UNIVERSITY *of* HAWAI'I'

WINDWARD COMMUNITY COLLEGE

Ke Kulanui Kaiāulu o ke Ko'olau

ICS 123 Introduction to Digital Audio & Video Production

Spring 2025

3 credits | CRN: 60381

Windward Community College Mission Statement

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'ake akamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu— hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

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

Instructor Information

Instructor: Michael Kato

Office: Palanakila 144 | **Telephone**: (808) 236-9296 | **Email**: katomich@hawaii.edu

Online Office Hours: Monday-Friday by appointment through phone, email or Zoom

Zoom meeting ID: 879 100 6658 - **Zoom Password:** wcc_kato

About

Aloha everyone and Welcome to ICS 100. My name is Michael Kato, and I will be the instructor for this asynchronous online course. I was raised and attended publics schools in Windward Oahu, am a proud graduate of WCC, and am **committed** to seeing you succeed in this course. Please don't hesitate to contact me if you have any questions or concerns throughout the semester. 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**).

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: Alakaʻi 121
- Phone: (808) 235-7422

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Course Information

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.*

Activities Required at Scheduled Times (other than class hours) & Course Format

Communication is *vital* to succeeding in this course. Because this in an online course, it is *crucial* to log into Laulima regularly and check the weekly Laulima 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 2-5 hours each week to complete the Laulima discussions, assignments and Simnet activities (It is also *crucial* to check your email multiple times a day.

Important Note: Access to the Laulima class with be turned off after the last day of instruction.

Student Learning Outcomes

Utilize the basic features of computer applications to communicate effectively (major content0.

   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	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		All Projects	All Discussions	Modules 1.10 & 2.7

Student Learning Outcomes	Assignments	Projects	Discussions	Modules
and ethical practices as they apply to the use of digital media.				

Required Materials

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 2025: Adobe Premiere Elements (PE) 2025 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 $79-$99.

Important Notes:

- The Adobe prices have been known to change weekly and Adobe frequently offers Student/Teacher discounts on their software bundles. In many instances it is cheaper to purchase these bundles that include an additional software application (e.g. Photoshop Elements 2025) than purchasing the PE software by itself.

- 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 complete this course. *A video camera on a smart phone will be more than adequate to complete the Assignments 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 your 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 Laulima Announcements to make sure you are keeping up with the requirements and pace of the course.

Regular Substantive Interaction

Online courses at Windward Community College follow these guidelines for ensuring quality instruction: [RSI Definition-WCC](#).

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with Executive Policy 7.209, all students in the University of Hawaiʻi system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation. [Due to UH's Student Verification Policy](#), the first Laulima Discussion must be completed by <mark>1/17/25</mark>. If you fail to complete this discussion (or any other assignment) by <mark>1/17/25</mark>, you will automatically be dropped from the class.

Grading & Late Work Policy

All Course Work must be completed by the assigned due dates.

- All of the coursework assigned (other than the 1st discussion) will be due <mark>**2 weeks**</mark> from the assigned date. There will be a **50%** deduction for any work submitted after the initial due date. All remaining coursework must be submitted by the last day of the class, <mark>**3/7/25.**</mark>

- **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.](#)

- 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 fully completed and have actively participated in all the Laulima discussions and logged into Laulima on a regular basis.

- "I" grades will not be given in this course. You will be responsible for completing the coursework or withdrawing if you are unable to meet the course requirements.

- The class will lock, and you will not be able to access our Laulima class after the last day of instruction. Out of a matter of ethics and fairness to the rest of the class, late work

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sent to through email after and an assignment date has passed or after the class ends will not be accepted.

Assessment Tasks and Grading

Your **Final Grade** will be calculated from a **100-point** grading system.

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

Each section of the course assignments will be account for the following grading percentages toward your final grade.

Course Tasks	Percent of Final Grade
Projects: There will be a total of *4 Projects* assigned in this course, which will account for **34%** of your final grade.	**34%**
Assignments – There will be a total of *9 Assignments* administered throughout the semester. The *Assignments* will account for **42%** of your final grade.	**42%**
Discussions & Class Exhibits: There will be a total of *4 Class Discussions* posted in Laulima. The *Discussions* will account for **24%** of your final grade.	**24%**
Total	*100%*

Weekly Assignments: Monday – Friday

Week	ICS 100 Tentative Work Schedule – Subject to Change
Week 1: 1/13-1/16	Syllabus, Laulima overview Review Modules 1.1-1.2 (Audio & Video, Digital Audio) **Discussion 1: Introductions**- due 1/17/25 Syllabus/Laulima Scavenger Hunt Assignment - **Due 1/24/25** Assignment 1: Questionnaire - **Due 1/24/25** Assignment 2: Audio & Sound - **Due 1/24/25**
Week 2: 1/20-1/23	Review Modules 1.3-1.9 (Audacity basics, recording, applying effects, stereo, fair use, free resources) Assignment 3: Screenshots - **Due 1/31/25** Assignment 4: Fifteen Second Music Clip - **Due 1/31/25** Assignment 5: Noise Removal - **Due 1/31/25** Assignment 6: Stereo Mix - **Due 1/31/25**
Week 3: 1/27-1/30	Project 1: The Spoken Word - **Due 2/7/25** Discussion 2: Project 1 Exhibits - **Due 2/7/25**

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	Review Modules 2.1-2.2 (Creating Youtube account, camera shots etc...) Review Modules 2.3-2.5 (Intro to Premiere Elements, PE basic training 1-8
Week 4: 2/3-2/6	Review Modules 2.3: Introduction to Premiere Elements Review Modules 2.4: Premiere Elements Basic Training Parts 1-4 Review Module 2.5: Premiere Elements Basic Training Parts 5-8 Assignment 7: Camera shots, angles, movements - **Due 2/14/25**
Week 5: 2/10-2/13	Assignment 8: Portrait Editing - **Due 2/21/25** Discussion 3: Commercials - **Due 2/21/25** Project 2: Foley & Sound - **Due 2/21/25**
Week 6: 2/17-2/20	Module 2.6 Storyboarding Project 3: Instructional Video - **Due 2/28/25** Assignment 9: Storyboard Instructional Video or Final Project - **Due 2/28/25**
Week 7: 2/24-2/27	Final Project - **Due 3/7/25** Modules 2.7-2.8 Monetizing YouTube videos, Copyrights, claims, strikes
Week 8: 3/3-3/6	Discussion 4: Favorite Project Exhibits - **Due 3/7/25**

Academic Integrity

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

- Students will receive a failing grade for plagiarized assignments.

- Consequences increase with the severity of the offense and could include failing this class entirely as well as other repercussions.

- All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

- Windward CC Student Conduct Information.

- UH System Student Conduct Policy EO 7.208.

- Please do not submit work that you previously completed outside of this class. Although it may not be your intention, it is theoretically plagiarizing yourself.

AI & ChatGPT

Using AI language models such as Chat GPT or other similar models to complete assignments in this class will be considered academic misconduct and 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.

Student Responsibilities

- Log into the class and check your email multiple times a day.

- Be sure to user 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.

- Don't hesitate to contact your instructor if you have questions, concerns, or need assistance.

- Keep up with the weekly course schedule. In most instances, you will have 2 weeks to complete each assignment. **Please don't procrastinate and request assistance the night of/hours before an assignment is due**.

- Be kind and considerate when participating in class discussions (e.g. netiquette).

- 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.

- You should not be taking this course 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.

How to Seek Academic or Technical Support

Academic Support

- [Windward Community College Library](#)
- [Library eResources](#)
- [Ka Piko Writing Lab](#)
- [Ka Piko Speech Lab](#)
- [Ka Piko Math Lab](#)
- [Evening and Online Learning at Windward Community College](#)
- [STAR Balance](#)

Technical Support

- [UH ITS Help Desk](#) – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Lamakū and most technology support. Available 24 hours a day, 7 days a week, including holidays.

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- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale Laʻakea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lamakū – Click on the [Lamakū Help](#) link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.
- [Information Security for Students](#)

College Policies & Support Services

Disabilities Accommodations Statement

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kakoʻo 106) for more information.

TRIO PROGRAM

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Here is their contact info:https://windward.hawaii.edu/trio/

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. 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 is experiencing basic needs insecurity, please see the [UH System Basic Needs website](#).

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the [WCC Mental Health & Wellness website](#).

LGBTQ+

The University of Hawaiʻi system and Windward Community College are committed to building an inclusive community that supports and advocates for all Students, Staff, and Faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation,

gender identity, or expression. University of Hawai`i Commission on LGBTQ+ Equality at their website: http://www.hawaii.edu/offices/president/lgbtq/ Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts website for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online.

Title IX - Sex Discrimination And Gender-Based Violence Resources

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, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu

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Office: Hale Kākoʻo 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 120

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/

Important Dates

- January 13, 2025 - *First Day of Instruction*
- January 17, 2025 - *Last day for complete an assignment to meet terms of UH's Verification Policy.*
- January 20, 2025 - *HOLIDAY: Dr. Martin Luther King Day*
- January 20, 2025 - *Last day for 100% refund*
- February 5, 2025 - *Last day to Withdraw without a "W"*
- February 5, 2025 - *Last day to Withdraw with 50% refund*
- February 17, 2025 - *HOLIDAY: Presidents Day*
- March 17-21, 2025 - *Spring Break*
- March 21, 2025 - *Last day to Withdraw with a "W" grade*
- March 26, 2025 - *Prince Kuhio Day*
- April 18, 2025 - *HOLIDAY: Good Friday*
- May 7, 2025 - *Last Day of Instruction*

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