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

Sault College

COURSE OUTLINE

COURSE TITLE: PC Applications Software

CODE NO. : ADV1210   **SEMESTER:** 2

PROGRAM: Advertising Art Program

AUTHOR: Frank Turco
Modified by Marcel VanLandeghem

DATE: Jan 2003   **PREVIOUS OUTLINE DATED:** January 2001

APPROVED:

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                        DEAN   **DATE**

TOTAL CREDITS: Three (3)

PREREQUISITE(S): ADV120

LENGTH OF COURSE: 15 weeks   **TOTAL CREDIT HOURS:** 45

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I.   COURSE DESCRIPTION:

This course is designed to provide the student with a sound working knowledge of and a high degree of skill in the use of multimedia presentation software for the purpose of developing techniques related to the creation of effective Internet Web pages and Multimedia Presentations.

Microsoft Power Point will be used to create advanced multi media presentations that will also be published as Internet Web pages. Students will learn to create and Incorporate various file types in their presentations and web pages.

Students will learn basic HTML coding techniques to create Internet Web Pages incorporating multimedia files, forms, frames and tables in addition to image mapping techniques.

Students will also be exposed to an application product, which will allow them to organize and create Internet Web Pages incorporating the various multi media file formats.

Modern computer applications now include audio, images, graphics and video as well as text based information. Students will therefore be expected to use the different multimedia file types within the above software applications to create and deliver an effective multi-media presentation that demonstrates their skill and interpersonal skills to potential employers.

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II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes:

1. Demonstrate an understanding of how to create various multimedia file types.

2. Use Power Point to create effective slide and multi media presentations.

3. Demonstrate the use of Power Point to publish Internet pages.

4. Demonstrate the use of HTML to create and publish Web Pages.

5. Demonstrate the use of Application Software to create and publish Web Pages.

B. Learning Outcomes with Elements of Performance:

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

1. Demonstrate an understanding of how to create various multimedia file types.

Potential elements of the performance:
➢ Understand Image File Formats JPEG, GIF, Animated Gif
➢ Use Digital Camera/Scanner to create image file formats.
➢ Understand video file formats MPEG, AVI
➢ Use Camcorder to create videos for use in presentations.
➢ Understand file compression techniques.
➢ Understand how to create and use Sound Wav and MIDI file types
➢ Understand how to digitise your voice for use in presentations.
➢ Understand the process for creating and using Animated Gifs

This learning outcome will constitute 10% of the course grade.

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2. Demonstrate the use Power Point to create effective slide and multi media presentations.

Potential elements of the performance:
- Understand the Power Point window and Toolbar
- Use design templates.
- Insert text and titles into a slide.
- Format text size and font color.
- Insert and move graphics on a slide.
- Use animated charts and voice narration.
- Insert sound and video into a slide.
- Animate text presentation in a slide.
- Insert Videos into slides
- Insert, delete and re order slides.
- Use bullets and charts in a slide.
- Create slide backgrounds using pictures.
- Work with slides in OUTLINE VIEW
- Save and run a slide show.
- Change background and foreground colors on a slide.
- Set an automatic slide show to run continuously.

`This learning outcome will constitute 25% of the course grade`

3. Demonstrate the use of Power Point to publish Internet Web pages.

Elements of the performance:
- Capture sound, graphics and text from the Internet to insert onto a slide.
- Create interactive presentations.
- Publish slides as a series of web pages.
- Use custom animation.
- Set up action buttons and hyper links.
- Save as a web animation file and imbed into web pages.
- Learn about Power Point Viewer.
- Learn to create a complete Web based presentation using Power Point and the Internet.

This learning outcome will constitute 25% of the course grade.

4. Demonstrate the use of HTML to create and publish Web Pages

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Potential elements of the performance:
➢ Understand the basic structure of a Web Page
➢ Understand and use Basic HTML tags
➢ Understand HTML links
➢ Create Web pages incorporating Graphics, Sound and Video
➢ Understand how to create and use Frames
➢ Understand how to create and use Tables
➢ Understand how to create and use image mapping
➢ Understand how to create basic forms and use the <u>mailto:</u> function.
➢ How to incorporate java script in a web page
➢ Understand how to post your web pages to a server.

This learning outcome will constitute 25% of the course grade.

5.   Demonstrate the use of Application software to create and publish Web Pages

Potential elements of the performance:

➢ Understand how the software basically works to create the following:
   Create and Use various Links
   Create and Use Menus
   Create Web pages incorporating Graphics, Sound and Video
   Understand how to create and use Frames
   Understand how to create and use Tables
   Understand how to create and use image mapping
   Understand how to create basic forms and use the <u>mailto:</u> function.

   `This learning outcome will constitute 20% of the course grade`

TOPICS	Approximate Time
1. **Working with Multi Media Files**	**2 Weeks**
2. **Working with Power Point 2000**	**3 Weeks**
3. **Publishing Power Point Web Pages**	**1 Weeks**
4. **Working with HTML**	**4 Weeks**
5 **Using Application Software**	**2 Weeks**
6. **Produce and Present a Final Project**	**2 Weeks**

IV.   Required Student Resources

At least five (5) 3.5" floppy disks @ 1.44 Meg
On Line Help and Student Resource Files
Internet Research
Lecture Notes and Printed Handouts from Instructor

V.   EVALUATION PROCESS/GRADING SYSTEM

Tentative Breakdown*:

The marks for this course will be arrived as follows:

Tests and Quizzes
- Multi Media   **10%**
- **HTML**   **10%**

Lab Assignments
- HTML Assignments   **15%**
- Power Point Assignment(s)   **25%**
- Applications Software   **20%**

Major Project and Presentation   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.

<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.

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. This opportunity will be scheduled at the discression of the course professor.

GRADING SCHEME

Course Name:	**Course No.:**
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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.