UNIVERSITY of HAWAIʻI
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

ICS 123 Introduction to Digital Audio & Video Production

Fall 2026 - 8/24/26 -10/16/26

3 credits | CRN: 82872

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 123. 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**).

Asking Course Questions

Please use course Q&A in Lamakū Discussions for all general course questions about content, activities, due dates, etc. I will check Q&A regularly each week.

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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

Course Format & Structure

This course is offered in an 8-week time frame. All the course work must be submitted by the specified dates in our course schedule provided in this syllabus.

- The course format is asynchronous, meaning there will be no scheduled classes meeting times. You can log in and complete the assignments during the times that are most productive to you.
- All of the course content and assignments will be posted on the first day on instruction in Lamakū. You are free to work ahead of the course schedule (posted in syllabus) in our Lamakū course.
- **Important Note:** Although you will have this flexibility, all assignments, discussions, etc. must be completed by the assigned due dates.

Regular Substantive Interaction (RSI)

Online courses at Windward Community College follow the college's RSI Definition for ensuring quality instruction. You can expect me to communicate with you frequently (and in a timely fashion) about our coursework through email and class announcements

All course activity due dates are listed in Lamakū on the Calendar. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and activity reminders. I will keep our Lamakū course Grades as current as possible.

- **Announcements:** Weekly announcements and reminders will be sent out on Mondays. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and activity reminders. I will keep our Lamakū course Grades as current as possible.

- **Lamakū Assignments**
    - You will **have 2 w**eeks to complete each Lamakū assignment and discussion. *Anything assigned on a Monday will be due on the Friday of the following week.* The exception would Discussion 1 from week 1.
      Important Note: You will need to complete **Discussion 1 from week 1** (or any assignment (e.g. Lamakū discussion, assignment) by **Monday 8/31/26.** If you fail to do so, you will automatically be dropped from the class for not fulfilling the

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requirements of the Participation Policy.

- **Lamakū Discussions**: There will be a total of **4** discussions throughout the class. Each discussion will be worth up to 5 points. You can 3 points by replying to the original discussion topic, and an additional 2 points by replying to one or more of your classmates' posts. You will have 2 weeks to complete each discussion. *Any discussion that is assigned on a Monday, will be on the Friday of the following week.*

- **Important Note:** All course activities, assignments, and due dates are listed in Lamakū on the Calendar.

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 Hawai'i 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.

Important Note: You will need to complete the first Lamakū discussion (or any other assignment, Simnet, etc.) by **Monday 8/31/26**. If you fail to do so, you will automatically be dropped from the class for not fulfilling the requirements of the Participation Policy.

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.*

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.

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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

Required Hardware and Software

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 2026: Adobe Premiere Elements (PE) 2026 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 2026) than purchasing the PE software by itself.

- You **do not** have to use, download, or purchase **Audacity** & **Adobe Premiere Elements** 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.

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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 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.

Lamakū Learning Management System (https://Lamakū.hawaii.edu/d2l/home)

Learn about the Hawaiian meaning of the word "Lamakū": Lamakū Pronunciation, Meaning, and Importance.

- UHCC Lamakū Student Resources (how-to videos)
  - Contact UH ITS for 24/7 Lamakū assistance.
- Keeping Accessibility and UDL in Mind
  - If you find any course content that needs remediation and/or updating, please kindly share and I will immediately work to make the content accessible.
- Lamakū courses will appear 5 days before the first day for the academic term and will become inactive (no longer be available to access) 3 weeks after the end of the term. Be sure to save any coursework you may need from Lamakū *during* the term.
- Lamakū automatically logs you out *if it does not detect activity for three hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lamakū, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Other Technology

D2L Brightspace, the parent company of Lamakū, recommends users choose the latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari as their internet browser.

We recommend that students update their internet browser at the start of each term, search how to allow pop-up windows, adjust their cookies, and clear device history. Also, fully restart your computer and/or device from time-to-time to optimize performance.

Important Notes

- **You should not be taking this course if you:**
  - Will not have regular access to a computer, laptop, (including a charger), the appropriate software and hardware needed to complete the course/

- Do not have regular Internet access throughout the semester.
- Are traveling and do not have access to the items listed above.

Grading & Late Work Policy

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

- **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 Lamakū discussions and logged into Lamakū 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.

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 Lamakū. The *Discussions* will account for **24%** of your final grade.	**24%**
Total	***100%***

Weekly Assignments: Monday – Friday

Week	ICS 123 Tentative Work Schedule – Subject to Change

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Week 1: 8/24 – 8/28	Syllabus, Lamakū overview Review Modules 1.1-1.2 (Audio & Video, Digital Audio) **Discussion 1: Introductions- Due 8/31/26** [1] Syllabus Lamakū Scavenger Hunt Assignment - **Due 9/4/26** Assignment 1: Questionnaire - **Due 9/4/26** Assignment 2: Audio & Sound - **Due 9/4/26**
Week 2: 8/31 – 9/4	Review Modules 1.3-1.9 (Audacity basics, recording, applying effects, stereo, fair use, free resources) Assignment 3: Screenshots - **Due 9/11/26** Assignment 4: Fifteen Second Music Clip - **Due 9/11/26** Assignment 5: Noise Removal - **Due 9/11/26** Assignment 6: Stereo Mix - **Due 9/11/26**
Week 3: 9/7 – 9/11	Project 1: The Spoken Word - **Due 9/18/26** Discussion 2: Project 1 Exhibits - **Due 9/18/26** 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: 9/14 – 9/18	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 9/25/26**
Week 5: 9/21 – 9/25	Assignment 8: Portrait Editing - **Due 10/2/26** Discussion 3: Commercials - **Due 10/2/26** Project 2: Foley & Sound - **Due 10/2/26**
Week 6: 9/28 – 10/2	Module 2.6 Storyboarding Project 3: Instructional Video - **Due 10/9/26** Assignment 9: Storyboard Instructional Video or Final Project - **Due 10/9/26**
Week 7: 10/5 – 10/9	Final Project - **Due 10/16/26** Modules 2.7-2.8 Monetizing YouTube videos, Copyrights, claims, strikes
Week 8: 10/12 – 10/16	Modules 2.7-2.8 Monetizing YouTube videos, Copyrights, claims, strikes Discussion 4: Favorite Project Exhibits - **Due 10/16/26**

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.

[1] **Important Note:** You will need to complete the first Lamakū discussion (or any other assignment by **Monday 8/31/26**. If you fail to do so, you will automatically be dropped from the class for not fulfilling the requirements of the Participation Policy.

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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.

Student Kuleana

- Communication is vital to succeeding in this course. Because this in an online course, it is crucial to log into Lamakū regularly and check the weekly Lamakū Announcements. The Announcements will contain the work agenda for each week as well as the due dates for assignments.
- Please review our Hawai'i-Style Netiquette, which blends the values of ALOHA with approaches to how we should consider treating each other online.
- Be kind and considerate when participating in class discussions (e.g. netiquette)
- 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. **Important Note:** If you have any questions regarding the course, please email me during normal work hours during the week Monday-Friday. Please keep in mind that instructors need the weekends and holidays to rest and recuperate. If you email me (or any other instructor on the weekend, there is a high likelihood your instructor will not see your email until the following Monday.
- Don't hesitate to contact your instructor if you have questions, concerns, or need assistance.
- Keep up with the weekly course schedule. This is an 8-week course, and it can be easy to fall behind.
- Windward CC has Grievance Procedures in place, but I encourage us to try to work together first to see if we can work through any troubles. Mahalo!

AI & ChatGPT

AI tools like ChatGPT and Copilot may be used in this class to support your learning, but they cannot do the work for you. Any AI assistance must be used responsibly-meaning you may brainstorm or clarify ideas with it, but the final work you submit must be your own. Using AI to complete assignments, misrepresent your abilities, or cheat is considered academic misconduct and will be handled according to the student code of conduct. Using such models unethically will be subject to disciplinary action, which may include expulsion from school.

Your Responsibility with AI:

- Verification: You must verify the accuracy of all submitted content. Never assume AI data is correct.
- Scientific Reasoning: Your work must reflect your own ideas and critical-thinking skills. Understanding and intention comes from working through the problems and data yourself, and avoiding this could render your methods meaningless.
- Ethics & Integrity: You must be mindful of how AI usage can coincide with scientific ethics. Do not input sensitive data or proprietary information into AI tools. Avoid using AI in a way that will generate falsified or fabricated results.

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.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La'akea 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

Your instructor may also provide additional resources in your Lamakū course.

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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.

Disabilities Accommodations Statement

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.

Financial Aid

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

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. For more information, see the University of Hawaiʻi Commission on LGBTQ+ Equality. Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

Mental Health Counseling

Mental Health and Wellness at Windward Community College provides counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at WCC Mental Health & Wellness.

Student Conduct Code

Windward Community College follows the University of Hawaiʻi 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, they have placed themselves 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.

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. Information about services can be found at Windward CC TRiO.

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:

Desrae Kahale, UH System Confidential Advocate
Phone: (808) 235-7393
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 101

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

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

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, refer to the University's Title IX resources, and the Universityʻs Policy, EP 1.204.

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 for more information.

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