

## Syllabus

Western University  
London, Canada  
Department of Computer Science

# COMPUTER SCIENCE 1033 -- Introduction to Multimedia and Communications --

Summer 2019

## COURSE OUTLINE

### COURSE DESCRIPTION AND PREREQUISITES:

This course is an introduction to multimedia concepts and explores the use of different types of media components (text, images, sound, animation and video) to convey ideas and facilitate interaction delivered through a web site. Topics include design considerations and media creation/editing tools for creating websites, graphics, sound, animation and video files. This course has a theoretical and a practical component. Media components will be studied at a theoretical level, and students will have the opportunity to practice their skills by using software to create graphics, animation, movies, and web sites. There are no prerequisites for this course however the student must be familiar with the PC platform (any Windows operating system) and with the basic skills of computer use and file management. All software applications are for the PC platform. We cannot guarantee that there is a Mac version in which case you will need to work from the designated labs to complete assignments.

### INSTRUCTORS:

Section	Lecturer	Lecture Time and Location	Office	Email	Office Hours	Phone Extension
001	Bryan Sarlo	Tuesdays 7-9pm Thursdays 7-9pm MC 105B	MC 361	bsarlo@uwo.ca	Tuesdays: 3pm-5pm. Other times available by email appointment	82159

### TEXTBOOK and LECTURE NOTES

We are using an online textbook, written specifically for this course by the instructor! Click the following link and follow the instructions to purchase/subscribe to it. The cost is about \$30 CAD (about \$23 USD) and contains detailed explanations of the topics covered in this course as well as review questions at the end of each section.

Link to purchase online textbook: <https://he.kendallhunt.com/product/multimedia-and-communication>

### WEBSITE AND COURSE CONTENT

Course content can be accessed from OWL found at <http://owl.uwo.ca> You are responsible for reading this information frequently. These sites contain:

- Weekly Lecture Notes
- Assignments
- Lab Exercises
- Announcements
- Consulting Schedule
- Frequently Asked Questions
- Other Important Information

### LECTURE TOPICS

1. Intro to Multimedia
2. Text:
  - Text attributes and design considerations
3. Graphics:
  - Types of graphics, attributes, considerations
  - Optimization techniques
  - File formats
  - Graphics software (Photoshop)
4. Web Development:

- Design considerations
  - Understanding what's involved in getting your web site. up and running
  - Web building software (KompoZer)
5. Animation:
- Types of animation, file formats
  - Sources of animation
  - Creating animation for the web
  - Animation software (Photoshop)
6. Sound:
- Sources of sound, file formats
  - Sound-Editing software
  - Sound on the web (Audacity)
7. Video in Multimedia
- Equipment overview
  - Digital video considerations
  - Video for the web (Shotcut)

## LECTURES: 4 hours per week

Copies of lecture notes will be available on OWL before each lecture, so that you can bring them to class and fill them in as the lecture progresses. You are advised that these are copies of the instructor's overheads and are intended to aid in note-taking during lectures; they are not complete course notes and are not a substitute for attending lectures!

## LABS: 4 hours per week -- Attendance at labs is mandatory

The purpose of the labs is to learn how to use the software applications for graphics creation, animation, web site. creation and video through exercises. The Teaching Assistant (TA) will present course material which is relevant to the assignments, help students understand assignment specifications, and answer questions related to the assignments.

Your labs will be held in Middlesex College Room 230.

Lab Date	Lab Topics Covered
Lab 1	General lab usage and using SFTP with WinSCP software
Lab 2	Working with Graphics (Part 1 - Photoshop application)
Lab 3	Working with Graphics (Part 2 - Photoshop application)
Lab 4	Web site Development (Part 1 - KompoZer)
Lab 5	Web site Development (Part 2 - KompoZer) Add images, links, bookmarks
Lab 6	Web site Development (Part 3 - KompoZer) Creating and editing tables, table properties, cell properties, rollovers, image links, hotspots
Lab 7	Animation (Part 1 - Photoshop)
Lab 8	Animation (Part 2 - Photoshop)
Lab 9	Video (Shotcut)
Lab 10	Adding sound using Audacity Creating audio clips Incorporating audio clips into KompoZer Adding sound, animation and video to your web pages

You MUST attend the lab that you have been assigned to in your schedule. However, in the event of serious medical or compassionate grounds, a student should take supporting documentation to the academic counsellors in the office of the Dean of his/her faculty, who will contact the instructor. Workload, exams, minor illnesses, and home computer problems are NOT valid excuses for missing a lab. The lecturer will only accept notices from a student's academic counselling unit from their home faculty if student has a valid reason for missing a lab. THE STUDENT MUST NOT GO TO THE LECTURER OR THE TEACHING ASSISTANT with his/her documentation, but instead the student must see the academic counselling unit for his/her home faculty and the counsellor will notify the lecturer. Upon notification from the academic counsellor, the lecturer will contact the students teaching assistant and the student. We drop your lowest lab mark so you can miss ONE lab without your final mark being affected, so you would only need to contact your Academic Counsellor if you need to

miss two or more labs. Save your free missed lab till you IN CASE REALLY NEED IT! For more information look here: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

#### LAB MARKING:

The t.a.s will try to have your lab mark entered within one week of the lab. You have 2 weeks from when the lab occurred to dispute a mark given. If you do NOT email the course assistant and/or instructor within 2 weeks of the date of the lab, the lab mark will NOT be modified.

#### TA CONSULTING HOURS:

Note: the schedule (T.A. name, room number and time) for the T.A.s will be posted on OWL. The t.a.s are required to consult at least 1 hour a week in one of the following rooms: MC4, MC230 or MC235 the week before an assignment is due. If a t.a. fails to show up for his/her consulting hour, please check on the OWL announcements first (the t.a. may have posted an announcement if he/she had to switch his/her hour) and if you see no announcement, email your professor.

#### EMAIL CONTACT

We will occasionally need to send email messages to the whole class or to students individually. Email will be sent to the Western email address assigned to students by Information Technology Services (ITS). It is each student's responsibility to read this email on a frequent and regular basis, or have it forwarded to an alternative email address if preferred. See the ITS web site for directions on forwarding email. You are responsible for checking your email at least every 72 hours as this will be instructors main method of communicating with the students outside of lectures.

However, you should note that email at ITS (your Western account) and other email providers such as hotmail.com or yahoo.com may have quotas or limits on the amount of space they can use. If you let your email accumulate there, your mailbox may fill up and you may lose important email from your instructors. Losing email that you have forwarded to an alternative email address is not an excuse for missing out on important information.

You are encouraged to contact the course instructor via email, with brief, email appropriate questions regarding lecture material or clarification of assignments. However, please check the course web site for answers to frequently asked questions, or to see if the information is already there, before emailing the instructor.

Note: You must send email from your Western account, and start the subject line with **CS1033** followed by whatever else you want to put in the subject line. Other email may be filtered out. Please send email in plain text format.

#### STUDENT EVALUATION

Evaluation Type	Due Date	Overall weight within the course
Quiz	Within the first couple weeks of the term, you must complete this Syllabus quiz. You will be asked questions about the syllabus to make sure you have read it over and understand how the course works and when to email the professors. You will have 3 chances to get 90% or over on this quiz. If you achieve at least 90% by the third time you perform the quiz, you will get the 1% mark. The goal of this quiz is to alleviate the volume of emails questions received by the instructors.	1%
Labs <ul style="list-style-type: none"> <li>Each lab is worth 1%</li> <li>The maximum mark you can get for attending all 10 labs is 9%, thus you can miss one lab with no penalty to your final grade.</li> </ul>	<p><b>Twice a week for 5 weeks (10 labs total)</b></p> <p>NOTE: You MUST attend the lab that you have signed up for, if you attend a lab that is NOT your scheduled lab you will receive 0 for that lab.</p>	9%
Poster Assignment - Design a poster based on supplied content	Tentatively due May 20	10%
Web Assignment - Build a website based on supplied content	Tentatively due June 3	18%
Major Assignment - Build a website about one of your interests	Tentatively due June 19	22%
Final Exam	To be announced	40%

If for any reason the assignment schedule given above cannot be adhered to, the assignment marks will be pro-rated. NOTE: To be eligible to pass the course, a student must obtain a weighted average of at least 45% on the major assignment and final exams (see below for information on how to calculate the weighted average) and this weighted average must be at least 45%.

## **EXAM:**

The final exam will be 2 hours in length and multiple choice.

The date, time and location of the final exam will be announced by the Registrar's Office.

Students requesting a deferred final exam must supply their academic counselling unit for their home faculty with written documentation. Your lecturer CANNOT grant a request for a deferred final exam. Only a student's academic counsellor from their home faculty can approve a request for a deferred final exam

Exam is closed book/lecture notes. No electronic devices are allowed during the exam.

For computer-marked multiple-choice exams, the exams will be filtered through a piece of software that checks for unusual coincidences in answer patterns that indicates cheating has occurred.

NOTE: Calculation of the Weighted Average = (total of weighted marks / sum of weights) and weighted mark = (weight \* mark) For example, if you received 60% on the final exam (weighted at 40% of your final mark) and 80% on the major assignment (weighted at 22% of your final mark), your weighted average would be  $((60 \cdot 4) + (80 \cdot 22)) / (0.4 + 0.22) = (24 + 17.6) / 0.62 = 41.6 / 0.62 = 66\%$  WHICH IS ABOVE THE REQUIRED 45% TO PASS. Notice that if you did not hand in the major project and received 50% on the final exam, your weighted mark would be 32% and you would NOT pass the course, even if your overall grade for your labs, all your assignment marks and your final exam was greater than 50%.

NOTE: You must also get over 45% on the exam to get over 60% in the course (even if your overall grade for your labs, all your assignment marks and final exam was greater than 60%) AND you must get over 30% on the final exam to pass the course (even if your overall grade for your labs, all your assignment marks and final exam was greater than 50%)

## **ASSIGNMENTS**

### **Submission of Assignments:**

All assignments must be submitted electronically. Instructions on how to submit your assignments are contained within each assignment instructions. Assignment instructions will be posted on the OWL website.

### **Late Policy for Assignments:**

A late assignment will have 15% deducted from the final grade for each day that the assignment is late up to a maximum of 45% (three days late). (Saturday/Sunday count as one day for the purpose of assessing the late penalty.)

An assignment that is more than three days late will not be accepted.

No extensions will be given for assignments. However, in the event of serious medical or compassionate grounds, a student should take supporting documentation to the academic counsellors in the office of the Dean of his/her faculty, who will contact the instructor. Workload, exams, minor illnesses, and home/laptop computer problems are NOT valid excuses for being unable to complete an assignment within the allotted time. The lecturer will only accept notices from a student's academic counselling unit from their home faculty if student has a valid reason for handing in an assignment late. THE STUDENT MUST NOT GO TO THE LECTURER with his/her documentation, but instead the student must see the academic counselling unit for his/her home faculty and the counsellor will notify the lecturer. Upon notification from the academic counsellor, the lecturer will move the weight of the assignment/lab onto the exam or the major assignment. For more information look here: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

### **Assignment Backups:**

It is your responsibility to keep up-to-date backups of assignment disk files in case of system crashes or inadvertently erased files. Keep disk copies of all material handed in, as well as the actual graded assignment and the emails you receive after you submit your assignments, to guard against the possibility of lost assignments or errors in recording marks.

### **Assignment Marking;**

Assignments will be marked by the TA's, usually within 3 weeks of the last possible date to hand in the assignment. Marks and comments will be returned to students via OWL. You are responsible for checking your assignment mark in OWL. YOU HAVE TWO WEEKS TO CHECK YOUR GRADE AFTER IT HAS BEEN POSTED ON OWL. Any requests for mark adjustments after those two weeks will not be granted and the mark will be considered final.

You should direct any questions about the marking of the assignment to your lecturer. NOTE: if you request a remark because you disagree with one portion of the mark, the lecturer will remark the ENTIRE assignment and you may end up with a lower mark that you were given by the TA. initially. If this occurs, the mark given by the lecturer will stand and you will have no recourse to go back to the original mark.

A small portion of the mark may be subjective, for example: creativity.

## **ACADEMIC OFFENCES, ETHICAL CONDUCT AND IMPORTANT LEGALITIES**

It is Faculty of Science policy that a student who chooses to write a test or exam deems themselves fit enough to do so, and the student must accept the mark obtained. Claims of medical, physical, or emotional distress after the fact will not be considered. There is no opportunity for a re-weight of the other course components after the test or exam has been written.

It is university policy that a regularly scheduled class (lecture, lab, or tutorial) takes precedence over tests and exams. Therefore, if another course schedules a test or exam that takes place during your lab or tutorial, the instructor for that course must accommodate you. No electronic devices (phones, iPods, etc.) may be in your possession during tests and exams, even for timekeeping purposes.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at this website: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

Computer-marked, multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

All assignments are individual assignments. You may discuss approaches to problems among yourselves; however, the actual details of the work (assignment coding, answers to concept questions, etc.) must be your individual effort.

Plagiarism: Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

Assignments that are judged to be the result of academic dishonesty will, for the student's first offence, be given a mark of zero **with an additional penalty equal to the weight of the assignment also being applied**. You are responsible for reading and respecting the Computer Science Department's policy on Scholastic Offences and Rules of Ethical Conduct .

The University of Western Ontario uses software for plagiarism checking such as MOSS. Students will be required to submit their programs in electronic form for plagiarism checking. Students will be required to submit their programs in electronic form for plagiarism checking. Also, references will be requested when downloading images from the Internet for assignments.

## ACCESS TO LAB ROOMS IN MIDDLESEX COLLEGE

After-hours access to Computer Science lab rooms is by student card. If a student card is lost, you will need to visit the Student Services Building to obtain a replacement. As of 2018, the cost for a replacement card is \$25. More information is available at [http://www.registrar.uwo.ca/general-information/western\\_onecard.html](http://www.registrar.uwo.ca/general-information/western_onecard.html)

Students enrolled in Computer Science courses will be granted access to the labs within 7 days of enrollment. If you do not have access to the labs after 7 days, please open a ticket with Science Technology Services at <https://helpdesk.sci.uwo.ca>.

## RELIGIOUS HOLIDAYS

For more information look here: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_religious.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf)

## UNIVERSITY STUDENTS' COUNCIL

For more information about services provided by the Students' Council look here: <http://westernusc.ca/#your-services>

## TUTORING

The role of tutoring is to help students understand course material. Tutors should not write part or all of an assignment for the students who hire them. Having employed the same tutor as another student is not a legitimate defense against an accusation of collusion, should two students hand in assignments judged similar beyond the possibility of coincidence.

## CODE OF STUDENT CONDUCT

To foster a supportive and enriching academic environment that is conducive to learning and free inquiry, Western has a Code of Student Conduct (<http://www.uwo.ca/univsec/pdf/board/code.pdf>).

You can expect your instructor to promote this environment and also respect each student's unique views and opinions. Because Western is also a part of your environment, we expect the same from you. Activities that disturb another student's right to this environment will not be tolerated; these include talking in class about matters irrelevant to the course and using electronic devices inappropriately.

You can also expect your instructor to come prepared, on time, and eager to help you learn. In turn, we expect that you will come prepared, on time, and ready to learn.

## **EQUAL OPPORTUNITY AND EVALUATION POLICY**

All individuals involved in the offering of CS1033 were, at one time, students themselves. Accordingly, they thoroughly understand the importance of course grades and the hard work that you will invest into this course. They are there to help you achieve your goals in CS1033. We want you to do well in the course, but we also have to be fair. The university is committed to academic integrity and has high ethical and moral standards. All students will be treated equally and evaluated using the criteria presented in this course outline and their respective weights. The evaluation criteria are based strictly on actual achievement, not on effort or how hard the student tried. Claims of an excellent academic history, of attendance in the course components, or of personal issues (family, relationship, financial, etc.) cannot be used to justify a higher grade in the course because they are not criteria for evaluation. There is no extra work available for extra credit or to "make up" another grade. We do not offer any extra assignments, essays, experiments, or other work of any kind to any student. The requirement for a higher grade in order to, for example, maintain a scholarship, enter a program, or obtain a higher GPA for various reasons, is not a justifiable reason for increasing your grade. If we increased or "bumped" your grade (i.e. gave you a grade that you did not legitimately earn), it would be unfair to the other students and also a great disservice to the scholarships and programs who are evaluating all students on the basis of their grades.

## **ACADEMIC ACCOMMODATION FOR MEDICAL ILLNESS**

If you are unable to meet a course requirement due to illness or other serious circumstances, you must provide valid medical or other supporting documentation to your academic counselling unit for your home faculty as soon as possible and contact your instructor immediately. It is the student's responsibility to make alternative arrangements with their instructor once the accommodation has been approved and the instructor has been informed. In the event of a missed final exam, a "Recommendation of Special Examination" form must be obtained from the academic counselling unit for your home faculty immediately. For further information please see: [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&Command=showCategory&Keywords=examination%20conflicts&SubHeadingID=26&SelectedCalendar=Live&ArchiveID=#SubHeading\\_26](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&Command=showCategory&Keywords=examination%20conflicts&SubHeadingID=26&SelectedCalendar=Live&ArchiveID=#SubHeading_26)

A student requiring academic accommodation due to illness should use the Student Medical Certificate when visiting an off-campus medical facility or request a Record's Release Form (located in the academic counselling unit for their home faculty) for visits to Student Health Services. The form can be found here: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

Students who are in emotional/mental distress should refer to Mental Health@ Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

## **CLASSROOM AND COURSE ACCESSIBILITY**

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 661-2111 x 82147 for any specific question regarding an accommodation. For more information look here: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_disabilities.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_disabilities.pdf)

## **STUDENT DEVELOPMENT CENTRE'S LEARNING SKILLS SERVICES**

Rm 4100 WSS, [www.sdc.uwo.ca/learning](http://www.sdc.uwo.ca/learning) LS counsellors are ready to help you improve your learning skills. We offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

## **REGISTRARIAL SERVICES**

Additional student-run support services are offered by the USC: <http://westernusc.ca/#your-services>. The website for Registrarial Services is <http://www.registrar.uwo.ca>.