



# MULTIMEDIA CONCEPTS AND APPLICATIONS

Course Syllabus

3-0-3.0

Date: 11/29/11

**COURSE NUMBER:** CPT 290

**PREREQUISITE(S):** CPT 101 with a minimum grade of "C".

**CO-REQUISITE(S):** None

**COURSE DESCRIPTIONS**

This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development and creation of multimedia presentations.

**TEXTBOOK(S):** None

**REFERENCE(S):** Supplied by instructor

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:**

Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

USB flash drive (at least 4 GB)  
One microphone/headset combination  
Two blank CD-Rs  
Two blank DVD-Rs

**METHOD OF INSTRUCTION:**

This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

**GRADING SYSTEM:**

90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
Below 60 = F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE  
CALCULATION  
METHOD:**

Tests	=	20%
Participation/Professionalism	=	10%
Laboratory Assignments	=	50%
Final Project	=	20%
	=	<u>100%</u>

**CONFIDENTIALITY:**

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE  
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
  - ✓ Harassment
  - ✓ Unlawful solicitation
  - ✓ "Spamming"
  - ✓ "Flaming"
- Use of online editing tools within the course management software to:
  - ✓ Create offensive material
  - ✓ Link to inappropriate materials

**ATTENDANCE  
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. **This e-mail must be received by the second day of class for the student to not be dropped for Never Attending.** At this

time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

#### **ACADEMIC CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

#### **CLASS/LAB PROCEDURES:**

The semester lesson plan is shown on the last page. You are expected to take notes on each assigned project during the class. Lectures will be short, to the point, and will discuss the highlights of the project for that week. Most of the class time will be spent working on your laboratory assignments.

Students will produce work using the computer with Microsoft Office One Note, Microsoft PhotoStory, Windows Media Player, Microsoft PowerPoint 2007, video editing software, and online collaboration software. Video and Web site assignments will be published to a location that will be assigned to you by your instructor. **No late work will be accepted.**

Employers set certain professional expectations for their employees with regard to participation, attitude, absenteeism, and tardiness. For this reason, you are expected to attend class regularly, to arrive to a class on time, and to be prepared for class. The following deductions will be made from the participation grade:

Absent

Tardy

Unprepared for class discussion

Unprofessional behavior

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**Program Director**

**Mrs. Lisa Lopez**

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**Program Department Chair**

**Mrs. Marcia Schenck**

**592-4839**

**[schenckm@sccsc.edu](mailto:schenckm@sccsc.edu)**

**COURSE OUTCOMES  
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Create a video compact disc using PhotoStory
  1. Acquire photos of family members
  2. Scan photos and save to disc
  3. Edit photos using Picture Manager Add music file via Windows Media Player
  4. Combine into one photo story
  5. Copy photo story to CD
  
- II. Create a PowerPoint Presentation with an audio file
  1. Transfer digital images from camera to disc
  2. Create audio file
  3. Add photos to PowerPoint
  4. Add audio to PowerPoint using Producer
  
- III. Create a video
  1. Capture video
  2. Edit video
  3. Upload video to the Web
  4. Create a video disc
  
- IV. Participate in online conferencing
  
- V. Demonstrate the ability to use Web 2.0 technologies