ICS 123 Introduction to Audio and Video Editing
3 credits
Tuesday & Thursday 2:30 PM to 3:45 PM
CRN: 62208
Hale Palanakila 124

INSTRUCTOR: Yuki Horikiri
OFFICE: Hale Palanakila 116
OFFICE HOURS: Thursday 1:15PM to 2:15PM
TELEPHONE: (808)236-9296
E-MAIL: horikiri@hawaii.edu
EFFECTIVE DATE: Spring 2013

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

This is an introductory computer course covering digital audio and video editing. This introduction to digital software includes principles of recording and editing, and preparing products for publishing to the Web. Subjects include basic editing techniques, customizing settings, capturing video and audio, and final output. The course also covers basic shooting techniques for video.

Recommended Preparation: Intermediate computing skills including file management and common computing skill including cut, copy, paste, open/save files and web search.

Activities Required at Scheduled Times Other Than Class Times

In addition to attending the thirty (31) class sessions and one (1) final exam session, students will need to complete the tasks below throughout the semester outside of the regular class sessions.

- Computer work to complete assignments
- Individual assignments other than computer work
- Required group work
- Assigned studies including reading, watching videos, and hands-on practice
STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Use audio and video digital editing terminology.
2. Contrast differences between digital and analog terminology.
3. Apply media best practices in recording and editing.
4. Incorporate different editing components to develop an effective product.
5. Compare and contrast the different modes of capturing data and various file formats.
6. Apply ethical practices in the use of multimedia.

This course may be applied to the ICS Certificate of Competence in Web Support.

COURSE TASKS AND GRADING

Students will be assessed on demonstrated comprehension and personal skills in each of the six (6) Student Learning Outcomes listed above. Grades will be computed based on the percentage of the items below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>PJ (Projects)</td>
<td>20%</td>
</tr>
<tr>
<td>HMK (Homework)</td>
<td>15%</td>
</tr>
<tr>
<td>GPS (Group Presentations)</td>
<td>20%</td>
</tr>
<tr>
<td>QZ (Quizzes)</td>
<td>10%</td>
</tr>
<tr>
<td>ICA(In-Class Assignments)</td>
<td>15%</td>
</tr>
<tr>
<td>PFM (Professionalism)</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>5%</td>
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Projects (PJ)

Three (3) projects will be assigned during the course. Those will be either an audio project or a video project using Adobe Premiere Elements11 or GarageBand. Projects will be either individual or group projects. If a particular project is group work, each member in a group will receive the same points as the other members in the group for the project. Projects are distinct from presentations which will be group presentations.

The sum of the total points that a student will earn for each project weighs 20% of the course grade. **Nevertheless, if a student is unable to score at least 60% on each project, the student is unable to pass the course.**

HMK(Homework)

HMK(Homework) assignments are steps and building blocks to help accumulate work and materials toward completion of projects. For example, these steps could be gathering materials or
writing a script which will help work towards completion of a project. This type of assignment will be assigned six (6) times during the course. The homework assignments will be either individual work or group work assignments depending upon how the assignment relates to a particular group or individual project. If a particular homework assignment is group work, each member in a group will receive the same points as the other members in the group for the homework.

**GPS (Group Presentations)**

Students will form groups, and each group will present the contents of the assigned chapter or topic in class. The grading for this assignment consists of an individual portion and a group portion. Each team member will receive individual points for the individual portion, whereas all the team members each receive the same team points. The number of group presentations assigned to each group will be announced.

**QZ (quizzes)**

A few scheduled quizzes will be given during the course based on class lectures, assigned video or reading materials including the course textbook, a website, or other study guides.

**ICA (In-Class Assignments)**

During the course, in-class assignments will be given to students. Those will be assigned a number of times during the semester. In-class assignments need to be completed during the class sessions. If a student misses a class, the in-class assignment that is assigned for that particular class session cannot be made up.

**PFM (Professionalism)**

PFM (Professionalism) consists of two portions. The first portion is attendance points throughout the course. The total possible points for the attendance points is 64 points. Details for the attendance points are described below.

The second portion of PFM (Professionalism) will be assessed based on punctuality, active participation in class, cooperation in teamwork and class operation. The total possible points for the second portion is 10 points, and that will be assessed by the instructor at the end of the semester.

**Attendance points**

- Two (2) points will be given to a student for full attendance at each class session. **Upon accumulating six (6) points in reduction that is equivalent to missing three (3) class sessions, the student’s final grade will be reduced one letter grade.** Being late for class and leaving class in the middle of the session will also count towards reduction of points as well. There will be thirty-two (32) sessions including the final exam. If the student is late for a class session or leaves early, points will be reduced from the two (2) points. A student who has full attendance at all the class sessions throughout the semester should have sixty-four (64) points for the total attendance points.
In the event that a student needs to miss a class due to sickness or Jury Duty, the attendance points for the particular class he/she missed can be made up by submitting a document to the instructor. This needs to be either a doctor’s note for a doctor’s appointment or a document generated from the court that proves attendance at Jury Duty. These makeups for the attendance points are allowed for only two class sessions, two times throughout the semester for a student. If the makeup for the attendance points is approved, it is recommended that the student will ask the instructor for help regarding the content he/she missed in the particular session.

Disclaimer: A doctor’s note needs to be for the particular student’s appointment. An appointment for other than the student, such as his/her family member will not be applied. A document which proves attendance at Jury Duty needs to be for the particular student.

If another reason that could be considered as a legitimate reason for missing class arises, the student needs to discuss that with the instructor. However, the instructor reserves the right to make a decision if the student can make up the class he/she missed or not.

**Grading Scale**

The letter grade for the course will be given as follows.

- A 90 - 100% of possible points
- B 80 - 89% of possible points
- C 70 - 79% of possible points
- D 60 - 69% of possible points
- F Below 60% of possible points

**COURSE POLICIES**

- Students are expected to check the Laulima site for the course and UH e-mail to keep up with all coursework.
- Punctuality is essential to complete the course study.
  - Students are expected to arrive in the classroom on time and submit assignments on time.
  - The assignment needs to be submitted by the deadline. Failure to do so will result in a 4% reduction of the total possible points of the assignment per day for the late submission. A late submission of an assignment will only be accepted for one week after the due date of the assignment. After that no late assignments will be accepted.
  - If a student does not attend class on the day that a quiz is given, the quiz cannot be made up.
  - Students are expected to submit each assignment to the designated location. Failure to do so will result in not receiving credit for the submission.
- If a student misses a class, it will be his or her responsibility to find out the information he or she missed.
• The use of cell phone, handheld gaming devices, or texting is NOT allowed in the classroom. Students are expected to turn off and put away those devices before they come into the computer lab.
• Students who practice academic dishonesty, such as cheating, plagiarism, or infringement of copyright laws, will receive a grade, F.
• Only enrolled students are permitted in the classroom; no guests, audits, children or pets of any size/kind.
• For the assignments in this course, students must not use contents that are inappropriate for schoolwork, for example, sexually provocative images. Students who used such contents for an assignment will receive a grade of F for the course grade. Depending on the degree of the misconduct, the instructor may ask the student to redo the work. If the student does not comply with instructor’s request, the student’s grade will be subject to the instructor’s final decision.
• Students should be prepared to meet the demands of the course in order to comply with all course policies, as well as fulfill assignments or project requirements. Students should also have access to a computer or be able to use one at school, and become familiar with all equipment needed to complete projects and/or assignments. Failure to do any of the above will likely result in a lower grade because the student will not be able to effectively meet the demands of the course.
• The instructor is not responsible for accommodating situations in student’s life, such as time management, and finance over the coursework.
• **The instructor reserves the right to make the final decision regarding the student’s grade for an assignment as well as the grade for the course.**
• Students are expected to ask questions to the instructor in a professional manner. If a student does not contact the instructor in an appropriate manner, the instructor may not respond to the student’s inquiry.
• If the instructor recognizes a student's misconduct, such as bullying a classmate or the instructor, the student is likely to receive a grade, F.
• All Windward Community College Policies and UH system policies apply. Those policies are available online.
  ➢ *University of Hawai‘i Systemwide Student Conduct Code Policies*
  ➢ *Policy on Sexual Harassment and Related Conduct*
    [http://www.hawaii.edu/svpa/ep/e1/e1203.pdf](http://www.hawaii.edu/svpa/ep/e1/e1203.pdf)
  ➢ *WORKPLACE NON-VIOLENCE*
    [http://www.hawaii.edu/svpa/ep/e9/e9210.pdf](http://www.hawaii.edu/svpa/ep/e9/e9210.pdf)

**LEARNING RESOURCES**

Students are required to have the materials listed below.


- Earphones or headset which are/is compatible with 3.5 mm jack
- Depending on the camera you use, you might need to have a mini DV tape
- Recommended material: an external hard disk

SOFTWARE

- **GarageBand ’11** on Mac platform
- **Adobe Premiere Elements 11** on Mac or PC platform
- **Audacity 2.0.2** on Mac or PC platform
  Downloadable from [http://audacity.sourceforge.net/download/](http://audacity.sourceforge.net/download/)

WITHDRAWAL

- Last day to withdraw without a W grade … January 28
- Last day to withdraw with a W grade … March 21

*Check the important days on the academic calendar at [http://windward.hawaii.edu/Academics/Calendar/](http://windward.hawaii.edu/Academics/Calendar/)

DISABILITIES ACCOMODATION STATEMENT

*If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale 'Akoakoa 213 for more information.*