

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**COURSE OUTLINE**

**COURSE TITLE:** Intro to Computers and Multimedia Concepts  
**CODE NO. :** ADV120 **SEMESTER:** 3  
**PROGRAM:** Graphic Design  
**AUTHOR:** Fred Carella  
**DATE:** Winter 2010 **PREVIOUS OUTLINE DATED:** Jan 2009

**APPROVED:**

“B. Punch”

---

**CHAIR**

---

**DATE**

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** None

**HOURS/WEEK:** 3

**Copyright ©**

**The Sault College of Applied Arts & Technology**

*Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.*

*For additional information, please contact Brian Punch, Chair,  
School of Natural Environment/Outdoor Studies & Technology Programs  
(705) 759-2554, Ext. 2681*

**I. COURSE DESCRIPTION:**

This course begins with the introduction of various computer concepts including Operating System fundamentals such as file systems and networking as well as the hardware components, which make up a typical multimedia computer system.

The course continues with an introduction to HTML and the World Wide Web where the student will create and publish web pages in a client/server environment. Various HTML technologies will be covered including HTML, XHTML, Cascading Style Sheets, forms and scripting.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Identify and explain the function of the various components that make up a multimedia computer system.

Potential Elements of the Performance:

- Define the role and function of the Operating System.
- Identify and describe the various components relating to multimedia hardware and software.
- Analyze the use of additional auxiliary devices such as scanners, usb/zip drives, cameras, digital capture cards, etc...
- Identify and use various multimedia applications.

2. Use the operating system in a networked environment.

Potential Elements of the Performance:

- Use ftp tools to upload and download files.
- Understand the client/server relationship and apply that understanding to the creation and publishing of web pages.
- Understand the World Wide Web and identify the role of the HTML and the HTTP protocol.
- Use various web clients.

3. Apply an understanding of the file system to create, modify and delete files as well as navigate that file system in a standalone, networked or web-based environment.

Potential Elements of the Performance:

- Understand the role of the file system.
  - Create, modify and delete files in a GUI and command line environment using various applications.
  - Understand the various file types including but not limited to binary and text files and use various applications and techniques for creating those files.
4. Develop and publish web pages.

Potential Elements of the Performance:

- Define and differentiate various technologies such as HTML, XHTML and cascading style sheets.
- Develop web pages at the tag level using an html editor.
- Understand the structure of a minimal web page.
- Identify and locate the various standards and resources that apply to web page technologies.
- Create web pages that include:
  - basic formatting such as bold, underline, etc...
  - images
  - links
  - styles
  - css layouts
  - tables
  - frames
  - lists
  - forms
  - client side scripts (JavaScript)
- Test web pages from a client system.
- Publish web pages to a server using ftp tools.

**III. TOPICS:**

1. The multimedia computer
2. Operating Systems and Networks
3. File Systems
4. Develop and Publish Web Pages

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

HTML, XHTML and Dynamic HTML

Authors: Carey

Prentice Hall

4<sup>th</sup> Edition

Instructor supplied notes and resources

Instructor Web Site

<http://sites.google.com/site/saultcollegeit/courses/adv120>

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Test 1 – Outcomes 1,2 30%

Test 2 – Outcomes 3,4 30%

Assignments - 40%  
100%

The following semester grades will be assigned to students:

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

## VI. SPECIAL NOTES:

### 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.

### 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.

### Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

### Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Absenteeism will affect a student's ability to succeed in this course. Absences due to medical or other unavoidable circumstances should be discussed with the instructor. Students are required to be in class on time and attendance will be taken within the first five minutes of class. A missed class will result in a penalty in your marks unless you have discussed your absence with the professor as described above. The penalty depends on course hours and will be applied as follows:

<b>Course Hours</b>	<b>Deduction</b>
5 hrs/week (75 hrs)	1% / hr
4 hrs/week (60 hrs)	1.5% /hr
3 hrs/week (45 hrs)	2% /hr
2 hrs/week (30 hrs)	3%/hr

Absentee reports will be discussed with each student during regular meetings with Faculty Advisors. Final penalties will be reviewed by the professor and will be at the discretion of the professor.

>

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.