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**OST: Micropublishing & Hypermedia :: Course Outline**

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<b>Course Title and Number:</b>	<b>Multimedia Presentations II</b> 412-502-VA Sections 001 and 002 a17	
<b>Duration:</b>	60 hours	<b>Ponderation:</b> 1-3-3
<b>Instructor:</b>	Bruce Norton nortonb@vaniercollege.qc.ca N-354 514.744.7500 x7256 Office hours posted on my office door.	
<b>Course Description:</b>	This second multimedia presentations course teaches students how to create interactive, multimedia documents. Students will learn how to create and combine a variety of multimedia content including text, images, graphics, sound and animations. Upon completion of this course students will produce web pages and web sites that will be published online. Software: Adobe Creative Cloud.	
<b>Pre-requisites:</b>	412-HSW	
<b>Course Content:</b>	Students will produce a variety of web documents using technologies such as HTML5, CSS3, javascript, jQuery, PHP and MySQL.	
<b>Recommended Textbook:</b>	We will be using online resources.	
<b>Required Materials:</b>	2 GB or larger USB Flash Memory Stick	
<b>Teaching Methods:</b>	Demonstrations and lectures using a multimedia projector and other materials and mediums as appropriate.	
<b>Learning Tasks:</b>	Reading assignments, hands-on exercises and projects.	
<b>Readings:</b>	Articles, tutorials and resources are assigned online at the class website.	
<b>Bibliography:</b>	Please consult list on class web site.	
<b>Additional Expenses:</b>	n/a	
<b>Evaluation:</b>	Exercises ( /10)	40%
	Your Time! / Your Project!	20%
	Major Project	20%
	Digital Portfolio	20%

## College Policies:

**General Academic Policies:** It is the student's responsibility to be familiar with and adhere to the Vanier College Academic Policies. These policies can be found online on the Vanier College website, under Policies. Your attention is drawn in particular to the following policies. A brief summary of each is included..

**Code of Conduct** The Code of Conduct sets forth principles, guidelines and norms of behavior expected from all individuals present at Vanier College, including students, faculty, employees, administrators, members of the Board of Directors, contractors and visitors.

**Student Academic Complaints (Policy number 7210-8):** The Vanier College Student Academic Complaints Policy and procedures puts an emphasis on mediation as the primary means to resolve complaints in the academic area. If you have a problem with a teacher and have been unable to resolve it by talking with him or her, you may wish to enlist the help of the Faculty Mediation Committee. The committee member names and contact information are available in Student Services or through the office of the Faculty Dean.

**Cheating and Plagiarism (Policy number 7210-31):** Any form of cheating or plagiarism will result in a grade of zero on the test or assignment and a letter from the teacher will be placed in your file. A repeated offence may lead to even more serious consequences. Please consult the Vanier Student Writing Guide, the Vanier College Catalogue, the Student Handbook, and your teacher for more information.

**Student Misconduct in the Classroom (Policy number 7210-19):** This policy provides guidelines for handling cases of student misbehaviour in the classroom and other instructional settings. Such cases may include conduct that is abusive to the teacher and/or other students, or disruptive to the teaching/learning process. This policy does not limit the teacher's or the College's right to take immediate action in cases of imminent danger to persons or property.

**Student Absences for Religious Holy Days (see IPESA, Section 2.2.6):** Students whose religious obligations require them to be absent from the College on a holy day not formally recognized in the College calendar must inform their teachers, in writing, during the first week of classes, of the particular date(s) and times of the religious holy days on which they must be absent by completing and submitting to their teacher the Religious Holy Days Absence form found on the Registrar's Office page on the Vanier College website <http://www.vaniercollege.qc.ca/registrars/request-forms/religious-holy-days>. Absences approved in this manner are considered

**Student Proficiency in the Language of Instruction (Policy number 7210-33):** The purpose of this policy is to foster student proficiency in English, the formal language of instruction at Vanier College. Emphasis on literacy and communication skills (writing, reading, speaking, and listening) is essential to students' academic and professional success.

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA (STANDARDS)
<b>1. Analyze the client's request</b>	1.1 Demonstrate the characteristics of the presentation related to the development, content, and length, both auditory and visually 1.2 Demonstrate the characteristics of the presentation tied to the recording, production, and presentation 1.3 Demonstrate the client's requirements regarding the visual elements of the content, the budget, and the deadline
<b>2. Prepare the text</b>	2.1 Carefully proofread the demands submitted by the client 2.2 Compose the relevant demands 2.3 Choose the appropriate vocabulary 2.4 Observe spelling and grammar rules 2.5 Adapt the message to the reader 2.6 Check the accuracy of the message 2.7 Submit the text to the client for approval
<b>3. Produce an organigram and scenario for presentation</b>	3.1 Establish a logical sequence for the development of the presentation 3.2 Arrange the required elements in order 3.3 Choose the visual elements for the criteria 3.4 Prepare an integrated plan of the sound, animation, and video clips 3.5 Choose the sound effects, animations, and transitions 3.6 Decide on the action and relationship between the different elements of the sequence 3.7 Submit the organigram and scenario for approval
<b>4. Plan the work</b>	4.1 Show the needs for specialized exterior resources 4.2 Carefully choose the computer tools 4.3 Carefully prepare a realistic calendar of the work to be done, internally and externally
<b>5. Prepare the visual elements as well as the sound, animation, and video slides for the presentation</b>	5.1 Choose and create the appropriate visual elements 5.2 Correctly number the visual elements to be made into slides 5.3 Prepare the visuals 5.4 Record the simple sound clips 5.5 Research and choose the sound, animation, and video slides 5.6 Prepare the necessary data for the external specialists
<b>6. Create the sequence</b>	6.1 Set the basic parameters 6.2 Carefully assemble the content elements 6.3 Make sure all the content elements are in place 6.4 Create the action and relationship between the content elements
<b>7. Organize the presentation practically, aesthetically, and technically</b>	7.1 Make sure the presentation is original, lively, attractive, and in accordance with the company's image 7.2 Choose the fonts to optimize readability, uniformity, coherence, and simplicity 7.3 Highlight the important elements 7.4 Maintain business standards 7.5 Correctly adjust the parameters for using the sound, animation, and video slides 7.6 Add the timing (delays) between the sound effects, animation, and transitions 7.7 Adjust the relationship between the content elements 7.8 Synchronize the images and the sound 7.9 Make sure that everything conforms with the message to be delivered

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA (STANDARDS)
<p><b>8. Check the presentation</b></p>	<p>8.1 Vigorously proofread the text and the balance and harmony between the sequences</p> <p>8.2 Regulate the sound effects and the overall sound</p> <p>8.3 Submit the presentation for approval</p> <p>8.4 Make the necessary changes</p>
<p><b>9. Produce and show the presentation</b></p>	<p>9.1 Print the accompanying documents</p> <p>9.2 Transfer the presentation on to the appropriate electronic equipment for individual use at a work station</p> <p>9.3 Correctly arrange the material in place</p> <p>9.4 Show the presentation appropriately</p>