Web
1.7. Creating bullets, symbols, and icons to be used in Web pages
1.8. Understand the considerations of designing logos for the Web
2.1. Understand the effect of color on file size
2.2. Change color depth
2.3. Select a file format
2.4. Save files as Web graphics
2.5. Optimize images with graphics software
3.1. Prepare images for display on different hardware, browsers, and operating systems
3.2. Explain how colors are represented on the Web
3.3. Control the appearance of Web graphics with HTML
3.4. Avoid common mistakes when using images in HTML
4.1. Use scanners and acquire analog images and fix problem scans
4.2. Use digital cameras to take photographs
4.3. Retouch photographs
4.4. Acquire images from other sources
5.1. Use common painting tools found within graphics software
5.2. Work with layers in graphics software
5.3. Use filters in commonly found in graphics software
5.4. Use actions to automate and process tasks in batches
5.5. Saving actions for latter use
6.1. Describe rollover effects and how they can be used in Web pages
6.2. Create rollover effects with graphics software
6.3. Create rollover effects with JavaScript
6.4. Optimize rollover effects with JavaScript
6.5. Create image maps with graphics software
6.6. Create image maps manually
6.7. Use guides to layout image slices
6.8. Create and edit image slices
6.9. Set image slice options
6.10. Create sliced images manually
7.1. Describe the types of Web media that can be created using multimedia software
7.2. Describe how multimedia graphics are displayed in a Web page
7.3. Explain the basics of how animation works and the different elements of animation
8.1. Understand the common components and elements found within multimedia software programs
8.2. Explain the use of grids, rulers, and common tools used to manipulate objects within multimedia software programs
8.3. Use common drawing tools to create and modify lines, curves, ovals, and rectangles, apply stroke and fill colors in multimedia software programs
8.4. Use text tools to create text blocks in multimedia software programs
8.5. Understand, use, and organize symbols and instances of symbols within a multimedia program
8.6. Work with animation and layers palettes
8.7. Create GIF animations with graphics software
8.8. Optimize and save animations created with graphics software
8.9. Use multimedia software to create frames and layers
8.10. Use multimedia software to organize frames and layers into a timeline
8.11. Understand how to work with scenes in multimedia software programs
8.12. Create Timeline effects, frame-by-frame animations, and tweened animations using multimedia software
8.13. Use guide layers to create animations in multimedia software
8.14. Create an animation using a mask layer in multimedia software
9.1. Animate text blocks and individual letters within a text block
9.2. Test animations using onion skinning
9.3. Create nested movie clips
9.4. Design buttons using graphics programs
9.5. Design buttons using multimedia software
9.6. Describe different button states that can be created using multimedia software
9.7. Describe actions and how they can be implemented within multimedia software
9.8. Compare different audio types that can be utilized within a multimedia document
9.9. Acquire audio clips for multimedia documents
9.10. Add audio clips to buttons and background sound to a document
9.11. Import bitmap graphics into a multimedia project document
9.12. Convert a bitmap graphic to a vector graphic
9.13. Create a fade effect animation using bitmaps
9.14. Understand, use and transform gradients
9.15. Explain the different ways in which a multimedia project document can be published or exported
9.16. Publish and export multimedia project documents so they can be used within a webpage
10.1. Describe the basics of using digital video
10.2. Import video into a multimedia document
10.3. Add button components to control video clip selection

Instructional Methods
This course teaches students through lectures, demonstrations, and instructor-led discussions and case projects. Students are expected to complete required reading assignments prior to each lecture. Students are expected to complete assigned homework during the week that follows that topic’s lecture and to arrive prepared to discuss homework at the beginning of the following week’s class.

Course Policies
Attendance: You are expected to attend classes regularly; unexcused absences may result in a failing grade. You are responsible for coordinating absences and the possibility of arranging to make up missed work with the instructor prior to the absence.

If an unforeseen circumstance prevents you from attending class you are expected to contact the instructor via email or phone prior to the start of the next class.

If you are required to participate in either (a) military or (b) UAF-sponsored activities that will cause you to miss class, you must notify your instructor as soon as possible of your absence. You must notify your instructor of all scheduled UAF-required absences for the semester (e.g., travel to athletic events) during the first week of classes.

Late Assignments: Late assignments will not be accepted unless arranged with the instructor.

Missed Exams: There will be no opportunity to make up exams except for pre-arranged absences with the instructor. Make-up exams must be completed prior to the next class meeting from which the exam was given.

Important Dates: Check the UAF Academic Calendar for important dates related to fee payment, class registration and last day to drop courses. The calendar can be viewed online at: http://www.uaf.edu/catalog/current/acad_calendar.html

Plagiarism/Academic integrity: Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or the course.

Support Services
The TVC Student Assistance and Advising Center provides services that contribute to a successful learning experience and transition to a career. TVC Student Assistance and Advising Center staff recognizes the unique concerns of adult and returning students. Services include pre-admission advising, academic assessment and placement advising, financial aid information and application, and assistance with choosing a major. Students can receive ongoing academic advising, degree planning and assistance with course selections.

Services are available by appointment and on a walk-in basis. Appointments can be scheduled by calling 455-2800 or students can go to the UAF Tanana Valley Campus Center, 604 Barnette Street, room 110.

Disability Services
The UAF Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. The instructor will work the Office of Disability Services to provide reasonable accommodations to students with disabilities that have been documented through the UAF Office of Disability Services. Information about available services is available online at http://www.uaf.edu/disability/. The office can be reached by phone at 474-7043 or students can go to 203 WHIT on the UAF main campus.
Evaluation:

Final grades are calculated from the points earned in the following areas:

**Chapter Homework** .............................................................................................................. 50%

The end of each chapter contains 1-3 case projects designed to help students apply the concepts and skills covered in each chapter. Students will complete the case projects at the end of each chapter.

**Web Graphics Portfolio** ........................................................................................................ 20%

Students will develop a portfolio of web graphics that demonstrate the skills and concepts covered during weeks 1-6. Typical portfolios will consist of two to four web graphic files. Students will download specific project requirements from the class site on Blackboard.

**Multimedia Portfolio** ............................................................................................................. 20%

Students will develop a portfolio of multimedia files that demonstrate the skills and concepts covered during weeks 7-14. Typical portfolios will consist of two to four multimedia files. Students will download specific project requirements from the class site on Blackboard.

**Presentation of Web Graphics and Multimedia Portfolios** ........................................... 10%

Students will present their Web Graphics and Multimedia Portfolios during the final week of class.

Letter grades for the course will be determined as follows and will reflect the Grading System and Grade Point Average Computation policy stated in the current UAF Catalog.

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<td>96.9–93%</td>
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<td>92.9–90%</td>
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<td>B+</td>
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<td>86.9–83%</td>
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<td>C+</td>
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**Withdrawal** – Course withdrawals may be either student-initiated or faculty-initiated. A faculty-initiated withdrawal will be initiated if you don't meet prerequisites for a course or if you haven't participated substantially in the course. An attempt will be made to contact students prior to initiating a faculty-initiated withdrawal. It is the responsibility of the student to maintain current contact information (phone number and email address) within UA Online system.

**Incomplete** - An incomplete is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student’s control, such as sickness, has not been able to complete the course during the regular semester. An incomplete will only be assigned in a case when the student is current in the class until at least the last three weeks of the course. Negligence or indifference is not acceptable reasons for an “I” grade. If an incomplete assigned, it must be made up within one year or it will automatically be changed to an “F” grade.
Course Calendar:
The following course calendar provides a weekly schedule of major course topics, reading assignments, homework assignments, and project deadlines. Students are expected to complete the reading assignment prior to the week in which the assignment is listed. Homework assignments are to be completed outside of schedule class time during the week after the course topic has been covered in class. Students should be prepared to discuss homework at the beginning of the following class.

Week 1 – Class 1
Reading Assignment: Professional Web Graphics: Ch. 1 Introduction to Web Graphics
Chapter Homework: Professional Web Graphics: Chapter 1 Case Projects

Week 2 – Class 2
Reading Assignment: Professional Web Graphics: Ch. 2 Optimizing Graphics for the Web
Professional Web Graphics: Ch. 3 Displaying Web Graphics
Topics: Effect of Color on File Size; Changing Color Depth; Graphic File Formats; Saving Files as Web Graphics; Optimizing Images With Graphics Software; Preparing Cross-Platform Images; Defining Color on the Web; Controlling Web Graphics with HTML; Avoiding Common Web Graphic Mistakes
Chapter Homework: Professional Web Graphics: Chapter 2 and 3 Case Projects

Week 3 – Class 3
Reading Assignment: Professional Web Graphics: Ch. 4 Acquiring Images
Professional Web Graphics: Ch. 5 Creating and using Background Images
Topics: Using Scanners; Fixing Problem Scans; Digital Photographs; Photographic Techniques; Retouching Photographs; Acquiring Images From Other Sources; Painting Tools; Working With Layers; Using Graphic Software Filters; Designing Background Images
Chapter Homework: Professional Web Graphics: Chapter 4 and 5 Case Projects

Week 4 – Class 4
Reading Assignment: Professional Web Graphics: Ch. 6 Creating and Using Icons
Professional Web Graphics: Ch. 8 Creating Thumbnail Galleries
Topics: Working With Small Images; Creating Bullets and Symbols for the Web; Designing Logos for the Web; Performing Batch Processing Tasks; Creating, Saving and Sharing Actions; Creating Thumbnail Galleries; Using Automate Commands
Chapter Homework: Professional Web Graphics: Chapter 6 and 8 Case Projects

Week 5 – Class 5
Reading Assignment: Professional Web Graphics: Ch. 10 Creating Image Rollover Effects
Topics: Web Graphic Rollover Effects; Creating Rollover Effects with Graphic Software; Creating Rollover Effects Manually, Optimizing Rollover Effects
Chapter Homework: Professional Web Graphics: Chapter 10 Case Projects
Week 6 – Class 6
Reading Assignment: Professional Web Graphics: Ch. 11 Creating Splash Screens
Topics: Splash Screens for the Web; Using Guides in Graphics Software; Creating Image Maps with Graphics Software; Creating Image Maps Manually
Chapter Homework: Professional Web Graphics: Chapter 11 Case Projects

Week 7 – Class 7
Reading Assignment: Professional Web Graphics: Ch. 12 Creating Sliced Images
Topics: Creating Image Slices; Editing Slices; Setting Slice Options; Creating Sliced Images Manually
Chapter Homework: Professional Web Graphics: Chapter 12 Case Projects

Week 8 – Class 8
Reading Assignment: NP on Flash CS3: Ch. 1. Introducing Adobe Flash CS3 Professional
Topics: Overview of Web Multimedia; How Multimedia is Displayed; Multimedia Software; Multimedia Concepts, Terminology, and Methods
Chapter Homework: NP on Flash CS3: Chapter 1 Case Projects

Week 9 – Class 9
Reading Assignment: NP on Flash CS3: Ch. 2 Drawing, Adding Text, and Creating Symbols
Topics: Using Multimedia Software to Combine Graphics and Text; Common Multimedia Software Tools; Symbols and Instances; Saving Multimedia Files for the Web.
Chapter Homework: NP on Flash CS3: Chapter 2 Case Projects

Week 10 – Class 10
Reading Assignment: Professional Web Graphics: Ch. 9 Creating Animation for the Web
NP on Flash CS3: Ch. 3 Creating Animations.
Topics: Understanding Animation; Animation Frames and Layers Palettes; Animation Timelines; Frame-by Frame Animation; Motion Tweening; Creating Animations with Graphics Software; Creating Animations with Multimedia Software; Optimizing and Saving Animations
Chapter Homework: Professional Web Graphics: Chapter 9 Case Projects
NP on Flash CS3: Chapter 3 Case Projects

Week 11 – Class 11
Reading Assignment: NP on Flash CS3: Ch. 4 Creating Special Animations.
Topics: Guide Layers and Mask Layers; Motion Tweening Between Layers; Animating Text; Complex Animations with Nested Elements; Testing Animations Using Onion Skinning; Using Movie Explorer
Chapter Homework: NP on Flash CS3: Chapter 4 Case Projects
Week 12 – Class 12

Reading Assignment: Professional Web Graphics: Ch. 7 Creating and Using Buttons
NP on Flash CS3: Ch. 5 Adding Buttons, Actions, and Sounds.

Topics: Designing Buttons; Working with Button Text; Creating Buttons with Graphic Software; Creating Buttons with Multimedia Software; Overview of Multimedia Actions; Adding Actions to Buttons; Overview of Audio Types; Acquiring Audio Clips; Adding Audio Clips to a Document

Chapter Homework: Professional Web Graphics: Chapter 7 Case Projects
NP on Flash CS3: Chapter 5 Case Projects

Week 13 – Class 13

Reading Assignment: NP on Flash CS3: Ch. 6 Using Bitmaps and Gradients, and Publishing Flash Files.

Topics: Importing Graphics into Multimedia Software; Animating Bitmap Graphics; Converting Bitmap Graphics to Vector Graphics; Gradients; Multimedia Publishing and Exporting Options; Publishing and Exporting Multimedia Files

Chapter Homework: NP on Flash CS3: Chapter 6 Case Projects

Week 14 – Class 14

Reading Assignment: NP on Flash CS3: Ch. 9 Using Video and Flash Components.

Topics: Overview of Video and Video Formats; Considerations when Using Video; Frame Rate and Frame Size; Video Compression and Decompression; Encoding Video; Importing Video into Multimedia Software; Adding Controls to Video Clip Selection

Chapter Homework: NP on Flash CS3: Chapter 9 Case Projects

Week 15 – Class 15

Final Project: Students will spend 5-8 minutes presenting their Web Graphics and Multimedia Portfolios. Students will be expected to provide a brief explanation of how the graphics and multimedia files they have created demonstrate the skills and knowledge covered throughout the course.