

ICS 123 Introduction to Audio and Video Editing

Instructor: Michael Kato
Effective date: Spring 2015
Credits: 3
CRN: 63123

Office: Hale Palanakila 111 - **Phone:** 236-9255 - **Email:** katomich@hawaii.edu

Class times and days: TR 11:30am -12:45pm

Office hours: TR 1:00pm -3:00 (by appointment)

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

ICS 123 CLASS AND TIME

<i>Course Alpha & No.</i>	<i>CRN</i>	<i>Days & Time</i>	<i>Room</i>	<i>Dates</i>
ICS 123	63123	TR 11:30am -12:45pm	Palanakila 124	01/12-5/15

CATALOG DESCRIPTION

ICS 123 Introduction to Digital Audio and Video (3)

This is an introductory course covering concepts and skills of working with digital audio and video including recording, editing and publishing online.

Recommended Preparation

Intermediate computing skills including file management and common computing skill including cut, copy, paste, open/save files, web search and ability to independently access technical support through online forums.

Course Competencies

1. Record audio media
2. Edit audio media
3. Record video media
4. Edit video media
5. Publish audio and video content online ethically

STUDENT LEARNING OUTCOMES & ASSESSMENT

1. Record, edit and produce digital audio.
2. Produce a digital video project to communicate an effective message.

3. Define audio and video terminology and ethical practices as they apply to the use of digital media.

STUDENT LEARNING OUTCOMES & ASSESSMENT

Student Learning Outcomes	Assignments	Projects	Discussions	Modules
1. Record, edit and produce digital audio.	Assignment 3, All Projects	All Projects	In-class Discussions 1-3	Modules 1.1-1.8
2. Produce a digital video project to communicate an effective message.	Assignments 6-7	Projects 2-4	In-class Discussions 1-5	Modules 2-3
3. Define audio and video terminology and ethical practices as they apply to the use of digital media.	Assignments 2, 4, 5	All Projects	All in-class discussions	All Modules

ASSESSMENT, TASKS, AND GRADING

Course Content	Percent of Final Grade
Projects: There will be a total of 4 Projects assigned in this course, which will account for 48% of your final grade. <i>All projects must be completed by the assigned due dates. Late work will not be accepted.</i>	48%
Assignments – There will be a total of 7 Assignments administered throughout the semester. The <i>Assignments</i> will account for 36% of your final grade. <i>All Assignments must be completed by the assigned due dates. Late work will not be accepted.</i>	36%
Discussions & Class Exhibits: There will be a total of 8 In-class Discussions posted in Laulima. The <i>Discussions</i> will account for 16% of your final grade. <i>All discussions must be submitted by the due dates. Late work will not be accepted.</i>	27%
<i>Total</i>	<i>100%</i>

Grading

Final course grades will be calculated from a grading scale of 100 possible points.

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

Attendance & Active Participation

Attending class regularly is essential to succeeding in this course. *Students who are bordering in-between grades will automatically be given the higher grade if they have been attending class regularly and have been actively participating in class discussions.*

Incompletes & N grades

No *Incompletes* or *N grades* will be given in this course. You must take responsibility to complete the course or withdrawal.

IMPORTANT DATES

- January 12, 2015 – *First Day of Instruction*
- January 19, 2015 – *HOLIDAY – Dr. Martin Luther King Jr. Day*
- February 16, 2015 – *HOLIDAY – Presidents’ Day*
- March 23-27, 2015 – *SPRING BREAK*
- May 6, 2015 – *Last Day of Instruction*

SOFTWARE, HARDWARE, & LEARNING RESOURCES

Audacity: Audacity is an audio editing software application that can be downloaded for free from <http://audacity.sourceforge.net/download/>. Audacity will be used for completing various assignments and projects in this course.

Adobe Premiere: Adobe Premiere an audio editing software application that is installed on the computers of Palanakila 124. Students will have access to these computers during class time and be given ample time in class to complete all video projects.

*Important Note: You do not have to use, download, or purchase **Audacity & Adobe Premiere** to complete this course. You may use an application that you have access to and/or are already familiar with. Please be aware that the majority of the course Modules, Assignments, Tutorials, and Projects are based around the software applications mentioned above. If you do not use **Audacity** and **Adobe Premiere**, you will be responsible for learning the skills necessary to complete the requirements of the course using the software you have chosen to work with.*

Cameras: You will be required to provide your own video camera for this course. *A video camera on a smart phone will be more than adequate to complete the Assignments and Projects for this course.* You may use more elaborate equipment if it is at your access. A limited amount of video cameras *may* be available to use through campus resources.

Microphones: While it is suggested that you use an external mic (e.g. USB, Bluetooth), you can also use a recording/dictation app from a smart phone or the built in mic in your computer’s system. A limited amount of external mics will be available to use through campus resources.

Note: If you want to go beyond the requirements of the course (cameras & mics), contact me to see what kind of arrangements can be made to borrow equipment.

Laulima: Laulima is an online course management system and will be used to post the Course Schedule, Assignments, Discussions, Projects, and any relevant information pertaining to the class.

<https://laulima.hawaii.edu/portal>

POLICIES

Late Work

All *In-class Discussions, Assignments, and Projects* must be completed by the assigned due dates. **Late work will not be accepted.** *Exceptions will be made in cases due to extenuating circumstances (e.g. illness, death in family) at the discretion of the instructor.*

Communication

Communication is *vital* to succeeding in this course. You will be notified well in advance regarding any course work that will be due from week to week. It is *crucial* that you review the *weekly* Laulima Announcements and check your email regularly.

Technical Support

Due to the online format and the countless variables (e.g. computer platforms, OS) from computer to computer, you will be *responsible* for resolving any technical issues you may occur throughout the semester. The following online forums are excellent resources for resolving technical issues and learning various production techniques.

- *Adobe Premiere* - https://forums.adobe.com/community/premiere_elements

If you are not using Premier, it is suggested that you do an online search of user groups that specialize in the software application you are using.

Community Guidelines

All students will be expected to follow the [Community Guidelines of Youtube](#) (see below) when participating in class Discussions and submitting Assignments and Projects for this course.

https://www.youtube.com/t/community_guidelines

DEVIATIONS FROM THESE GUIDELINES WILL BE CONSIDERED A VIOLATION OF THE WCC STUDENT CONDUCT CODE. <http://www.hawaii.edu/apis/ep/e7/e7208.pdf>

Disabilities Accommodation 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.

Academic Dishonesty—Cheating and Plagiarism

Students assume *full responsibility* for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted files, work, examinations, reports, and projects must be that of the student's own work. See the Windward Community College catalog for details. Students shall be guilty of cheating if they:

- Represent the work of others as their own (plagiarism).
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

ADDITIONAL INFORMATION

Login to WCC Network Computers, UH e-mail, and Laulima	Same as UH e-mail
Password for WCC Network computers, UH e-mail, and Laulima	May be the same as UH e-mail password unless you create another 6+character password
WCC's Website	http://www.wcc.hawaii.edu or http://windward.hawaii.edu
Laulima	https://laulima.hawaii.edu
Library Learning Commons	http://library.wcc.hawaii.edu/