



DEPARTMENT OF DEFENSE  
DEFENSE MEDIA ACTIVITY  
DEFENSE INFORMATION SCHOOL  
6500 MAPES ROAD  
FORT MEADE, MD 20755-5620

PUBLIC AFFAIRS

## **Digital Multimedia Course Welcome Letter**

Welcome to The Digital Multimedia Course (DMC)!

DMC is an intermediate level course where students with a basic foundation in multimedia principles, techniques, and skills learn and apply intermediate level skills in vector and raster-based graphic design, incorporating typography and other design elements into a digital page layout for both print and digital publishing, creating animation, editing full motion video and integrating all products into design products for print production, multimedia and web-based packages.

The course includes instruction in digital input and output devices to acquire, enhance, design, manage, output, caption and archive digital imaging, graphic design and multimedia files in accordance with DoD directives and regulations. Students use application software to create, manage and output the following: composite layouts, graphic designs, page layouts, video productions, web pages and interactive multimedia solutions.

The course culminates with a capstone exercise where students create a series of multimedia products in a complete package supporting a DoD theme and message. Ethical considerations and practices are discussed as they pertain to visual information in the Department of Defense.

DMC is a fast-paced course that requires students to maintain a high level of motivation and focus over 35 training days. Please review the prerequisites for the course prior to arriving to brush up on the basic skills that are required for the course.

A typical training day begins at 0755 and concludes at 1600, with some assignments to be completed after the training day. Most of your time will be in the classroom dedicated to learning intermediate techniques, collaborative learning, and project management. The long days allow students to produce high-quality portfolio pieces that surpass the work being done in the fleet and field. DINFOS military students are expected to maintain their personal appearance in accordance with applicable service regulations.

You are not required to bring a computer. We will provide you with a computer for usage. Wi-Fi will be available inside of DINFOS. If you do bring a computer, it should be loaded with Microsoft Word, PowerPoint and a web browser (preferably Google Chrome). We will be using Google Classroom as one of our course delivery methods. If you are unfamiliar with Google Classroom, we will give you an overview of its use.

You may be billeted on Fort Meade or off-post. If you billet off-post, the cost is your unit's responsibility. Please contact Ms. Mary Davis at Ft. Meade billeting, 410-874-0853; [mary.davis@ihg.com](mailto:mary.davis@ihg.com) for reservation or to help arrange off-post billeting. Several hotels are located within a short drive to the base. The Bachelor Housing Office is open Monday - Friday 0730 to 1600. Any questions about registration or logistical requirements should go to the DINFOS Registrar at 301-677-4691.

***Strength Through Truth***