MULTIMEDIA
SUMMER ACADEMIC ENRICHMENT PROGRAM (SAEP)

CSU, Northridge
L. Garcia, M. Kashima, Computer Instructors
June 30, 2003

Dear students and parents:

Welcome to CSUN’s SAEP Multimedia course. During the next five weeks, students will acquire the skills to be Multimedia-computer literate. The emphasis of the course will be hands-on experience that will enable students to create a multimedia presentation. The implications of multimedia and its use on the Internet will also be explored.

Students will need to have headphones and a Mac Formatted ZIP DRIVE DISK to save and submit their projects/portfolio. When the course is completed, students can reformat the Zip disk to be used as they wish on either MAC or Windows computers. Zip disks are available in the CSUN Matador Book Store for students to purchase, or they may bring one from home.

Please read the attached course outline and the University Policy for Use of Computing Resources. I am looking forward to a rewarding and educational experience for all of us.

Very truly yours,
L. Garcia, M. Kashima, Computer Instructors

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(Please tear off, sign, date and return the following statements)------------------

I agree to accept and follow the rules and policies as stated in the course outline and the University Policy for Use of Computing Resources (attached).

Student's Signature ___________________________ Date ______________

I understand the rules and policies as stated in the course outline and the University Policy for Use of Computing Resources (attached) which my son / daughter will follow.

Parent / Guardian's Signature ___________________________ Date ______________

Phone Number ___________________________
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June 30 – August 1, 2003

COURSE OUTLINE
During the five weeks of this course, students will be introduced to many of the components and programs used in deriving a multimedia presentation. Students will use these tools to create a variety of entry-level multimedia presentations. Students will learn file formats and extensions, sound, MP3, “ripping” and “burning” CD’s, text and graphics, animation, transitions, digital photography, digital video and much more. Since all students enter this class with a variety of skills and proficiencies, assignments will be given with the intention of establishing the rudimentary skills of working with multimedia. If a student has already developed these skills, an attempt to assign special projects will be made to stimulate growth.

Daily Procedure
Classes will convey information in a variety of methods, but will emphasize hands on experience. Students will be given instruction and expected to learn through interaction with computers. Daily and weekly projects will be given to the students that will foster the development of computer skills necessary to create a multimedia presentation.

Grading
Grades will be determined by class participation, project completion and a portfolio that will be handed in weekly. Students are expected to stay involved in the classroom discussion and exploration. Projects will be graded credit / no credit based on their creativity and completeness. Students who creatively complete all assignments / portfolio and are involved in the classroom lessons will receive an A. Incomplete projects will lower the student's grade.

Attendance
Regular attendance will be necessary to complete the assigned projects. If a student anticipates being absent for more than one day, such as for vacation, the instructor should be notified as early as possible so as to make special arrangements for the completion of the assignments.

Classroom Behavior
Students are expected to demonstrate mature, polite behavior and extend courtesy to everyone at all times:
1. Respect is to be shown for all C.S.U.N property.
2. No food or beverage will be permitted in the computer lab. Snacks must be eaten outside between 10:05 and 10:25 only.
3. Students will follow the University Policy for Use of Computing Resources. In addition, students will not be permitted to open any Internet sites that carry a prohibition based on age, content, or materials not appropriate for the class. The parents of the student opening such sites will be notified and the student's grade lowered.
4. Warnings for behavior / discipline problems will be given once. Any further problems will result in a phone call to the parents and possible dismissal from the program--WITHOUT A REFUND!