

Internet Applications & Web Development/Internet Applications & Web Development Advanced Program Guide



School of Media, Art & Design

Table of Contents

Welcome Student.....	2
Program Faculty & Staff.....	3
Durham College Vision and Values	4
The Student Experience Comes First	5
Important Dates	6
Program Information	
- program description.....	10
- program learning outcomes	11
Course Outlines	12
General Education	12
Program Specific Academic Policies.....	13
Policies for the School of Media, Art & Design.....	13
Academic Honesty.....	16
Requirements for Promotion.....	16
Missed Final Examinations.....	17
Field Placement (program specific).....	19
Media, Art & Design Resources.....	20
Academic Advising - Student Liaison.....	23
Centre for Students with Disabilities.....	24
Student Academic Learning Services (Learner Support Centre)	25
The Library	26
College Publications	27
Scholarships and Bursaries	28
Transfer Guide.....	31
Program of Studies	32
Course Descriptions.....	35

Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at www.durhamcollege.ca for the most current information.

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WELCOME STUDENTS

A Message from the Dean

On behalf of the faculty and staff of Durham College, it is a pleasure to welcome you to Durham College. You are embarking upon an exciting, challenging and rewarding journey.

We wish you success in your studies, supportive new relationships and exciting future in your chosen career. We are committed to meeting your educational needs by providing a high quality program. We will do our best to support you in developing yourself for your career. If you have any questions or need any kind of assistance please ask us. We are here to help you.

We are pleased you have chosen Durham College. We look forward to working with you.

Greg Murphy, Dean
School of Media, Art & Design

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Student learning is at the heart of what we do. Our commitment to “the student experience comes first” guides our work and decision-making throughout the College.

The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be highly accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

Wishing you much success with your studies.



Judy Robinson,
Vice President, Academic

School of Media, Art & Design

Internet Applications & Web Development Faculty & Staff

The office of the School of Media, Art & Design is located in C237 of the Gordon Willey Building.

	<u>Phone</u>	<u>e-mail address</u>
Dean, School of Media, Art & Design: Greg Murphy	Ext. 3128	greg.murphy@durhamcollege.ca
Associate Dean, School of Media, Art & Design: Charlotte Hale	Ext. 2708	charlotte.hale@durhamcollege.ca
Administrative Coordinator: Alanna Desaillier	Ext. 3148	alanna.desaillier@durhamcollege.ca
Student Liaison: Sherri Taylor-Ozimek	Ext. 2474	sherri.taylor-ozimek@durhamcollege.ca
Administrative Assistant: Stacy Leaming	Ext. 3067	stacy.leaming@durhamcollege.ca
Technical Coordinator/Server Specialist: Jim Ferr	Ext. 2645	jim.ferr@durhamcollege.ca
Technical Support Specialist: Darren Fisher	Ext. 2284	darren.fisher@durhamcollege.ca
Photography Support Specialist: Oliver Fernandez	Ext. 2671	oliver.fernandez@durhamcollege.ca
Student Support Technician: Frank Lopez	Ext. 3667	frank.lopez@durhamcollege.ca
Print Room – L120	Ext. 3672	

<u>Faculty</u>	<u>Office #</u>	<u>Phone</u>	<u>e-mail address</u>
Craig Andrews	L218	Ext. 2627	craig.andrews@durhamcollege.ca
Bill Marlow	D215	Ext. 2353	bill.marlow@durhamcollege.ca
Wade Clarke	L218	Ext. 2108	wade.clarke@durhamcollege.ca
Donna Crome	C118	Ext. 2217	donna.crome@durhamcollege.ca
Brian David	L218	Ext. 2108	brian.david@durhamcollege.ca
Kris Felstead (Coordinator)	C226	Ext. 2631	kris.felstead@durhamcollege.ca
Nick Ferrari	C118	Ext. 2722	nick.ferrari@durhamcollege.ca
Ray Gubala	C228	Ext. 2191	raymond.gubala@durhamcollege.ca
Danielle Harder	C108	Ext. 2614	danielle.harder@durhamcollege.ca
Peter Hupka	C118	Ext. 2226	peter.hupka@durhamcollege.ca
Mark Johnson	C118	Ext. 2008	mark.johnson@durhamcollege.ca
Sean Lopez	C227	Ext. 2159	sean.lopez@durhamcollege.ca

The above individuals may be contacted by dialing (905) 721-2000, followed by the appropriate extension.

Mission: The student experience comes first at Durham College

Vision

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

Values

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

Integrity and Transparency...

we will behave and communicate sincerely and honestly

Respect...

we will treat everyone with dignity and offer superior service

Equality and Diversity...

we will champion all learners and celebrate diversity

Innovation...

we will be leaders in market-responsive learning experiences and solutions

Personal and team accountability...

we will do what we say we will do



**THE STUDENT EXPERIENCE
COMES FIRST AT DURHAM
COLLEGE**

Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching and questioning techniques
- To encourage student participation and feedback wherever possible
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

Important Dates 2009-2010

Fall semester examinations will take place Friday, December 11 to Thursday, December 17 2009.

Winter semester examinations will take place Monday, April 19 to Friday, April 23, 2010.

Please ensure that you do not schedule vacation or employment during these times.

FALL 2009 SEMESTER

August 31, 2009	Registration for part-time Oshawa campus students begins and window opens for timetable changes.
September 8, 2009	Apprenticeship Classes begin Orientation for first-year students.
September 9, 2009	Classes begin for most programs.
September 15, 2009	Last day for late program registration. Last day for fall semester course or program changes.
September 22, 2009	Last day for full-time students to withdraw with full refund, less \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time. Last day for part-time students to withdraw with tuition fee refund less an administration fee. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2009	Student Health Insurance Plan “Opt-out” deadline. Last day for application for fall semester subject exemption/credit. Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2}
October 12, 2009	Thanksgiving (no classes).
October 22, 2009	Fall Convocation (Time and location TBA)
November 12, 2009	Scholarship Ceremony
November 13, 2009	Winter 2010 semester fees due date.
November 16, 2009	Online registration for winter 2010 semester courses on the Oshawa campus begins.
November 20 2009	Last day to withdraw from a fall semester subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
December 17, 2009	Fall semester final examinations/evaluation(s) conclude; exams running from Friday, December 11 th to Thursday, December 17 th for post-secondary students. Note: tentative snow days for Oshawa campus will be January 6 and 11, 2010.
December 17, 2009	Last day of classes for most programs.

December 23, 2009 Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 6, 2010.

Full-time Oshawa campus students may process timetable changes for the winter semester through MyCampus as of 4 p.m.

December 25, 2009 – January 3, 2010 inclusive Campus closed for the holiday season.

WINTER 2010 SEMESTER

January 4, 2010 Registration for Oshawa campus part-time students begins.
Apprenticeship Classes begin

January 6, 2010 Classes begin for most programs.
Official grade distribution date for the purpose of Academic Appeals.

January 12/ 14/ 16, 2010 Dates for missed exams from Fall Semester 2009

January 12, 2010 Last day for late program registration.
Last day for winter semester course or program changes.

January 19, 2010 Last day for full-time students, who started their program in September 2009, to withdraw with a refund of winter tuition fees.^{1,2} Ancillary fees and school supply fees are not refundable.
Last day for full-time students, who started their program in January 2010, to withdraw with a refund of full fees paid less \$100 administration fee.^{1,2}
Last day for refund eligibility when dropping to part-time.
Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.
Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.

January 31, 2010 January start students only: Student Health Insurance Plan “Opt-out” deadline.

February 2, 2010 Last day for application for winter semester subject exemption/credit.
Last day to withdraw from a January start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.^{1,2}

February 1, 2010 February start classes begin.

February 1 – 5, 2010 Winter Break week – No classes for Intermediate & Advanced Electrical Block students.

February 5, 2010 Last day for February start late program registration.
Last day for February start course or program changes.

February 12, 2010 Last day for full-time students, who started their programs in February 2010, to withdraw with a refund of full tuition fees paid less \$100 administration fee.^{1,2}
Last day for refund eligibility when dropping to part-time for February start only.

	Last day for February start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
February 15, 2010	Family Day (no classes)
February 19, 2010	T2202As available online via MyCampus as of 4 p.m.
February 22 – 26, 2010	Winter Break week. No classes with the exception of Apprenticeship and OFAD February start students.
February 26, 2010	Last day to withdraw from a February start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2}
February 28, 2010	February start students only: Student Health Insurance Plan “Opt-out” deadline.
March 1 to 5, 2010	Winter Break week – No classes for Apprenticeship students.
March 15 to 19, 2010	Winter Break week – No classes for OYAP Apprentices.
March 26, 2010	Last day to withdraw from a January start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
April 1, 2010	Spring 2010 semester fees due date.
April 2, 2010	Good Friday (no classes).
April 9, 2010	Last day to withdraw from a February start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1,2}
April 19 – 23, 2010	Winter semester final examinations/evaluation(s) concludes.
April 23, 2010	Last day of classes for most January start programs.
April 30, 2010	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 11/ 13/ 15, 2010	Dates for Missed Exams from Winter Semester 2010.

SPRING 2010 SEMESTER

May 10, 2010	Most Spring classes begin.
May 14 2010	Last day for late program registration. Last day for most spring semester course or program changes.
May 21, 2010	Last day to withdraw from most spring semester programs and receive a partial refund. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects. Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2} Last day for application for spring semester subject exemption/credit.
May 31, 2010	Student Health Insurance Plan “Opt-out” deadline.
May 24, 2010	Victoria Day (no classes).

June 4, 2010	Last day to withdraw from most spring semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
June 17 & 18, 2010	Convocation (Time and location TBA).
June 25, 2010	Last day of classes for most Spring start programs.
June 30, 2010	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2010 SEMESTER

July 1, 2010	Canada Day (no classes).
July 5, 2010	Summer classes begin.
July 9, 2010	Last day for late program registration. Last day for most summer semester course or program changes.
July 16, 2010	Last day to withdraw from most summer semester programs and receive a partial refund. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects. Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1,2} Last day for application for summer semester subject exemption/credit.
July 30, 2010	Last day to withdraw from most summer semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
August 2, 2010	Civic Holiday (no classes).
August 20, 2010	Last day of classes for most Summer start programs.
August 25, 2010	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.

PROGRAM INFORMATION

Internet Applications and Web Development (2 year)

Internet Applications and Web Development Advanced (3 year)

This program prepares students for exciting careers in the growing field of web design and development by focusing on skills in programming as well as visual design, project management, and communications for new media.

You will work with the latest web technologies such as PHP, ASP, SQL, XML, Javascript, XHTML and applications such as Adobe Dreamweaver, Flash, Illustrator and Photoshop.

The field placement component offers you the opportunity to connect with web developers working within the profession and provides exposure to current industry practices and trends. Throughout the program, students have hands-on access to current web-based projects and industry applications.

Students choosing the three-year advanced diploma program will be introduced to business and entrepreneurial techniques related to this field. A third year, team-based business project enhances your ability to design and build custom, platform-independent web services (applications) to client specifications.

Graduates from this program will be prepared to design and develop internet, intranet and e-commerce applications.

Web Development & Web Development Advanced Career Paths

Graduates will find entry-level employment in corporations, government agencies and industrial organizations:

- Web Developer
- Internet Consultant
- Website Artist
- Information Designer
- Web Programmer
- Website Manager
- Web Application Developer
- Freelancer

PROGRAM LEARNING OUTCOMES

Internet Applications and Web Development (2 year)

1. Relate effectively to web development supervisors, coworkers, and clients.
2. Configure and maintain internet services, internet application servers, database servers, and network services.
3. Construct, modify, implement, query, and maintain effective databases, and interface with applications.
4. Develop internet services and web application security by applying appropriate techniques and strategies.
5. Program and debug internet applications using a variety of client-side and server-side development languages.
6. Develop, deploy, and maintain electronic commerce (e-commerce) applications.
7. Create and maintain functional and dynamic websites by applying graphic and web design skills and principles.
8. Develop and maintain websites reflective of business objectives and clients' needs through the application of advertising and marketing principles.
9. Adhere to relevant laws and industry standards.
10. Coordinate or participate as a member of a project management team that develops internet applications.
11. Develop strategies for ongoing personal and professional development that will lead to enhanced work performance and career opportunities, and keep pace with industry changes.

Internet Applications and Web Development Advanced (3 year)

1. Relate effectively to web development supervisors, coworkers and clients.
2. Design internet services, and administer internet application servers and database servers.
3. Design, model, evaluate and administer effective databases, and interface with applications.
4. Develop policies to reinforce internet services and web application security, and contribute to the compliance to these policies.
5. Validate, debug and integrate client-side and server-side applications using a variety of development languages.
6. Design, develop and administer electronic commerce (e-commerce) applications.
7. Design, develop and administer effective websites by applying graphic and web design skills and principles.
8. Develop and administer websites reflective of business objectives and clients' needs through the application of advertising and marketing principles.
9. Adhere to relevant laws and industry standards.
10. Coordinate or participate as a member of a project management team that develops basic to complex internet applications.
11. Develop strategies for ongoing personal and professional development that will lead to enhanced work performance and career opportunities, and keep pace with industry changes.

COURSE OUTLINES

For each course, a Course Outline that describes course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents (www.durhamcollege.ca/policies). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at www.durhamcollege.ca/mycampus.

GENERAL EDUCATION

Durham College strives to ensure that students who graduate are immediately employable in their field of study; able to succeed in employment through the ability to continuously learn; and are capable of contributing positively to the society in which they live and work. Therefore, each program of study will strive to provide students with the skills related to a specific field of study (vocational skills), essential employability skills, and general education.

General education courses strengthen students' generic skills such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of "G". The Vice-President, Academic approves the designation of General Education courses.

DURHAM COLLEGE ACADEMIC POLICIES & PROCEDURES

To view the Durham College Academic Policies & Procedures, please go to www.durhamcollege.ca/academicpolicies.

PROGRAM SPECIFIC ACADEMIC POLICIES & PROCEDURES

Laptop Procedures

To support a positive and professional learning environment, students are expected to refrain from activities not related to classroom learning. When using their laptops, students are to exercise courtesy and respect, and limit the use of the laptops to activities that support their academic studies. Students are discouraged from surfing the net and accessing online material such as games when not related to classroom learning. They are also discouraged from using earphones, except for auditory learning experiences. Students are expected to have valid licences for personal use of software in Durham College classrooms in accordance with Mobile Computing Policies #1 and 6.

Faculty has the right to ask students to refrain from the use of laptops when activities are not conducive to classroom learning. Students may be asked to leave the classroom if they do not comply with these policies. In the case where faculty may use a non-laptop teaching method, students are expected to comply with the faculty's request not to use the laptop

POLICIES FOR THE SCHOOL OF MEDIA, ART & DESIGN

Communications

- Pursuant to the Freedom of Information & Protection of Privacy Act, the divisional office **will not** release any personal information regarding a student. This includes academic standing, personal data, timetable information, etc. Information will not be released to any relative including spouse, mother or father. If a student wishes to include parents in any conversations, a Freedom of Information Release form must be completed prior to the meeting.
- Students are responsible for regularly checking their MYCAMPUS email and WebCT for messages from professors.
- Students should regularly check the school website <http://mad.durhamcollege.ca> for up-to-date information and should check daily for a listing of absent faculty.
- If the student has a concern with a particular course, the student should speak directly to the professor. If the matter cannot be resolved, students may make an appointment with the Student Liaison (Sherri Taylor-Ozimek) and may be referred to the Dean.
- Staff in the School of Media, Art & Design may be contacted in three ways: by telephone (905-721-2000), by email, or by appointment. Check with professors on their preferred contact method.

Timetables

- Timetables are available online through our intranet – MYCAMPUS. You can view and/or print your timetable from any computer with Internet access. If you require assistance, please contact the Help Desk: 905-721-2000 x 3333.

Disclaimer

- Because of the ongoing need to improve our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.

Labs

- Computer labs are reserved for coursework. Games are not permitted. No adult materials should be displayed at any time and no MSN or other chat rooms are permitted.
- Photography labs are reserved for registered students only. Safety procedures must be followed at all times. Students are responsible for tidying their own work area after use.
- Program specific labs are used for classes and program activities. Students who wish to use these labs during scheduled classes must do so with minimum disruption to the class and approval from the professor.

Graduation Requirements

- Students must have a cumulative G.P.A. of 2.0 or higher to be eligible for graduation. In addition, a student must have successfully completed all required courses.
- A student who has a G.P.A. of less than 2.0 should contact the school office to arrange for academic counselling. Please refer to the Grading System section of the Student Handbook for more information.
- At least 25% of the completed program subjects and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma.

Final Marks

- Faculty members or office staff will not release final marks. Grades will be posted on MYCAMPUS.

Student Work

- Faculty will return student work directly to the student normally within a scheduled class hour.
- Students must hand in work following submission directions from the professor. It is the student's responsibility to submit work to the professor before the due time and date. Unless informed otherwise all work is due at the beginning of the class. The media, art & design industry is deadline oriented; therefore students must learn excellent time-management skills. All late submissions will attract a penalty deduction or may not be accepted. Check your subject outline for specific penalties assigned to each course.
- Under no circumstances is work accepted at the Administration office.
- All submissions must meet specified guidelines as detailed by the professor.
- In-class assignments cannot be made up.
- Students should keep back-up copies of all assignments in case the original is lost.

- Assignments submitted electronically must be in the format designated by the professor. Attachments that will not open are the responsibility of the student and subject to late or non-submission penalties.
- Medical documentation or other documentation will be required in cases of missed assignments and tests.

Attendance

- Class attendance and participation will enhance your opportunities for success.
- If a student is absent for three classes the professor will contact the administration office and the student will be contacted.
- Any student who misses six or more classes in a subject may be asked to withdraw from that subject and will be ineligible for any make-up assignments/tests.

Tests

- All tests must be written as scheduled.
- Students who arrive late for a test will not be allowed to write the test and will not receive a make-up opportunity.
- If the student expects to miss a test, they must contact the professor before the test begins.
- Medical documentation or other documentation will be required in cases of missed tests.

Academic Honesty

Academic Integrity

To maintain academic integrity, student work shall be the product of his or her own efforts. In an effort to ensure the highest standards, Durham College has purchased a license with Turnitin.com, an online plagiarism detection service. Such practices as cheating and plagiarism cannot compromise academic integrity as defined in the Academic Integrity Policy and Procedures documents (www.durhamcollege.ca/policies).

Requirements for Promotion

Evaluation and Promotion

Academic subjects are evaluated in a variety of ways. These may include tests, written or oral assignments, and group work as well as final examinations. The evaluation criteria for each course are included with the course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (www.durhamcollege.ca/policies).

Academic Probation

Students who do not achieve/maintain a cumulative GPA of 2.0 (exceptions are listed below), or are otherwise not progressing satisfactorily, may be placed on academic probation at the Dean's discretion. Such students may be allowed to continue in the program on a Letter of Permission (a Student Success initiative contract) which will specify conditions which must be met. Students who do not meet the conditions of their academic probation will be required to withdraw from the program.

Missed Final Examinations

Students who, as a result of an **emergency circumstance**, (i.e. a death in the family or illness), are unable to complete all of their program evaluation requirements must notify their Dean or designate as soon as possible. The Dean will consult with the appropriate faculty member(s) to determine and validate the reason(s) and eligibility for Aegrotat (AEG) standing. Please note a student is eligible for an AEG only once in his/her academic career at Durham College. For more details on AEG eligibility, please go to www.durhamcollege.ca/policies, to view the Aegrotat Policy (ACAD-110).

Students who, as a result of a **non-emergency circumstance**, miss a final examination now have an option under a new college policy. It provides an avenue for a student with no less than a cumulative 1.5 GPA to pay a fee to defer/reschedule the writing of one or more final examinations during a single exam period. This policy can only be used once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

Procedure for “Missed Final Examination” policy

1. As soon as the examination schedule is posted and the student becomes aware of the problem/conflict or within two (2) college days of missing the examination(s), he/she must notify their School office and make arrangements to meet with the Student Liaison or designate for advising regarding the missed examination policy.
2. Student meets with Student Liaison or designate for advising. Advising is extremely important to ensure students make the right decision/choice (AEG or missed examination) and understands that this is a **once only** in a five-year period opportunity.
3. During the interview, the Student Liaison or designate:
 - a) Checks the Veteran Information screen in Banner to ensure the student has not utilized the Missed Exam privilege before within a five-year period.
 - b) Confirms the course is eligible for this policy.
 - c) Confirms the student has a cumulative GPA of at least 1.5 or reviews midterm grades in consultation with school dean or designate for 1st year students.
4. Student Liaison or designate assists student in completing the Application for Missed Examination form, ensures accuracy, notes the due date for student to make payment to the Office of the Registrar, and identifies special software/lab requirements or laptop usage prior to signing form. Note: Exams which require special software/lab requirements or are laptop exams may require a directive from the Dean/Associate Dean.
5. Student takes signed copy of completed Application for Missed Examination form to the Office of the Registrar and makes \$150/course payment within two (2) college days of the missed exam date (as noted on the application form). The application will not be processed until payment has been received. Payments will **not** be refunded. If a student is writing a missed exam due to a religious holiday, the fee will be waived.
6. The Office of the Registrar must receive a copy of the Application for Missed Examination form from the student with the Student Liaison or designate signature and checks the student's record in

the Veteran Information screen (part of GSR) in Banner to ensure student has not had the Missed Exam privilege within the past five (5) years.

7. The registration clerk will process the application and payment (\$150.00 per course), enter the information on the “Veteran Information screen (part of GSR)” screen, and provide student with receipt and completed application form. The Office of the Registrar keeps gold copy of form.
8. The student takes the receipt and copy of the completed application to the School of Career Development and Continuing Education, Room A165. The School of Career Development and Continuing Education gives to the PLAR office, Room A165, for processing.
9. The PLAR office, Room A165, receives completed application and payment receipt from students, prepares faculty contract and notifies the faculty member(s) and school of need to create a new exam. The PLAR office receives exam package from faculty and, if required, confirms special requirements with faculty. The PLAR office ensures the Test Centre receives the exam package.
10. The student is responsible for confirming their exam sitting time and date with the Test Centre by phone at 905.905.2000 ext. 2557 or by email at TestCentre@dc-uoit.ca, The exam date will occur within two weeks of the next term for December exams and within two weeks after the formal examination period for the April exams. The exam date and time may be scheduled at night and on weekends. The student will not be able to reschedule this date under any circumstance.
11. The student completes the rescheduled exam and the PLAR office gives, exam, marks change form and contract to faculty for signing. Within 3 days of scheduled exam, the professor returns the assessed exam, completed Mark Change form and signed contract to the PLAR office, Room A165, for processing.
12. The Office of the Registrar posts the student’s final grade on MyCampus and, if necessary, informs the student and student liaison if the student is not eligible to be registered into pre-requisite courses.
13. The faculty member receives payment as per contract prepared by the PLAR office.

For more details on this policy and the procedure, please speak with your Student Liaison or see the website www.durhamcollege.ca under Academic Policies.

FIELD PLACEMENT

Students will participate in a field placement position at the end of their formal in-class studies. Work placements will take place in Information Systems areas, Public Relations and Communication Departments with website presence, advertising and promotion agencies, and organizations interested in establishing a web presence. A field placement professor will monitor their progress. As well as gaining practical work experience, students are provided the opportunity to observe the day-to-day operations of the industry from within, as a member of the profession. Students should be prepared for extra job-related expenses associated with travel, meals and clothing.

Transportation – it is the student’s responsibility to find and pay for transportation to and from placement.

How to call in sick, etc. – if you are unable to attend work due to an emergency or illness, please contact your Supervisor at your place of work and also the Field Placement Supervisor.

Dress code – professional business attire is required.

Who supervises the student while on placement – Field Placement Supervisor.

Who completes the evaluation – The work supervisor.

If a student has an issue while on placement; who do they call at the college – Field Placement Supervisor.

MEDIA, ART & DESIGN RESOURCES

There are a number of shared resources available to students enrolled in the School of Media, Art & Design. To assist students with these resources, Media, Art & Design employs four full-time support staff who are available to help students with Macintosh desktop issues, colour printing and equipment sign-out.

Our technical support staff are:

Jim Ferr Technical Coordinator/Server Specialist
Darren Fisher Technical Support Specialist
Oliver Fernandez Photography Support Specialist
Frank Lopez Student Support Technician

Our support staff have their permanent office in L217 but are usually available in room L120, Ext. 3672. Technical assistance is generally available from 8 AM to 5 PM Monday to Friday.

Colour Printing – Room L120

Colour printing is available during hours posted on the door of L120. The procedure for obtaining colour prints is as follows:

- Colour prints are purchased (minimum quantity of 5) from the Accounting office in the South Wing. Pricing information is available in room L120.
- Once payment has been made the student must present the payment receipt in room L120 where the number of prints purchased will be recorded in a database.
- Files to be printed can be sent to the colour printer from any computer on the network. Once a file has been sent to the printer, the student must visit L120 and present their student card to release the print. Staff will record each print to update the database and keep track of the number of remaining prints.
- Additional prints can be purchased from Accounting as required. Please note that Accounting normally closes at 4:30 PM.

The colour printer is a Xerox Docucolor 240/250 laser printer and is controlled by a Splash RPX-ii RIP (Rasterizing Image Processor) which includes genuine Adobe Postscript®, Level 3. Together they are known as the “Splash RPXii-Xerox Docucolor 240” or “the Splash” for short. The Splash supports letter, tabloid and 12 x 18-inch sizes — paper is supplied. Please see our support staff in room L120 for further details.

Equipment Sign-Out – Room L120

To support student assignments an equipment sign-out service is provided. To borrow equipment the student must present their student ID card which is scanned along with the piece of equipment being borrowed.

Equipment available for sign-out includes: digital SLR cameras, tripods, flashes, lenses, digital point-and-shoot cameras, digital video cameras, 35mm SLR cameras, graphic tablets, microphones, and more. For further details please visit room L120.

Due Dates

Because this equipment is a resource that must be shared by students in multiple programs and classes, reasonable deadlines for equipment return have been established. Each student must sign an agreement to abide by these deadlines and will be responsible for equipment while it is in their possession. Failure to return equipment by the due date and time will result in suspension of borrowing privileges and/or colour printing privileges. Overdue fees may also be imposed. For details on current policies, please visit the school website – Technical Support page.

Sign-Out Procedure

Schedules showing equipment sign-out times are posted outside room L120. Students will be asked to present their student card to borrow equipment. Equipment cannot be signed out without a student card. To have a missing student card replaced, please visit Student Services.

Lost or Damaged Equipment

Lost or damaged equipment should be immediately reported. If equipment cannot be returned by its due date please e-mail Jim (jim.ferr@durhamcollege.ca) or call the divisional office at (905) 721-3067.

Macintosh Desktop Labs

Media, Art & Design Macintosh Desktop Lab Update

Our support staff are responsible for setup, operation and maintenance of Macintosh desktop labs L101, L108, L127 and B111 running Apple's OS X "Leopard" operating system. Our goal in selecting which version of the operating system and applications we install is to ensure maximum stability and functionality. We may or may not be using what is considered the most current version in each case. If you have questions about specific software versions, please see our support staff.

Lab Access

Students are granted reasonable access to the desktop labs. Please be courteous to other lab users. Students who desire access to a lab when a class is in progress must seek approval from the professor in the lab. Students who are permitted guest access must respect the wishes of the professor. Lab access policies also apply in the evening when Continuous Learning may have scheduled classes. Specific hours and policies for access are subject to change. Please check with your professor, the technical staff in room L120 and look for details posted in the labs.

Desktop Login Procedure

Students should use their student ID and network password to login to our desktop systems. (This also applies to laptop computers.) It is the student's responsibility to alter, and occasionally change, their account password in order to protect their data. This will avoid the potential loss or theft of work stored on the college network.

Login instructions are posted in each lab. Password and account issues are handled by the ITS & Mobile Computing Help Desk in the Learning Commons, room SW100, across the hall from Accounting.

Backing Up Your Data

Students are responsible for their own data and backups. Complete details about the College's information systems policies can be found in the student handbook. If your data is worth creating, it is worth having a backup copy. Students are encouraged to use their individual student folders on the "H Drive" to store files temporarily. Important data should be backed up to removable media, such as Flash drives, external hard disk or CD-R or DVD-R and so on. There are machines in each lab capable of burning compact discs or DVD media. Check with our support staff or your professor for assistance. We are always happy to help students with backup needs.

Laptops in Desktop Labs

Students are discouraged from bringing laptops into desktop labs because there are no Ethernet ports available for their connection to the network and limited wireless coverage where computer labs are located. Please do not disconnect any cables from the desktop systems in order to use a laptop. Rooms L126, L123, L220, L208, the Learning Commons and various common areas are available for laptop users. Students who need assistance transferring data from a laptop to a desktop or vice versa should seek assistance from our support staff.

No Food or Drink, Please

No food or drink is permitted in the Macintosh desktop labs. Please eat or drink in the common areas such as the cafeteria rather than bringing food and drink into a lab. Every year keyboards are damaged due to spills and food particles. In addition, food odours may disturb other lab users. Please treat the labs and other lab users with respect and we will all benefit.

USB Data Sticks and Other Peripherals

Please note that there have been many problems with USB data “jump drives” or similar devices resulting in the loss of important data. Only limited support is provided for these devices and other peripherals such as external hard drives. Please do not trust valuable data to these devices without a current backup. If you have questions or concerns, please see our support staff.

Audio Suite

Students enrolled in Media, Art & Design programs have access to an audio suite used for creating voiceovers and editing sound. A microphone and stand can be signed out from room L120. The audio suite is located under the C-Wing lecture hall in room C113A. Students need to follow the booking procedure by reserving a time, one week in advance, using the schedule posted on the door. For bookings in the current week students need to contact the person who handles the bookings. Details are posted on the door of C113A.

Our Door Is Open

Our support staff are here to help. Please feel free to approach us with your questions and concerns. We're here to ensure your success as a Media, Art & Design student.

ACADEMIC ADVISING - STUDENT LIAISON

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up one on one appointments with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Student Liaison is:

Name: **Sherri Taylor-Ozimek**
Office #: C237
E-mail address: sherri.taylor-ozimek@durhamcollege.ca
Telephone: 905-721-2000 Ext. 2474

Appointment time available: Monday to Friday – 8:30 a.m. – 4:30 p.m. (excluding 12:00 p.m. to 1:30 p.m.)

For answers to frequently asked questions and links to other appropriate sites, please go to the following web site: www.durhamcollege.ca/faq.

CENTRE FOR STUDENTS WITH DISABILITIES

Supporting students to REACH their full potential

E-mail: disabilities@durhamcollege.ca

About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed to support students and the college in our responsibility to meet our legal obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that we have the supports in place to allow students with disabilities to fully participate in all aspects of the academic environment. Our services are confidential.

Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in B297.

Assistance in obtaining the appropriate documentation may be available. Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students *must* have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – contact the CSD as early as possible.

Test Registration forms are available on our [CSD website](#) –click on Test Centre Request Forms. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room B297).

Completed test forms need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. If a space is unavailable, the alternative may be you have to write that test with your class.

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on My Campus each term. It is the student's responsibility to check My Campus frequently as all important test and exam information including registration deadlines will be posted to My Campus. The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at B297 to set up an appointment or visit our website at www.durhamcollege.ca/csd.

STUDENT ACADEMIC LEARNING SERVICES

Learner Support Centre

Student Academic Learning Services provides academic skills instruction and tutoring for students wishing to improve their academic success.

Services offered to students include:

- One-to-one appointments with our:
 - Academic Writing Specialists
 - English Second Language Specialists
 - Learning Strategies Advisors
 - Learning Skills Advisors (subject specific)
 - Peer Writing Tutors
- Academic clinics and workshops held monthly, per semester and/or at a professors' or students' request. Examples include:
 - Time management and organization
 - Note taking and reading skills
 - Test / exam preparation
 - Referencing
 - Research and essay writing
- Subject specific supports in a variety of disciplines
- College peer tutoring program
- Drop-in assistance when schedules permit
- Software tutorials in the subject areas of Math, English and Science.
- Links to online academic resources

Students are invited to visit the Centre or take a look at our website to determine the most appropriate way to make use of the services available.

Visit our website at <http://durhamcollege.ca/lsc> or drop by SW201 to learn more.

THE LIBRARY

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library on the north side of the Polonsky Commons and is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at www.durhamcollege.ca/library to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.3111 ext. 2390

reference@dc-uoit.ca

COLLEGE PUBLICATIONS

At Durham College, several publications provide the information you need before you start classes.

Program Guide

The “Program Guide” provides specific information about your program. It will describe the program of studies and give a description of each course contained in the program. The Program Guide is distributed to all students in print format and is also available on the Durham College website. It provides specific requirements, policies and procedures that are applicable to the individual program.

Note:

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student and/or Faculty Advisors will assist in planning programs, but it is the student’s responsibility to meet the requirements for certificates and diplomas.

Continuing Education Course Book

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education’s current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

Please check our website for comprehensive information @ www.durhamcollege.ca.

SCHOLARSHIPS AND BURSARIES

Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

Application process: Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the College website. Students are advised to check MyCampus regularly for updates.

Eligibility: Students who are currently enrolled at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

Scholarships: Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

In-Course scholarships: In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-Course Scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

Awards: Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organization, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

Bursary Program: Durham College supports access to post secondary education following these principals:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

All students must complete the online Student Financial Profile application for consideration for bursary funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC Student tab. The student is notified of the application results via MyCampus email.

Durham College Access Bursary Program

This bursary is available to Ontario students offered admission to a full time, first year program at Durham College in September 2009. This program is intended to assist students with financial need.

Returning Student Bursary Program

Returning students must complete the Student Financial Profile application for consideration for bursary funding.

For further information on scholarships, bursaries and awards, please contact studentawards@dc-uoit.ca.

AWARDS OPEN TO STUDENTS IN ALL PROGRAMS

Title of Award	Award Value (\$)
Albis Award	\$500
Business & Professional Women of Durham Award – <i>In Course (Application Required)</i>	\$500
Campus Living Centre Residence Award	\$250
Canadian Federation of University Women Oshawa and District Award	\$500
CAW Family Auxiliary 27 Award	\$250
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Association Award – <i>In Course (Application Required)</i>	\$500
Durham College Bursary	Various amounts
Durham College Endowed Award – <i>In Course</i>	\$500 or \$1000
Durham College International Student Scholarship	\$1500
Durham College Scholarship – <i>In Course</i>	\$500 or \$1000
Durham Region Chairman’s Award	\$1000
Durham Region Chairman’s Scholarship	\$1000
Durham Regional Police Services Board Bursary – <i>awarded every other year</i>	\$1000
Fairfax Financial Holdings Ltd. Scholarship	\$3500
Garfield Weston Award	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$900
International Student Emergency Bursary	Various amounts
June White Memorial Entrance Award	\$500
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award – <i>In Course (Application Required)</i>	\$500
Lifelong Learning Bursary	\$500
Lois and Gary Polonsky Award	\$1000
Lois Sleightholm Award	\$2000
Marjorie Elizabeth Willoughby Award	\$3000
McErlean Family Award	To be determined
Ontario First Generation Bursary	\$3000
Ontario International Educational Opportunity Scholarship	\$2500
OPG Employees’ and Pensioners’ Charity Trust	\$1000
Oshawa B’Nai B’Rith Lodge Scholarship	\$300
Oshawa Double B Sports Club Bursary	\$800
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Award	\$2000
UA Local 463 Award	\$400
Wordham Family Award	To be determined
Your Student Association Award	\$400

AWARDS FOR THE SCHOOL OF MEDIA, ART & DESIGN

Dann Torena Memorial Award – <i>In Course</i>	Graphic Design	\$500
Frank Cowan Company Limited Award – <i>In Course</i>	Public Relations	\$1000
Lewis Beaton Trust Award – <i>In Course</i>	Advertising	\$1000
Ralph Sagar Award	Animation – Computer Arts	\$900
Robert McLaughlin Gallery Award – <i>In Course</i>	Graphic Design	\$500
Rotary Club of Oshawa Award – <i>In Course</i>	Public Relations	\$1000
Shawn Simpson Memorial Award – <i>In Course</i>	Journalism – Print & Broadcasting	\$500
Sodexo Services Canada Ltd. Award – <i>In Course</i>	Public Relations	\$1000

CONVOCATION AWARDS

Founder's Cup	\$200
Durham College Medal: Top Student – Three year Program	\$500
Durham College Medal: Top Student – Two year Program	\$500
Durham College Medal: Top Student – One year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

TRANSFER GUIDE

Turn your Durham College diploma into a degree!!

If your post-secondary school plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the **Durham College Transfer Guide** (http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php). Look for your program name on the left hand side of the chart. Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at www.ocutg.on.ca.

INTERNET APPLICATIONS & WEB DEVELOPMENT (2Y)/ INTERNET APPLICATIONS &WEB DEVELOPMENT (3Y)

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		
				HRS	HRS	
SEMESTER 1						
COMMUNICATION ESSENTIALS	COMM 1337			0	3	0
INTERFACE DESIGN I	DESN 1306			0	3	0
DIGITAL IMAGING I	DIGI 1301			0	3	0
MATHEMATICS FOR COMPUTING	MATH 1309			3	0	
EXTENSIBLE HTML	PROG 1300			0	3	0
VECTOR GRAPHICS	VECT 1307			0	3	0
				3	15	0
SEMESTER 2						
INTERFACE DESIGN II	DESN 2308	DESN 1306 PROG 1300 DIGI 1301		0	3	0
DIGITAL IMAGING II	DIGI 2300	DIGI 1301		0	3	0
G MARKETING & CONSUMER BEHAVIOUR	MKTG 1306			3	0	0
INTRODUCTION TO SQL	PROG 2304	MATH 1309		0	2	0
INTRO TO PROGRAMMING	PROG 2305	MATH 1309 PROG 1300		2	2	
VECTOR ANIMATION I	VECT 2300	VECT 1307		0	3	0
WEB HOSTING	WEB 2301			0	3	0
				5	16	0
SEMESTER 3						
WEBSITE DESIGN I	DESN 3309	DESN 2308		0	3	0
G HISTORY OF ART	HIST 1307			2	0	1
CASCADING STYLE SHEETS	PROG 3300	PROG 1300		0	3	0
SERVER-SIDE SCRIPTING I	PROG 3305	PROG 2305 PROG 2304		0	3	0
ECOMMERCE	PROG 3306	PROG 2305 PROG 2304		0	3	0
CLIENTSIDE SCRIPTING	PROG 3307	PROG 2305		0	3	0
VECTOR ANIMATION II	VECT 3300	VECT 2300		0	3	0
				2	18	1

INTERNET APPLICATIONS & WEB DEVELOPMENT (2Y)/ INTERNET APPLICATIONS &WEB DEVELOPMENT (3Y)

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. LAB			
				HRS	HRS		
SEMESTER 4							
BUSINESS SKILLS I	BUS 4300	COMM 1337		0	3	0	
WEBSITE DESIGN II	DESN 4306	DESN 3309		0	3	0	
FIELD PLACEMENT	FWK 4309	SEM1,2,3,4 & GEN EDS	FWKS 5305	0	0	0	160
FIELD PLACEMENT SEMINAR	FWKS 5305	SEM 1,2,3 & GEN EDS		0	2	0	
PORTFOLIO DEVELOPMENT	PORT 1304	DESN 3309 PROG 3307	PROG 3300 PROG 3305 PROG 3306	0	4	0	
XML TECHNOLOGIES	PROG 4300	PROG 3306	PROG 3305	0	3	0	
SERVER-SIDE SCRIPTING II	PROG 4303	PROG 3305		0	3	0	
G POP CULTURE, FILM & SOCIETY	SOCI 1307			0	3	0	
				0	21	0	160
SEMESTER 5							
BUSINESS SKILLS II	BUS 6300	PROJ 5301		0	2	0	
INTEGRATION INTERFACES I	DESN 5306	BUS 4300 PORT 1304	DESN 4306 PROG 4300 PROG 4303	FWK 4309 PROG 4303	FWKS 5305	0	4
WEB SERVICES I	PROG 5304	BUS 4300 PORT 1304	DESN 4306 PROG 4300	FWK 4309 PROG 4303	FWKS 5305	0	3
PROJECT MANAGEMENT	PROJ 5301	BUS 4300 PORT 1304	DESN 4306 PROG 4300	FWK 4309 PROG 4303	FWKS 5305	SDES 5300	0
WEB PROJECTS I	PROJ 5302	BUS 4300 PROG 4300	DESN 4306 PROG 4303	FWKS 5305	PORT 1304		0
SYSTEM ANALYSIS AND DESIGN I	SDES 5300	BUS 4300 PORT 1304	DESN 4306 PROG 4300	FWK 4309 PROG 4303	FWKS 5305	PROJ 5301	0
				0	19	0	
SEMESTER 6							
INTEGRATION INTERFACES II	DESN 6300	FWK 4309		0	2	0	
SERVER-SIDE SCRIPTING III	PROG 5303	BUS 4300 PORT 1304	DESN 4306 PROG 4300	FWK 4309 PROG 4303	FWKS 5305		0
WEB SERVICES II	PROG 6300	PROG 5304					0
WEB PROJECTS II	PROJ 6301	ALL SEM 5					0
SYSTEM ANALYSIS AND DESIGN II	SDES 6300	SDES 5300					0
				0	20	0	

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with **G** are "General Education" subjects.

COURSE DESCRIPTIONS

BUSINESS SKILLS I BUS 4300 This course emphasizes concepts of critical thinking and problem solving as they apply to effective business writing. Students learn the principles of structure, style, and mechanics used in business communications such as letter writing, proposal writing and presentations.

BUSINESS SKILLS II BUS 6300 This subject covers the entrepreneurial skills necessary for a student leaving college and entering the freelance/contract work place. Topics covered include registering a company, taxes, marketing and promotions, contracts, sub-contractors, insurance, licensing and other related topics.

CASCADING STYLE SHEETS PROG 3300 Cascading Style Sheets (CSS) is a simple mechanism for adding style to web documents. Students learn how to set base and other styles and to apply the principles of cascading, grouping, and inheritance. Students are shown how to create style sheets that conform to the W3C CSS2 standard and that set styles for colours, fonts, text, links, elements, objects, lists, positioning, and block formatting. As well, students have the opportunity to create innovative web layouts, menus and interfaces that rely heavily on CSS for functionality.

CLIENTSIDE SCRIPTINGPROG 3307 Several popular technologies exist to enhance the presentation and interactivity of web content. Many of these tools can operate entirely within a user's browser environment, without the need to communicate with a server. The focus of this course is on the use of standard and common client side technologies such as JavaScript and DHTML to create full featured and well formed web pages.

COMMUNICATION ESSENTIALS COMM 1337 Through visual analysis activities and comprehension exercises, students learn the essential parts of composition and the fundamental principles of written communication. Effective sentence and paragraph writing employing proper word usage, grammar and punctuation is the focus of the course.

DIGITAL IMAGING I DIGI 1301 Using Adobe Photoshop, students will explore both the technical aspects of digital image manipulation, as well as the artistic aspects of creating images. This course is designed to provide a thorough understanding of how to create efficient graphics for web interfaces.

DIGITAL IMAGING II DIGI 2300 Students further explore digital image manipulation using industry standard tools such as Adobe Photoshop. Digital Imaging II explores more advanced concepts, while maintaining a focus on specific skills useful in the design and execution of graphical user interfaces (GUI) for use in online environments.

ECOMMERCE PROG 3306 Students will learn how to create a fully functioning e-commerce website, incorporating an interactive shopping cart, using ASP server-side scripting and integrated database storage and retrieval.

EXTENSIBLE HTML PROG 1300 Using only a text editor, students will learn how to write well-formed and valid XHTML syntax to the W3C standard (XHTML Strict). The course focuses on how to create custom web pages that employ the recommended differentiation of structure, presentation and data elements.

FIELD PLACEMENT SEMINAR FWKS 5305 This course aids students in developing their skills and resources to find a field placement or job. Students develop their resume, cover letter, interview skills, telephone skills, and job search techniques.

FIELD PLACEMENT FWK 4309 Students will undertake a 4 week field placement in industry, supervised by a web designer or developer.

HISTORY OF ART HIST 1307 This course introduces art history through a survey of 20th century art. Students learn about great art and the historical context in which it was created. Assignments are interdisciplinary and interactive allowing students to use various design skills to present their ideas.

INTEGRATION INTERFACES I DESN 5306 Students create rich user experiences through the development of advanced front-end interfaces. These interfaces act as the integration point for various external data elements such as, but not limited to, database concepts, XML data and RSS feeds. Focus is placed on advanced interface elements, usability in creative interfaces, and the programmatic approach to exchanging data.

INTEGRATION INTERFACES II DESN 6300 Students further explore and refine their skills in developing advanced front-end interfaces. These interfaces act as the integration point for various external data elements such as, but not limited to, database contents, XML data, Macromedia Flex and Flash Remoting. Focus is placed on advanced interface elements, usability in creative interfaces, and the programmatic approach to exchanging data.

INTERFACE DESIGN I DESN 1306 This course is an introduction to the design principles as they relate to web development. The foundations of design are covered, including typography, colour, balance, proportion, scale, pattern and rhythm. Specific web related restrictions such as colour models and resolution are also covered, as well as the appropriate use of guides, gutters and margins.

INTERFACE DESIGN II DESN 2308 This is a continuation of Interface Design I and covers the psychology of the user interface, navigation, functionality, content, and website design tips and strategies.

INTRODUCTION TO PROGRAMMING PROG 2305 Web developers require a solid understanding of basic programming concepts in order to effectively use a variety of tools. This course introduces students to the process of programming and fundamental concepts such as variables, data types, operators, functions, conditional statements, loops, arrays, events, and objects. Concepts are illustrated using the JavaScript programming language. Students write programs in JavaScript, but no prior programming experience is assumed.

INTRODUCTION TO SQLPROG 2304 The relational model is presently the most popular approach for organizing data into databases. This hands-on course introduces students to relational database concepts by using the Structured Query Language (SQL), the standard language for working with relational databases. Students use SQL to create relational databases, modify the data in them, and write queries that retrieve and format data.

MARKETING & CONSUMER BEHAVIOUR MKTG 1306 Students gain an understanding of marketing principles and practices and learn about consumer behaviour. The marketing principles and practices of operating any type and size of business are also explored.

MATHEMATICS FOR COMPUTING MATH 1309 This introductory course surveys several fundamental mathematical concepts that are central to digital technology and programming. Key topics covered include number systems, variables and functions, binary and hexadecimal numbers, sets and logic, and co-ordinate systems.

POP CULTURE, FILM & SOCIETY SOCI 1307 Students learn how social factors contribute to a film's success. As well, students investigate and analyze how pop culture, film and society are intertwined.

PORTFOLIO DEVELOPMENT PORT 1304 Students will develop a portfolio of websites and present them to a faculty review team. This exercise prepares students for field placement and job interviews. Note that all subjects must be completed or in progress to start this course.

PROJECT MANAGEMENT PROJ 5301 Large web development projects require a variety of resources and skills to complete all of the necessary tasks. Tasks often compete for the same resource or are dependent on the completion of other tasks. Project management is the process that allocates resources and schedules tasks to meet time and budget constraints. In this course, students are introduced to project management concepts and standard techniques such as Gantt charts and PERT. The techniques are applied using popular tools such as MS project.

SERVERSIDE SCRIPTING I PROG 3305 This is the first of three subjects on server-side scripting. Using PHP and MySQL, students apply procedural programming concepts to develop web site front-ends and back-ends.

SERVERSIDE SCRIPTING II PROG 4303 This is the second of three subjects on server-side scripting. Continuing the use of PHP and MySQL as the platform, students apply object-oriented programming concepts to develop shared process code.

SERVERSIDE SCRIPTING III PROG 5303 This is the third of three subjects on server-side scripting. Using PHP, students apply their previous knowledge to program with additional modules such as ODBC, FTP, IMAP, LDAP, PostgreSQL, ZIP, and Regular Expression.

SYSTEM ANALYSIS & DESIGN I SDES 5300 Sophisticated software systems are the result of the interaction of many kinds of data, processes, and interfaces. Modern systems are usually created with object-oriented technologies. The Unified Modeling Language (UML) is a graphical language that has become the de facto standard for modeling and documenting the interactions in object-oriented software systems. In this course, students are taught the basic UML vocabulary, which is applied to the problem of analyzing the data requirements to create a database design.

SYSTEM ANALYSIS & DESIGN II SDES 6300 A continuation of Systems Analysis and Design I, this course applies UML to analyze process requirements leading to the creation of an overall system design.

VECTOR ANIMATION I VECT 2300 This course introduces students to the basics of creating objects and animations in Macromedia Flash. Students are shown how to plan, create, and develop Flash media for the Web.

VECTOR ANIMATION II VECT 3300 Further exploring the Flash interface, students become familiar with the fundamentals of illustration, animation, and ActionScript to create dynamic and interactive media for the Internet. This includes the creation of interactive websites and movies.

VECTOR GRAPHICS VECT 1307 Using Adobe Illustrator, students develop their skills to create and manipulate vector images. The power to quickly manipulate designs and images provides a powerful tool to the design process when creating websites.

WEB HOSTING WEB 2301 Using the Linux operating system as its base, this subject examines the principles of setting up and maintaining a web server. Protocols (IP, TCP), software installation (Linux, Apache, MySQL), network setup, creating and modifying configuration files, and the use of system commands are covered.

WEB PROJECTS I PROJ 5302 Web developers must be capable of using a wide range of skills and abilities to address real business requirements, in some cases by integrating legacy and emerging technologies into seamless and stable solutions. Students in this course are assigned to both a small and large business case team and a specific role in the development process in each team. The focus of this course is to provide students with practice on balancing solid process skills with successful outcomes.

WEB PROJECTS II PROJ 6301 Under development

WEB SERVICES I PROG 5304 Students will be given an introduction to ASP.NET programming and will be shown how use ASP.NET to define, create and deploy basic enterprise-wide web services.

WEB SERVICES II PROG 6300 Students are assigned several business cases where they must design and build custom, platform independent web services in order to meet business requirements. Case studies require both individual and group work.

WEBSITE DESIGN I DESN 3309 Students learn to create well thought-out and attractive web pages that adhere to strong design methodologies. The focal point of this course is to streamline productivity using Macromedia Dreamweaver's web design and site maintenance interface.

WEBSITE DESIGN II DESN 4306 Students add to the skill set acquired in Website Design I while using Macromedia Dreamweaver to create interactive and dynamic web content. Students become proficient at designing, building and managing a dynamic web presence using Dreamweaver's sophisticated and interactive facilities.

XML TECHNOLOGIES PROG 4300 Through lectures and lab assignments, students are introduced to Extensible Markup Language (XML) and its component technologies (XSLT, DOM, SOAP, REST, RPC, SAX, XPATH, XLINK, XPOINTER, etc.). The course covers the creation, transformation and use of XML data documents in a variety of applications, using both ASP and PHP server-side scripting.