



MULTIMEDIA CONCEPTS AND APPLICATIONS
COURSE SYLLABUS

Date 01/03/12

C - L - CR
3 - 0 - 3.0

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

METHOD OF INSTRUCTION: The course will be taught by the lecture method of instruction and demonstration.

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%
= 100%

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

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.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic

term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
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.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**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 2010, 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; 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.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Director

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**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