SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title: MULTIMEDIA COMPUTER APPLICATIONS

Code No.: CSA110   **Semester:** ANY

Program: General Arts and Science Program

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Date: Jan 2000   **Previous Outline Date:** Aug 1999

Approved: _____   _____
                  Dean   **Date**

Total Credits: 3
Prerequisite: EDP122 or EQUIVALENT

Length of Course: 3 hours per week   **Total Credit Hours:** 48

<u>MULTIMEDIA COMPUTER APPLICATIONS</u>   <u>CSA110</u>
COURSE NAME   **COURSE CODE**

I .   COURSE DESCRIPTION :

This course will develop an in depth understanding of the various aspects that make up a multimedia computer. Students will build on the computer concepts that were covered in previous computer courses. The student will work in depth in everything from running programs to managing files and disks using Windows Explorer, creating short cuts, using accessories as well as OLE.

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 use their previous e-mail experience to be able to a adapt to one or more additional e-mail packages.

Students will use 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.

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.   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 students will use the files that they have either created or acquired to develop a personal web page.

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 an understanding of the various components that make up a multimedia computer system.**
2.   **Apply knowledge of DOS fundamentals and commands.**
3.   **Apply knowledge of the Windows 95 interface.**
4.   **Use the Internet to research related course material information and download necessary information.**
5.   **Demonstrate the ability to move from a known e-mail package to another and compare their different features.**
6.   **Work with the various data compression techniques and standards for sound, images and video.**
7.   **Develop a simple Internet Web page 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 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**
- **Describe and analyze the basic communication networks**
- **Know what to look for in purchasing a computer system**
- **Diagnose probable problems when computer failures occur**

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. **Apply 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 work with 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**

3. **Apply knowledge of the Windows 95 Interface**

Potential elements of the performance

- **Review 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**
- **Use the Windows 95 Accessories**

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 :

4. 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**
- **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 appropriately**

5. Demonstrate the ability to move from a known e-mail package to another and compare their different features.

Potential elements of the performance

- **Know the POP and SMTP protocol**
- **Use a different Mail program within the college environment to send and receive mail. Configure e-mail and use proper E-mail etiquette**
- **Compare and contrast two or more email packages**
- **Identify the differences**

6. Work with 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**
- **Produce Image, sound and full motion clips**

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

Potential elements of the performance:

- **Review basic HTML commands and a WEB page editor NETSCAPE**
- **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. VARIOUS COMPONENTS	**2**
2. DOS FUNDAMENTALS	**3**
3. WINDOWS 95 INTERFACE	**2**
4. INTERNET RESEARCH	**1**
5. EMAIL DIFFERENCES	**2**
6. DATA COMPRESSION TECHNIQUES AND FILE STANDARDS	**2**
7. DEVELOP AN INTERNET WEB PAGE	**3**

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

TEXT:

E-mail Online help, Internet Research, teacher notes.
Previous course material on Windows 95, Computer Concepts
Shelly Cashman series for DOS, INTERNET

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.

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   **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.**

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.

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   <u>**SPECIAL NOTES**</u>

    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.   <u>**Plagiarism**</u>
           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.   <u>**PRIOR LEARNING ASSESSMENT**</u>

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