



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

## **ICS 123 Introduction to Digital Audio and Video Production**

**Credits:** 3 | **CRN:** 61405

**Days & Time:** Online Asynchronous

**Instructor:** Michael Kato

**Office:** Palanakila 144

**Online Office Hours:** Monday-Friday by appointment through phone, email or [Zoom](#)

**Zoom meeting ID:** 879 100 6658 - **Zoom Password:** wcc\_kato

**Telephone:** (808) 236-9296 | **Email:** katomich@hawaii.edu

**Effective Date:** Fall 2023

### **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 the Ko'olau region of O'ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence

### **Catalogue 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**

- Record, edit and produce digital audio.
- Produce a digital video project to communicate an effective message.
- Define audio and video terminology and ethical practices as they apply to the use of digital media.

#### **Student Learning Outcomes**

Utilize the basic features of computer applications to communicate effectively (major content

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.

### Activities Required at Scheduled Times other than Class Times

Communication is *vital* to succeeding in this course. Because this is an online course, it is *crucial* to log into Lualima regularly and check the weekly Lualima Announcements. The Announcements will contain the work agenda for each week as well as the due dates for assignments. You will be notified on Monday and Wednesday regarding coursework that will be due from week to week. Please be prepared to spend 1-3 hours each week to complete the Lualima discussions, assignments and projects. It is also *crucial* to check your email multiple times a day. **Important Note: Please be sure to use your UH email address when communicating within the UH system. If you use a non-email address your email may end up in the recipient's SPAM folder.**

**Note from the instructor:** Excluding weekends and holidays, I check my email multiple times a day and will reply in a timely manner (within 24 hours, **usually much sooner**).

### Student Learning Outcomes & Assessment

Student Learning Outcomes	Assignments	Projects	Discussions	Modules
1. Record, edit and produce digital audio.	Assignment 5	Projects 1		Modules 1.1-1.8
2. Produce a digital video project to communicate an effective message.	Assignment 6	Projects 2 & 3	Discussions 3-5	Modules 2-3
3. Define audio and video terminology and ethical practices as they apply to the use of digital media.		All Projects	All Discussions	Modules 1.10 & 2.7

### Assessment, Tasks, and Grading

<i>Course Content</i>	<i>Percent of Final Grade</i>
<b>Projects:</b> There will be a total of <b>4 Projects</b> assigned in this course, which will account for <b>38%</b> of your final grade.	<b>38%</b>
<b>Assignments</b> – There will be a total of <b>9 Assignments</b> administered throughout the semester. The <i>Assignments</i> will account for <b>42%</b> of your final grade.	<b>42%</b>
<b>Discussions &amp; Class Exhibits:</b> There will be a total of <b>4 Class Discussions</b> posted in Laulima. The <i>Discussions</i> will account for <b>20%</b> of your final grade.	<b>20%</b>
<b>Total</b>	<b>100%</b>

### Grading

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

<i>Grade</i>	<i>Percentage Points</i>
<b>A</b>	90-100 out of 100 possible points
<b>B</b>	80-89 out of 100 possible points
<b>C</b>	70-79 out of 100 possible points
<b>D</b>	60-69 out of 100 possible points
<b>F</b>	Below 60 out of 100 possible points

### Attendance & Active Participation

Because this is an online course, attendance consists of logging into Laulima at least once a week to check for the weekly announcements, assignments, and due dates.

### Important Notes

- [Important Note/UH's Student Verification Policy](#). You must complete at least 1 assignment (e.g., Discussion, Laulima Syllabus Assignment) by **8/22/23** or the UH system will automatically drop you from this class.
- At the end of the semester, students bordering in-between grades (e.g., 3 points or less) will automatically be given the higher grade if they have logged into class regularly and have actively participated during class discussions.

### Important Dates

- August 21, 2023 - *First Day of Instruction*
- August 29, 2023 - *Last Day for 100% refund fall 2023*
- September 4, 2023 - *HOLIDAY - Labor Day*
- September 12, 2023 - *Last day to without a "W" grade on transcript*
- October 30, 2023 - *Last day to with a "W" grade on transcript*

- November 10, 2023 - *HOLIDAY - Veterans' Day*
- November 23, 2023 - *HOLIDAY - Thanksgiving Day*
- December 7, 2023 - *Last Day of Instruction*

## Software, Hardware & Learning Resources

**Audacity:** Audacity is a **free** audio editing software application that can be downloaded from [Audacity download](#). Audacity will be used for completing various assignments and projects in this course.

**Adobe Premiere Elements 2023:** Adobe Premiere Elements Premiere Elements 2023 is a video editing software application and will be used for completing various assignments and projects in this course. [Adobe Premiere Elements can be purchased and downloaded from Adobe.com for approximately \\$69-\\$99.](#)

### **Important Notes:**

- You should not be taking this class if you will not have regular access to the Internet and a computer that has the necessary software required to complete the assignments for this class.
- The Adobe prices have been known to change weekly and Adobe frequently offers Student/Teacher discounts on their software bundles. These bundles are *slightly* more in price, but include an additional software application (e.g. Photoshop Elements 2023)
- *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 Premiere Elements. If you do not use **Audacity** and **Premiere Elements**, you will be responsible for learning the software 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 to compete this course. *A video camera on a smart phone will be more than adequate to complete the Assignments and Projects for this course.* If you are interested in borrowing a video camera, [please contact Christy Lawes](#) in the library.

- There is a brand-new GoPro HERO8 (with accessories) available for ICS 123 students.
- There are also digital cameras and tripods that are available for ICS 123 students.

**Microphones & Audio Interface:** You can use a recording/dictation app from a smart phone or the *built-in mic* in your computer's operating system when recording audio for the class assignments and projects. However, it is ***strongly suggested*** that you use an *external mic* (e.g. USB, Bluetooth) for the recording audio as it will improve the quality of you audio recordings. You can borrow an external *USB microphone* or USB Audio Interface for recording audio for this course. If you are interested in borrowing either, [please contact Christy Lawes](#) in the library.

**Laulima:** Laulima is an online course management system and will be used extensively in this course. The course schedule, announcements, assigned work and due dates will all be posted and administered through the [Laulima Portal](#). It is ***crucial*** to check your email, the Laulima Course Schedule and

the Lualima Announcements to make sure you are keeping up with the requirements and pace of the course.

## 'Ao Kahi

'Ao Kahi is a Native Hawaiian Career and Technical Education project sponsored by ALU LIKE, Inc. and funded through a grant from the U.S. Department of Education."

Hawaiian students have an opportunity to receive class and career support through 'Ao Kahi. 'Ao Kahi support includes career readiness training, internship opportunities, class supplies, textbook loan, professional networking events, and much more.

Interested eligible computer science students may request an online application from [jodieyim@hawaii.edu](mailto:jodieyim@hawaii.edu) before the end of the first semester week. Pending application completion, textbook loans and IDAP fees will be handled through 'Ao Kahi.

## Academic Integrity & Policies

### Late Work

- Due to UH's Student Verification Policy, the first Lualima Discussion must be completed by **8/22/23**. If you fail to complete this discussion by **8/22/23**, you will automatically be dropped from the class.
- All remaining Coursework must be completed by the last day of class **10/13/23**.
- **Exceptions for late work will be made due to extenuating circumstances** (*e.g. illness, housing, death in family*) [upon the approval of the instructor and the Vice Chancellor of Student Affairs.](#)

### AI & ChatGPT

Using AI language models such as Chat GPT or other similar models to complete assignments is considered academic misconduct and is a violation of the student code and conduct. Any student caught using such models will be subject to disciplinary action, which may include expulsion from school.”

### 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.

Deviations from these guidelines will be considered a [Violation Of The Wcc Student Conduct Code](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/).  
[http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

## Technical Support

### 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.

- *Audacity* - [Audacity Forums](#)
- *Adobe Premiere Elements*
  - Chat Support - <https://helpx.adobe.com/contact.html?step=PRE>
  - Forum Support [Premiere Elements Forums](#)

*If you are not using Audacity or Premier Elements, 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 in ICS 123 will be *expected* to follow the [Community Guidelines of Youtube](#) when participating in class Discussions and submitting Assignments and Projects for this course.

## Disabilities Accommodations & Basic Student Needs

### Disabilities Accommodations

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Jodi Asato can be reached at (808) 235-7472, email: [jodiaka@hawaii.edu](mailto:jodiaka@hawaii.edu) or you may stop by Hale Kāko‘o 106 for more information.

### Basic Student Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well-being. If you or someone you know are experiencing basic needs insecurity, please see the following resources: [UH System Basic Needs](#).

## Sex Discrimination & Gender-Based Violence Resources (Title IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, Confidential Advocate  
Phone/Text: ((808) 348-0432 or (808) 341-4952  
Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
Office: Hale Kāko‘o 107

Desrae Kahale, Mental Health Counselor & Confidential Resource  
Phone: (808) 235-7393  
Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)  
Office: Hale Kāko‘o 101

Karen Cho, Title IX Coordinator  
Phone: (808) 235-7404  
Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)  
Office: Hale Alaka‘i 120B

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources and the University’s Policy, Interim EP 1.204, go to [manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/)

### Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakai 121
- Phone: (808) 235-7422
- Email: [wccaa@hawaii.edu](mailto:wccaa@hawaii.edu)

### A Note from the Instructor

You are part of the WCC Ohana. Please do not hesitate in contacting me ([email is best](#)) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and pride myself in responding to all emails promptly. I am here to support you and see you succeed in this course. I am available to meet face-to-face, over the phone, or through online appointments. If you are dealing with extenuation circumstances, please contact me ASAP. I will do everything in my power to help you get through the course and direct you to the proper resources on campus to support you.