

**PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS**

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

Class Hours: 3

Credit Hours: 3

Laboratory Hours: 0

Date Revised: Fall 2016

Catalog Course Description:

An introductory course for VPT students covering basic desktop computer operating systems on the MAC computer and focuses on the technologies used to manipulate 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 such as Avid Media Composer, Final Cut Pro, QuickTime, Adobe Photoshop, Adobe After Effects, Adobe premiere, Adobe Audition, and other audio software for digital delivery systems.

Prerequisites:

None

Co-requisites:

None

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

Media Composer 6: Part 1-Editing Essentials authored by Mary Plummer Course Technology Cengage Learning

Required items for the class are:

- 8 GB Minimum USB drive. (If not new, students should clean off any files on the drive because it will be reformatted for Mac in class.)
- 2 blank DVD-R discs
- A pair of over-the-ear (noise blocking) headphones
- A portable/external USB 3.0/2.0 hard drive with a minimum storage of 1 Terabyte for use through the student's entire VPT education.

Student discounts on all AVID software are available at Studica.com

*Not Required – but helpful – Laptop Computer (Mac or PC) with the purchase of Avid software – All Avid products have VERY specific hardware demands. It is advised that you consult with your instructor before purchasing a laptop

Week/Unit/Topic Week Topic

- 1 Getting started; discuss syllabus and desired outcomes of this course. A general assessment of the class will be conducted for median starting point. Discuss project requirements and establish workflow techniques with community effort behind post-production. Intro to Mac OS
- 2 Introduction to software interfaces and media management in Avid editing

software with key focus on Hierarchy of files and movies. Folder management and proper labeling

- 3 Avid video editing; simple imports and edits (Chapter 1 & 2 Exercises Due on Week 4)
- 4 Introduction to Photoshop emphasizing creating alpha channels and using the clone tool. Photoshop Interactive Quiz.
- 5 Basic After Effects projects. Creating layers and the Simple Key Frame processes. After Effects interactive Quiz
- 6 Editing tips; short-cut keys and technique to establish mood with popular examples. Shortcut Keys Quiz. Chapter 3 Exercise Due Week 8
- 7 MIDTERM – Online test
- 8 Overview of Adobe Premiere CC. (Chapter 4 Exercise Due Week 10)
- 9 Overview of Final Cut Pro 7 & 10
- 10 Introduction to sound and sound editing software. Mixing audio; correct levels, looping and sound effects. Sound Editing Interactive Quiz. (Chapter 5 Exercise Due Week 12)
- 11 Capturing and transferring to tape. Settings and codecs
- 12 Applying transitions; Effects and filters
- 13 Final Project Editing
- 14 Final project review and critique.
- 15 Final Exam Period

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 VPT program (The Career Program Goals and General Education Goals can be found at the [VPT Curriculum and Instructional](#) page)

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.

Evaluation:

A. Testing Procedures: 40% of grade

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

B. Laboratory Expectations: 60% of grade

Five major projects comprised of video editing, Photoshop graphics, After Effects compositing, audio editing and Terminology. 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

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 Academic Affairs, 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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that 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 Disability Services (DS) in order to receive accommodations in this course. [Disability Services](http://www.pstcc.edu/sswd/) (<http://www.pstcc.edu/sswd/>) may be contacted via [email](#) or by visiting Alexander 130.

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.

Anyone caught using the class computers for any of these activities during class time will receive a "Computer Absence" meaning your workstation and therefore, your attention, is absent from the class. These will be treated the same as a Tardy violation, meaning three computer absences will result in a actual recorded full absence and possibly effecting your grade.