

Tompkins Cortland Community College

Master Course Syllabus

Course Discipline and Number: COMM 111
Course Title: Foundations of Digital Editing

Year: 2020-2021
Credit Hours: 1

Attendance Policy: *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

Services for Students with Disabilities: *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

Course Description

Designed for new media and communications majors, this is a basic, practical, hands-on introduction to the concepts of digital media editing. Students learn the theoretical knowledge of basic production, along with the tactile and artistic skills needed to design and produce simple edited material. Fundamental manipulation of moving and still graphics, as well as digital sound files are covered. Students use digital programs such as Adobe Premiere, Adobe Photoshop, and Adobe Audition. Prerequisite: Prior completion or concurrent enrollment in MATH 090 and RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Fall and spring semesters.

Course Context/Audience

This is a required course in the Broadcast Production – Television Concentration, A.A.S. degree program. It is a recommended elective course for students in the Broadcast Production- Radio Concentration, Communication and Media Arts and New Media majors. The course will help students build fundamental digital media manipulation skills that will be essential for more advanced work in COMM 240, COMM 285, and COMM 220. Students will learn how to import, manipulate, manage and export digital video, sound and picture files.

Basic Skills/Entry Level Expectations

Writing: W0 Course requires very limited or no writing.

Math: M1 Taking MATH 090 (if needed) – Course requires limited use of very basic mathematical skills.

Reading: R1 Course may be taken concurrently with RDNG 099.

Course Goals

Short-Term: Students will develop work habits and skills required in other courses in their field of study. They will learn basic media applications and acquire the skills necessary for the production of video material.

Midterm: Students will have mastered the basic building blocks necessary to excel in any digital media applications course.

Long-Term: Students will develop the skills, work habits, and ethics required of professionals in the digital media industry.

The ultimate goal is digital editing literacy. As a result of successful completion of the course, the student will know how to operate the specific editing software programs used in the course, but also will have developed a firm grasp of the general tools used in all digital manipulation programs used in the industry.

Course Objectives/Topics

Objective/Topic	% Course
Students will spend the first few weeks of the course learning the basic functions of a non-linear editing system. They will be introduced to the digital file organizational skills needed to complete this course. Topics include: the variety of digital file types and which are appropriate for normal applications, file management and storage, introduction to the use of a non-linear editing system.	20%
Students will begin to exercise digital video editing techniques with a program like Adobe Premier. Topics include: importing, compression and digitization, video settings, timelines, trimming, splitting, effects, putting scenes together, transitions and titling, exporting and compression options.	40%
Students will learn to manipulate pictures or "still" images by using a program like Adobe Photoshop. Topics include: importing, clipping and cropping, size and color manipulation, preparation for use in a video timeline application, exporting.	20%
Students will explore audio editing options presented in a program like Adobe Audition. Topics include: importing/exporting, looping, single track and multi track editing, audio format types and quality, clipping, stretching, layering and mixing, preparation for use with a video editing timeline	20%

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> ➤ develop meaningful questions to address problems or issues. ➤ gather, interpret, and evaluate relevant sources of information. ➤ reach informed conclusions and solutions. ➤ consider analytically the viewpoints of self and others. 	<p>Students are encouraged to show the diversity represented in the college community and the surrounding area. They are also encouraged to explore personal growth and re-think stereotyping through the video presentations that were produced around the world.</p>
SOCIAL/GLOBAL AWARENESS OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> ➤ Students will begin to understand how their lives are shaped by the complex world in which they live. ➤ Students will understand that their actions have social, economic and environmental consequences. 	<p>Students are encouraged to show the diversity represented in the college community and the surrounding area. They are also encouraged to explore personal growth and re-think stereotyping through the video presentations that were produced around the world.</p>

Instructional Methods

The instructor should use a series of assignments in order to get students engaged in the course process. To start, there should be small shooting assignments to familiarize students with the equipment they will be using and to help them understand good composition, lighting, audio, etc. As the course progresses, students should begin to work with clips on the computer. The assignments at this point should help the student become familiar with the non-linear editing system and working in a non-linear environment. Finally, assignments should become more professional in nature. Students should be assigned video clips to shoot, edit and post-produce and save in their scrapbook for use in other courses. These assignments may be something that the student chooses, or something that is assigned to them, depending on the nature of the course and the needs of the student/instructor.

Methods of Assessment/Evaluation

Method	% Course Grade
Written critiques of student's work	60%
Participation, effort, attendance	25%
Quizzes and tests	15%

Text(s)

Focal Easy Guide to Premiere Pro : For New Users and Professionals, Kolb, Tim, Latest Edition, © 2004 Focal Publishing.

Bibliography

Dancyger, Ken. World of Film and Video Production-Aesthetics and Practice. 1st edition, Belmont, CA: Wadsworth Thomson Learning, © 1999.

Elin, Larry. Designing and Developing Multimedia: A Practical Guide for the Producer, Director and Writer. Boston, AB Longman, © 2002.

Gross, Lynne and Ward, Larry. Digital Moviemaking. 5th edition, Belmont, CA: Wadsworth Thomson Learning, © 2004.

Shyles, Leonard. Video Production Handbook. Boston: Houghton Mifflin, © 1998.

Stevenson, Douglas & Wolenik Robert. Creating PC Video. San Francisco. Focal Press. © 1998.

Willis and Henry Aldridge. Television, Cable and Radio: A Communications Approach. Englewood Cliffs, NJ: Prentice Hall, © 1992.

Zettl, Herbert. Television Production Handbook, 8th edition, Belmont, CA: Wadsworth Thomson Learning, © 2000.

Other Learning Resources

Audiovisual Databases like Proquest, Infotrac and AP Multimedia File
Electronic Edit Suites (Copy free music library)
Other No resources specified