SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE MARIE, ONTARIO

COURSE OUTLINE

Course Title : INTRODUCTION TO MULTIMEDIA COMPUTER SYSTEMS

Course No : ADV100

Program : ADVERTISING ART PROGRAM

Semester : ONE (1)

Date : SEPTEMBER 1998

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Previous Outline Dated :

APPROVED : _K. DeLasario_   _Aug 28/98_
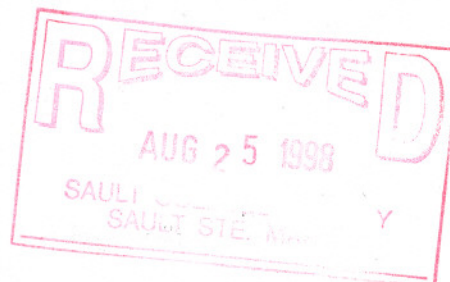   DEAN   DATE

TOTAL CREDITS: 3

PREREQUISITS: NONE

LENGTH OF COURSE : 3 hours per week   **TOTAL CREDIT HOURS** 48

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I.   COURSE DESCRIPTION :

This course will develop an understanding and appreciation for the various computer systems (i.e. MAC and IBM). Students will become familiar with computer concepts and learn how to use the Windows 95 Interface. Everything from running programs to managing files and disks using Windows Explorer, creating short cuts, using accessories and OLE will be explored.

This course will also focus on the DOS operating environment and point out why it is important for students to have a basic understanding of DOS. Students will learn basic DOS commands and file structures. Students will then be able to compare and evaluate the DOS and Windows 95 environments.

Students will learn to use a popular Windows based e-mail package to send and receive e-mail with other students and faculty as well as anyone with an e-mail address around the world.

Students will be introduced to the Internet and learn what it is all about. Students will learn to search and retrieve information. Students will understand file compression and learn how to download and unzip files.

Modern computer applications now include audio, images, graphics 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. The use of multimedia within the Internet environment will be investigated through the study of current software such as Netscape.

II .   **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

(Generic Skills Learning Outcomes placement on the course outline
Will be determined and communicated at a later date)

A .   **LEARNING OUTCOMES :**

1.   Demonstrate the use of e-mail and many of it's advanced features.
2.   Demonstrate an understanding of basic computer concepts as related to a multimedia system.
3.   Demonstrate knowledge of DOS fundamentals and commands.
4.   Demonstrate the use of Windows 95.
5.   Demonstrate the use of the Internet to research information using sophisticated search engines and advanced Internet tools.
6.   Define and describe the various data compression techniques and standards for sound, images and video.
7.   Design a simple Internet Web page system using a variety of multimedia design techniques and features.

II   **LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):**

B.   **Learning Outcomes and Elements of Performance:**

Upon successful completion of this course, the student will demonstrate the
Ability to :

1)   **Demonstrate the use of e-mail and many of it's advanced features**

Potential Elements of Performance:

- Learn to use the Mail program within the college environment to send and receive mail.
- Learn E-mail etiquette, what is acceptable and what is not acceptable.
- Setup E-mail Configuration
- Use the Clipboard
- Print mail messages
- Select Fonts.
- Send attachments.
- Setting the POP3 password.
- CC and BCC sending replies
- Automatically keep copies of outgoing mail.
- Message encryption
- Use the editor and speller.
- Set up distribution lists

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II   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):

B   Learning Outcomes and Elements of Performance:

     Upon successful completion of this course, the student will demonstrate the
Ability to :

2)   **Demonstrate an understanding of basic computer concepts as related to a
multimedia system.**

Potential Elements of the performance:

- **Define Computer Software and hardware**
- **Define the basic 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**
- **Define Communications**
- **Analyze the basic communication networks**
- **How to purchase a computer system**
- **How to maintain your computer system**

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II   **LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):**

B   **Learning Outcomes and Elements of Performance:**

Upon successful completion of this course, the student will demonstrate the Ability to :

3.   **Demonstrate a knowledge of DOS fundamentals and commands**

Potential elements of the performance

- Demonstrate an understanding of DOS basics and functionality
- Use and understand file handing and disk management
- Understand directory tree structure
- List files and use wild cards
- Change disk drives
- Copy and backup files
- Understand directory structure
- Demonstrate the use of various Dos commands INTERNAL/EXTERNAL
- Use DOS commands to manage directories, files and run programs
- Demonstrate and use the DOS editor
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4.   **Demonstrate the use of Windows 95**

Potential elements of the performance

- Describe the Windows 95 environment
- Activate and switch between windows
- Resize and move windows
- Transfer information between windows
- Describe the Windows 95 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 files, move copy, rename, delete
- 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

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II　　LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):

B　　Learning Outcomes and Elements of Performance:

Upon successful completion of this course, the student will demonstrate the Ability to :

5)　　Demonstrate the use of the Internet to research information using sophisticated search engines and advanced Internet tools.

Potential elements of the performance

- **Know what the Internet is and how it works**
- **Demonstrate an understanding of the Internet architecture and protocols**
- **Sign on the Internet**
- **Demonstrate an understanding of a Listservs and News Groups**
- **Use a graphics browser, NETSCAPE**
- **Use a variety of Internet tools   FTP, TELNET, WINZIP**
- **Perform a variety of searches using popular search engines**
- **Understand the WWW client/server relationship**
- **Understand how to download and save files**

6)　　Define and describe the various data compression techniques and standards for sound, images and video.

Potential elements of the performance

- **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 the conversion**
- **techniques.**
- **Investigate the use of sound files   wave, midi, voc.**
- **Investigate a variety of video standards DVI, AVI and MPEG**

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II   **LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):**

B   **Learning Outcomes and Elements of Performance:**

Upon successful completion of this course, the student will demonstrate the ability to :

7)   **Design a simple Internet Web page system using a variety of multimedia design techniques and features.**

Potential elements of the performance:

- **Review basic HTML commands and a WEB page editor NETSSCAPE**
- **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.**

III. **TOPICS**	**WEEKS**
1. E-MAIL	**2**
2. COMPUTER CONCEPTS	**2**
3. BASIC DOS FUNDAMENTALS	**3**
4. WINDOWS 95 FUNDAMENTALS	**3**
5. INTRODUCTION TO THE INTERNET	**2**
6. DATA COMPRESSION TECHNIQUES AND FILE STANDARDS	**2**
7. DEVELOP AN INTERNET WEB PAGE	**2**

IV.   **REQUIRED RESOURCES/TEXTS/MATERIALS:**

TEXT:

E-mail Online help, teacher notes.
Shelly Cashman series for Windows 95,DOS, INTERNET

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V.   EVALUATION PROCESS/GRADING SYSTEM

Tentative Breakdown:

The marks for this course will be arrived as follows:

E-mail Quiz	5%
Computer Concepts Quiz	10%
Windows Quiz	10%
DOS Fundamentals Quiz	10%
Internet Quiz	10%
Data Compression Techniques Quiz	10%
	55%

Windows Assignment	10%
Data Compression and File Format	5%
Internet Assignment	10%
Web Page Assignment	20%
	45%

Some Minor modifications to the above percentages may be necessary. The professor reserves the right to adjust the mark up or down 5% based on attendance, participation, leadership, and creativity and whether there is an improving trend.

- All Assignments must be completed satisfactorily to complete the course. Assignments will not be accepted past one week late unless there are extenuating and legitimate circumstances.

- The professor reserves the right to adjust the number of tests, practical tests and quizzes based on unforeseen circumstances. The students will be given notice to any changes and the reasons thereof.

- A student who is absent for 3 or more times without any valid reason or effort to resolve the problem will result in action taken.

     NOTE: If action is to be taken, it will range from marks being deducted to a maximum of removal from the course.

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V.   EVALUATION METHODS (Continued)

GRADING DETAILS

1.   TESTS

Written tests will be conducted as deemed necessary; generally at the end of each block of work. They will be announced about one week in advance. Quizzes may be conducted without advance warning.

2.   ASSIGNMENTS

Assignments not completed by the assigned due-date will be penalized by 5% per day late. All assignments must be completed satisfactorily to complete the course.

3.   GRADING SCHEME

A+	90 – 100%	Outstanding Achievement
A	80 - 89%	Excellent achievement
B	70 - 79%	Average Achievement
C	55 - 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.

3.   UPGRADE OF INCOMPLETE

When a student's course work is incomplete or final grade is 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. A failing grade will remove the option of any upgrading and an R grade will result. The highest grade on re-written tests or assignments will be 56%.

Where a student's overall performance has been consistently Unsatisfactory, an R grade may be assigned without the option of make-up work.

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V.   EVALUATION PROCESS/GRADING SYSTEM   (Continued)

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, or writing a comprehensive supplemental examination.

VI   **SPECIAL NOTES**

1.   All students should be aware of the Special Needs Office in the College.
If you have any special needs such as being visually impaired, hearing
disabled, physically disabled, learning disabilities you are encouraged to
discuss required accommodations confidentially with the Professor and/or
contact our Special Needs office so that support services can be arranged
for you.

2.   Your professor reserves the right to modify the course as he/she deems necessary
to meet the needs of students.

3.   It is the responsibility of the student to retain all course outlines for possible
future use in gaining advanced standing at other post-secondary institutions.

4.   Plagiarism
Students should refer to the definition of "academic dishonesty" in the
"Statement of 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.

5.   Substitute course information is available at the Registrar's office.

6.   Students must achieve a passing grade in both the assignmnent and the
Test portions of the course.

7.   The topics will not necessarily be covered in the order shown in the course outline.

VII.   **PRIOR LEARNING ASSESSMENT**

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