

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**INTRODUCTION TO DESKTOP VIDEO/AUDIO  
VPT 1030**

**Class Hours: 3**

**Credit Hours: 3**

**Laboratory Hours: 0**

**Date Revised: Spring 2011**

**Catalog Course Description:**

An introductory course for Video Production Technology students covering basic desktop computer operating systems and the technologies used to bring photographic (film, video, still) images and audio into the digital domain. Students will learn to prepare audio and video media from pre-production to post-production using applications, including QuickTime, Pro Tools, and Avid for analog and digital delivery systems and the Internet.

**Entry Level Standards:**

Students shall have had prior experience with desktop computers preferably Apple (MAC).

**Prerequisites:**

None

**Co-requisites:**

None

**Textbook(s) and Other Course Materials:**

**Required Textbook:**

Avid Editing: A Guide for Beginning and Intermediate Users (current edition)  
Sam Kauffmann, Focal Press

Students may want to purchase 1 portable/external Firewire hard drive with a minimum storage of 100 gigabytes, an 8 gig Flash/USB drive, student discount on software for the course, a laptop computer, 2 DVDs and Headphones.

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Getting started, discuss syllabus and desired outcomes of this course. Discuss project requirements and establish workflow techniques.
2	Introduction to software interfaces.
3	Video editing with Avid
4	Introduction to Photoshop
5	Trimming, ripple, roll, slip, slide.
6	Editing Tips

- 7 Introduction to Soundtrack Pro.
- 8 Mixing Audio, lesson ten..
- 9 Discuss capturing and transferring footage.
- 10 Applying transitions, lesson nine.
- 11 Discuss titles and graphics. Photoshop module two
- 12 Effects and filters.
- 13 Finishing, outputting, compression and outputting back to tape.
- 14 Final project review and critique. Finishing and outputting continued.
- 15 Final Exam Period

## **II. Course Goals\*:**

The course will:

- A. Understand the basic operation system of the desktop computer, file management workflows and other VPT specific applications. II, IV
- B. Demonstrate how to use peripheral devices and software unique to desktop video/audio production and post-production. II, IV
- C. Understand and employ different design considerations to target audience using design software applications. I, III, IV
- D. Understand networking functions to move data. IV
- E. Implement fair use and copyright permission release for media productions. V

\*Roman numerals after course objectives reference goals of the Video Production Technology program (Career Program Goals and General Education Goals are listed [http://www.pstcc.edu/departments/curriculum\\_and\\_instruction/syllabi/](http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/))

## **III. Expected Student Learning Outcomes\*:**

Students will be able to:

- 1. Create media that communicate the desired message to the intended audience. C
- 2. Use a wide variety of industry-standard equipment, techniques, software, hardware and materials to produce the appropriate content. A, B,
- 3. Demonstrate various styles in communication media that display a grasp of both design and communications media principles and techniques. C
- 4. Demonstrate proficiency in the techniques and equipment that facilitate adaptation to constantly changing media. A, B, C, D
- 5. Understand and respect the rights and responsibilities of the artist, subject, client, user and employer, including intellectual property rights. E

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

#### IV. Evaluation:

##### A. Testing Procedures: 38% of grade

Five quizzes from textbook covering two lessons each  
Midterm – cumulative / includes editing assignment  
Final exam – cumulative / includes editing assignment

##### B. Laboratory Expectations: 62% of grade

Five major projects comprised of video editing, graphics, audio editing.  
Four exercises that target industry standard workflows.

##### C. Field Work:

None

##### D. Other Evaluation Methods:

None

##### E. Grading Scale:

90 – 100 A  
80 – 89 B  
70 – 79 C  
60 – 69 D  
below 60 F

#### V. Policies

##### A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of the Learning Division, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

VPT Program Attendance: The VPT program believes a more stringent requirement is realistic because of the contractual commitment made by the College with local area employers. Therefore, to successfully complete VPT courses, students must attend at least **85% of classes**. To be considered in attendance, students are expected to be in class at the scheduled starting time for that class. Students will be considered tardy from that time until 10 minutes after the scheduled starting time. Three such tardies shall constitute an absence. Students arriving any time after 10 minutes beyond the scheduled starting time for a class will be considered absent.

##### B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following

practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at <http://www.pstcc.edu/departments/swd/>.

D. Other Policies:

Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property/equipment belonging to Pellissippi State is subject to disciplinary sanction.

No handheld media devices or laptops are allowed in class unless otherwise noted. Students will receive a warning, a second infringement will result in an absence for the class. No gaming, using Facebook, texting or instant messaging will be tolerated on any VPT campus workstations during class.