

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY



SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Intro to Computers & Multimedia Concepts
CODE NO. : RES1160 **SEMESTER:** 1
PROGRAM: Hotel and Restaurant Management
AUTHOR: Cindy Trainor
DATE: May, 2002 **PREVIOUS OUTLINE DATED:**

APPROVED:

DEAN DATE
TOTAL CREDITS: Three (3)
PREREQUISITE(S): NONE
LENGTH OF COURSE: 15 weeks **TOTAL CREDIT HOURS:** 3

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**Course Name:
Intro to Computers & Multimedia Concepts**

**Course No.:
RES 1160**

I. COURSE DESCRIPTION:

This course will develop an understanding of and appreciation for the various aspects that make up a multimedia computer. Students will become familiar with computer concepts and learn how to use the Windows 2000 Interface. Everything from running programs to managing files and disks using Windows Explorer, creating short cuts, using accessories as well as OLE.

Students will use popular e-mail packages to send and receive e-mail with other students, with faculty and contacts throughout the world.

Students will be introduced to the Internet to research and acquire material on various topics that pertain to the course. Students will understand file compression and learn how to download and unzip files.

A significant portion of the course will be devoted to the development of Power Point presentations and Word publishing.

Students will also develop simple web pages that will include audio, graphic images and video as well as text based information.

Students will understand and use the different multimedia file types to create a basic Web based multimedia presentation. Students will also be exposed to a variety of the necessary hardware / software tools used in preparation of multimedia files such as scanners, video capturing, sound recording.

The use of multimedia within the Internet environment will be studied through the use of such popular browsers such as Netscape Communicator and / or Internet Explorer .

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II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

LEARNING OUTCOMES

- 1. Demonstrate an understanding of the various components that make up a Multimedia computer system.**
- 2. Apply knowledge of the Windows 2000 interface.**
- 3. Use the Internet to research related course material information and download necessary information.**
- 4. Demonstrate the ability to use an e-mail package effectively.**
- 5. Develop a simple Internet Web page incorporating various media (text, sound, graphics, animations).**
- 6. Apply knowledge of Word 2000 to create hotel and restaurant documents.**
- 7. Develop a PowerPoint presentation to promote a hotel or restaurant.**

Upon successful completion of this course, the student will:

- 1) Demonstrate an understanding of the various components that make up a multimedia computer system.**

Potential Elements of Performance:

- Differentiate the Computer Software and hardware components**
- Describe the components of a computer system as related to multimedia**
- Define the function of the basic and auxiliary components of the computer system**
- Analyze the flow of information within the computer system.**
- Describe a typical memory configuration within a multimedia system.**
- Analyze the use of additional auxiliary devices such as scanners and zip drives and how they effect multimedia presentations**
- Know what to look for in purchasing a computer system**

2.) Apply knowledge of the Windows 2000 interface.

Potential elements of the performance

- **Examine the Windows 2000 environment**
- **Activate and switch between windows**
- **Resize and move windows**
- **Transfer information between windows**
- **Describe the Windows 2000 desktop and configuration**
- **Run a number of programs at the same time**
- **Describe the different methods in which programs can be run**
- **Customize the windows desktop**
- **Create and organize folders**
- **View disk contents and files**
- **Use Windows Explorer to manage, move copy, rename, and delete files**
- **Understand how to use the Control Panel and Task bar to control the environment**
- **Use the recycle bin**
- **Use the right mouse button and create short cuts**
- **Use the Windows 2000 Accessories**
- **Use the Notepad and Wordpad text editors**
- **Print documents**

3.) Use the Internet to research related course material information and download necessary information.

Potential elements of the performance

- **Know what the Internet is and how it works**
- **Demonstrate an understanding of the Internet architecture and protocols**
- **Use the Internet to perform course related searches and downloads**
- **Work with Listservs and News Groups**
- **Use a graphics browser (NETSCAPE or INTERNET EXPLORER)**
- **Use a variety of Internet tools including FTP, Telnet and WINZIP**
- **Perform a variety of searches using popular search engines**
- **Understand the WWW client/server relationship**
- **Understand how to download and save files appropriately**

4.) Demonstrate the ability to use an e-mail package effectively

Potential elements of the performance

- Know the basics of POP, SMTP and IMAP email protocols
- Configure e-mail (identity, username, password, etc)
- Send and receive mail c/w attachments.
- Open, view and save attachments
- Use proper e-mail etiquette

5.) Develop a simple Internet Web page using a variety of multimedia design techniques and features.

Potential elements of the performance:

- Understand and apply knowledge of the structure of web pages and various html tags in the creation of web pages
- Create web pages using using a variety of simple tools such as text editors (notepad) and the NETSCAPE WEB page editor
- Use a variety of new tools to enhance the WEB page effectiveness
- Produce a personal Internet Web Page using a variety of multimedia design techniques and features.
- Describe data compression technologies, file types and standards relevant to multimedia applications.
- Investigate various image file formats such as jpeg, gif, tiff, pcx, etc..
- Investigate the advantages and disadvantages of various file formats as well as their conversion techniques.
- Investigate the use of sound files such as wave, midi, voc.
- Investigate a variety of video standards DVI, AVI and MPEG

6.) Apply knowledge of Word 2000 to create hotel and restaurant documents.

Potential elements of the performance:

- Using Word 2000 publishing feature, create pamphlets and menus.
- Edit and print pamphlets and menus.

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7.) **Develop a PowerPoint presentation using a design template.**

Potential elements of the performance:

- **Use a design template and autolayout to create a PowerPoint presentation**
- **Create a slide show using PowerPoint**
- **Produce a personal Internet Web page using PowerPoint**

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TOPICS

WEEKS

COMPUTER COMPONENTS	1
WINDOWS 2000	4
INTERNET RESEARCH	1
USING EMAIL	1
WEB PAGE DEVELOPMENT	3
WORD 2000	2
POWERPOINT	3

III.REQUIRED RESOURCES/TEXTS/MATERIALS:

TEXT: **"Microsoft Office 2000 Introductory Concepts and Techniques
Enhanced Edition
Shelly Cashman Series"**
5 (1.44 Meg) 3 ½ inch floppy disks
Online Help
Internet Research
Lecture Notes and Printed Handouts
Resources at <http://apollo.saultc.on.ca/~ctrainor>

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IV. EVALUATION PROCESS/GRADING SYSTEM

Tentative Breakdown*:

The marks for this course will be arrived as follows:

Tests and Quizzes

•Computer Components	5%
•Windows 2000	10%
•Internet Research	5%
•Web Page development	10%
•Word 2000	10%
•PowerPoint	10%

Lab Assignments

•E-mail	10%
•Windows 2000	10%
•Web Page Development	10%
•Word 2000	10%
•PowerPoint	10%

***Some Minor modifications to the above percentages may be necessary. The professor reserves the right to adjust the mark up or down based on attendance, participation, leadership, and creativity and whether there is an improving trend.**

ATTENDANCE:

- In order to remain up to date with the delivery of course material students will be required to do the following:
 - Be present for each class.
 - Report to class within 5 minutes of the scheduled start time.
 - Bring the required course text and resource materials.
 - Sign the class attendance sheet at the beginning of each class.
- Any student who is absent for 3 or more times without any valid reason or effort to resolve the problem will result in either of :
 - a) marks being deducted
 - b) his / her removal from the course.

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ASSIGNMENTS

- All Assignments must be completed satisfactorily to complete the course.
- Assignments will not be accepted past the designated due date unless there are documented, legitimate circumstances.

TESTS

- The professor reserves the right to adjust the number of tests, practical tests and quizzes. Students will be given prior notice to any changes.
- All course material (electronic lessons, classroom lectures, printed handouts etc) are subject to evaluation and may be used in the creation of tests and quizzes. If not in class at the time of their delivery it will be the student's responsibility to obtain the information.
- Written tests will be conducted as deemed necessary; generally at the end of each block of work, and will be announced in advance.
- Quizzes may be conducted without advance warning.
- Students who are absent on the day of a test or quiz will be marked absent and given a failing grade for the evaluation.
- Students who provide a signed written statement that explains their absence (to the satisfaction of the course professor) will be granted a one time opportunity to write the missing test or quiz.

GRADING SCHEME

A+	90 - 100%	Outstanding Achievement
A	80 - 89%	Excellent achievement
B	70 - 79%	Average Achievement
C	60 - 69%	Satisfactory Achievement
U	Incomplete: Course work not complete at Mid-term. (Only used at mid-term)	
R	Repeat	
X	A temporary grade that is limited to instances where special circumstances have prevented the student from completing objectives by the end of the semester. An X grade must be authorized by the Chairman. It reverts to an R if not upgraded in an agreed-upon time, less 120 days.	

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UPGRADE OF INCOMPLETE WORK

- When a student's course work is incomplete or below 55%, there is the possibility of upgrading to a pass when the student's performance warrants it. Attendance and assignment completion will have a bearing on whether upgrading will be allowed.
- The method of upgrading is at the discretion of the teacher and may consist of one or more of the following options:
 - assigned make-up work
 - re-doing assignments
 - re-writing of tests
 - writing a comprehensive supplemental examination.
- A failing grade will remove the option of any upgrading and an R grade will result.
- Where a student's overall performance has been consistently Unsatisfactory, an R grade may be assigned without the option of make-up work.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

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Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

NOTE: The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and/or the class, as well as availability of resources. Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.