# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## SAULT STE. MARIE, ONTARIO

Sault College

# COURSE OUTLINE

**COURSE TITLE:** **MULTIMEDIA COMPUTER APPLICATIONS**

**CODE NO. :** CSA110        **SEMESTER:** ANY

**PROGRAM:** General Arts and Science Program

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**DATE:** Jan 2004    **PREVIOUS OUTLINE DATED:** Aug 2003

**APPROVED:**

_____  _____
                 **DEAN**          **DATE**

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** EDP122 or EQUIVALENT

**HOURS/WEEK:** 3

Multimedia Computer                                                    CSA110
Applications

**COURSE DESCRIPTION:**

I.   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 command line environment and point out why it is important for students to have a basic understanding of this environment. Students will learn basic command line commands and file structures. Students will then be able to compare and evaluate the Graphical User Interface (GUI) and command line environments.

Students will build upon their previous e-mail experience to join and participate in Listservs and News Groups.

Students will learn about file compression methods and how to recognize different compressed file types.  They will learn how to download and unzip files from the Internet.  Various Internet tools will be used to research and acquire course related information.

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 and to create a PowerPoint presentation.

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Applications

CSA110

## II.   LEARNING OUTCOMES AND ELEMENTS OF THE 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 the 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 command line fundamentals and commands.
Potential Elements of the Performance:
- Demonstrate an understanding of command line basics and functionality
- Use and understand file handing and disk management
- Understand and work with directory tree structure
- List files and use wild cards
- Change disk drives
- Understand directory structure
- Use command line commands to manage directories and files

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3.  Apply knowledge of the Windows 2000 interface.
    Potential Elements of the Performance:
    - Understand 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 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 2000 Accessories

4.  Use the Internet to download and upload related course material and information.
    Potential Elements of the Performance:
    - Use a graphics browser, Internet Explorer
    - Understand how to download and save files appropriately
    - Integrate files from the Internet into a Word Processing Application

5.  Demonstrate the ability to use common application packages, e-mail, spreadsheet and database programs.
    Potential Elements of the Performance:
    - Demonstrate the ability to join a Listserv
    - Demonstrate the ability to participate in a Listserv
    - Show how to unsubscribe from a Listserv
    - Demonstrate how to join a News Group
    - Demonstrate how to unsubscribe from a News Group
    - Create basic spreadsheet applications.
    - Create a basic database application

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Applications

6.  Work with the various data compression techniques and standards
    for sound, images and video.
    <u>Potential Elements of the Performance</u>:
    - 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

7.  Develop a PowerPoint presentation using a design template.
    <u>Potential Elements of the Performance</u>:
    - Create a PowerPoint presentation
    - Create a slide show using PowerPoint
    - Produce a personal Internet Web page using PowerPoint

8.  Develop a simple Internet Web page using a variety of multimedia
    design techniques and features.
    <u>Potential Elements of the Performance</u>:
    - Review basic HTML commands and a Web page editor
    - Use a variety of new tools to enhance the Web page effectiveness
    - Produce a personal Internet Web page using Application
      Software.

**III.   TOPICS:**

1.  Computer components
2.  Command line fundamentals
3.  Windows 2000 interface
4.  Internet download/upload
5.  Common Application Packages
6.  Data and file compression technologies
7.  PowerPoint presentation development
8.  Web page development

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CSA110

## IV. REQUIRED RESOURCES/TEXTS/MATERIALS:
Resources:   5  (1.44 Meg)  3 ½ inch floppy disks
                     Online Help
                     Internet Research
                     Lecture Notes and Printed Handouts

## V. EVALUATION PROCESS/GRADING SYSTEM:
**Tentative Breakdown**\*:

**The marks for this course will be arrived as follows:**
*Tests and Quizzes*
- Computer Components                    10%
- Windows2000                             15%
- Data and File Compression               15%
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*Lab Assignments*
- Web Page Design Html                    10%
- Web Page Design Front Page              10%
- Windows2000                             10%
- Internet Dowloads and Uploads           5%
- Data and File Compression                5%
- PowerPoint Presentation                 10%
- Spreadsheet Application                   5%
- Database Application                       5%

\***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.**

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## V.     <u>ATTENDANCE:</u>

- In order to remain up to date with the delivery of course material students will be required
To do the following:
    - o  Be present for each class.
    - o  Report to class within 5 minutes of the scheduled start time.
    - o  Bring the required course text and resource materials.
    - o  Sign the class attendance book 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.

## <u>ASSIGNMENTS</u>

- 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.

## <u>TESTS</u>

- 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. This opportunity will be scheduled at the discretion of the course professor.

Multimedia Computer
Applications

CSA110

The following semester grades will be assigned to students in postsecondary courses:

| Grade | Definition | Grade Point Equivalent |
|---|---|---|
| A+ | 90 – 100% | 4.00 |
| A | 80 – 89% | |
| B | 70 - 79% | 3.00 |
| C | 60 - 69% | 2.00 |
| D | 50 – 59% | 1.00 |
| F (Fail) | 49% and below | 0.00 |

| | |
|---|---|
| CR (Credit) | Credit for diploma requirements has been awarded. |
| S | Satisfactory achievement in field /clinical placement or non-graded subject area. |
| U | Unsatisfactory achievement in field/clinical placement or non-graded subject area. |
| X | A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course. |
| NR | Grade not reported to Registrar's office. |
| W | Student has withdrawn from the course without academic penalty. |

## UPGRADE OF INCOMPLETE WORK

- When a student's course work is incomplete or below 50%, 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:
  o assigned make-up work
  o re-doing assignments
  o re-writing of tests
  o writing a comprehensive supplemental examination.
- A failing grade will remove the option of any upgrading and an F grade will result.
- Where a student's overall performance has been consistently unsatisfactory, an F grade may be assigned without the option of make-up work.

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## 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 professor
and/or the Special Needs office.  Visit Room E1101 or call Extension 493
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.

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/program,
as may be decided by the professor/dean.  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.

Course Outline Amendments:
The professor reserves the right to change the information contained in
this course outline depending on the needs of the learner and the
availability of resources.

Substitute course information is available in the Registrar's office.

Students must achieve a passing grade in both the assignment and the
test portions of the course.

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

Multimedia Computer
Applications

CSA110

## VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor.  Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

## 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.