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

Sault College

COURSE OUTLINE

COURSE TITLE: PC Applications Software

CODE NO. : ADV121   **SEMESTER:** 2

PROGRAM: Advertising Art Program

AUTHOR: Marcel VanLandeghem

DATE: January 2005   **PREVIOUS OUTLINE DATED:** January 2004

APPROVED:

_____   _____
                                 DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): ADV120

HOURS/WEEK 3

Course Name:	Course No.:
PC Applications Software	**ADV121**

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.

II.   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

Upon successful completion of the 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.

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.

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

   Potential 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

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

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 mailto: function.
- How to incorporate java script in a web page
- Understand how to post your web pages to a server.

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 mailto: function.

III TOPICS:

1. **Understand and create multimedia file types.**
2. **Use Power Point to create slide presentations.**
3. **Using Power Point to publish Internet Web Pages**
4. **Coding with HTML to create basic web pages.**
5   **Using Application Software to create Internet Web Pages.**

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:
The mark for this course will be arrived at as follows:

Written Tests and Quiz	40%
Lab Assignments	40%
Final Projects (1) @ 20	20%
Total	100%

At least 80% attendance required in the labs and lectures.
- Students must complete and pass both the test, assignment and project portion of the course in order to pass the entire course.
- All Assignments must be completed satisfactorily to complete the course.
- Late assignments will not be accepted.
- Makeup Tests are at the discretion of the instructor and will be assigned a maximum grade of 60%.

The following semester grades will be assigned to students:

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.

UPGRADING OF INCOMPLETES:

When a student's course work is incomplete or final grade is below 50%
There is the possibility of upgrading to a pass when the student meets all
of the following criteria:

1   The student 's attendance has been satisfactory.
2   An overall average of at least 40% has been achieved by semester's end on
        tests and practical assignments.
3   The student has maid reasonable efforts to participate in class and
        maintain the recommended schedule for assigned activities.

The nature of the upgrading requirements will be determined by the instructor
And may involve re-testing and/or additional lab assignments.

ATTENDANCE:

Absenteeism will affect the student's ability to succeed in the course.
Absences due to medical or other unavoidable circumstances should be
discussed with the instructor. The instructor reserves the right to deduct
1% of the final mark for each class missed up to a maximum of 10%.
Poor attendance will also affect the upgrading process if a student   receives a mark
below 50%.

VI.   SPECIAL NOTES:

<u>Special Needs</u>:
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 703 so that support services can be arranged for you.

<u>Retention of Course Outlines</u>:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

<u>Plagiarism</u>:
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.

<u>Course Outline Amendments</u>:
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.

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.

Course Name:

PC Applications Software

Course No.:

ADV121

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.