SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Intro to Computers & Multimedia Concepts

CODE NO. : ADV120   **SEMESTER:** 1

PROGRAM: Advertising Art Program

AUTHOR: Marcel Vanlandeghem,
Modified by : Dennis Clément-Socchia

DATE: Dec, 2000   **PREVIOUS OUTLINE DATED:** Jan 2000

APPROVED:

_____   _____
                   DEAN   DATE

TOTAL CREDITS: Three (3)

PREREQUISITE(S): NONE

LENGTH OF COURSE: 15 weeks   **TOTAL CREDIT HOURS:** 3

Course Name:	**Course No.:**
Intro to Computers & Multimedia Concepts	**ADV120**

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 Windows95 Interface. 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 popular Windows based e-mail packages to send and receive e-mail with other students, with faculty and contacts thought 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.

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

II.   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

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)**

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.**

LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

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**

II   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):

- **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 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 and work with directory tree structure**
- **List files and use wild cards**
- **Change disk drives**
- **Copy and backup files**
- **Understand directory structure**
- **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**

II   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):

- **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**

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 or INTERNET EXPLORER)**
- **Use a variety of Internet tools including FTP 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**

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

II   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE (Continued):

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

Potential elements of the performance:

- **Review basic HTML commands 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.**

TOPICS	WEEKS
COMPUTER COMPONENTS	**2**
DOS FUNDAMENTALS	**2**
WINDOWS 95 INTERFACE	**2**
INTERNET RESEARCH	**2**
USEING EMAIL	**2**
DATA and FILE COMPRESSION TECHNOLOGIES	**2**
WEB PAGE DEVELOPMENT	**3**

III.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Course Name:	**Course No.:**
Intro to Computers & Multimedia Concepts	**ADV120**

TEXT: "Exploring Microsoft Windows98 and Essential Computing
Concepts"   Prentice Hall, Grauer and Barber
5 (1.44 Meg) 3 ½ inch floppy disks
Online Help
Internet Research
Lecture Notes and Printed Handouts

IV.   EVALUATION PROCESS/GRADING SYSTEM

Tentative Breakdown*:

The marks for this course will be arrived as follows:
Tests and Quizzes
- **Computer Components**   **10%**
- **Windows95**   **10%**
- **Internet and HTML**   **10%**
- **Data and File Compression**   **10%**

Lab Assignments
- **DOS Fundamentals**   **10%**
- **E-mail**   **10%**
- **Windows95**   **10%**
- **Data and File Compression**   **10%**
- **Web Page Design**   **20%**

   *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.

ATTENDANCE:

- **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.**

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.**

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.

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.

Special Notes to the Instructor:

Course Name: **Course No.:**
Intro to Computers & Multimedia Concepts   **ADV120**

1.   *Since this introductory computer course is taught to a very diverse group of students from various program areas in the college, the lead instructor should use examples that are familiar to the students' program(s) whenever possible. This means if the group of students you are teaching happen to be Forestry students, then use forestry related examples and assignments. This may mean modifying the textbook examples and labs.*

2.   *Teach the e-mail component of the course first, or a soon as pedagogically possible. You may want to a least teach the basics of e-mail then return later to this module to complete the other components. The rationale for doing this is so students can be able to send and receive e-mail early in the semester so professors may communicate effectively as possible.*

3.   *Challenge the more advanced students by offering bonus marks for more difficult assignments. Also, encourage these students to become helpers in your lab to assist other students. It is good experience for them, and they should be rewarded with bonus marks. This should also help you, as lead instructor, to manage large lab sizes (since you can't be everywhere at once).*