Tompkins Cortland Community College

Master Course Syllabus

Course Discipline and Number: COMM 111 **Year: 2025-2026**

Course Title: Foundations of Digital Editing **Credit Hours: 1**

I. Course Description: Designed for ~~new~~ media and communications majors, this course 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 of, or concurrent enrollment in, MATH 090 if required by placement. 1 Cr. (2 Lec., 2 Lab. for 5 weeks). Fall and spring semesters.

II. Additional Course Information:

1. This course is an introductory course for all students in the Broadcast Production: TV Concentration A.A.S., and Digital Cinema A.S. programs.
2. The main goal of this course is to introduce students in communications majors to digital media editing. Strong familiarity with computers is necessary to do well in the course.
3. The course will help students build fundamental digital media manipulation skills that will be essential for more advanced work in later courses, such as COMM 245, and COMM 285. Students will learn how to import, manipulate, manage, and export digital video, sound, and picture files.
4. Blackboard (the college's online learning platform) will be used for assignments, handouts, film clips, due dates, and grades.
5. Required Materials: Headphones, 2GB+ flash drive or external hard drive.
6. Recommended materials: External hard drive.
7. This course consists of at least 200 minutes class time each week for the five-week session.
8. Over-the-ear headphones (not earbuds), and 2GB+ flash drive or external hard drive required.

III. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Demonstrate the basic functions of a non-linear editing system.
2. Manipulate pictures or "still" images by using a program like Adobe Photoshop.
3. Produce audio pieces using editing options presented in a program like Adobe Audition.

IV. Tompkins Cortland General Education Goals & SUNY Competencies

☒ Critical thinking

Students apply knowledge gained from lectures, readings, and media presentations to help them make informed decisions about planning and delivering their project. In addition, students will develop problem-solving skills such as team building, effective collaboration, and creative brainstorming as they complete hands-on course projects.

☒ Social/Global Awareness
Students explore creative works in media and the impact of media in society. Students will be comparing media forms and their economic consequences. 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 produced around the world.

☒ Information Management
Students use the computer to complete their works using industry standard software.

V. Essential Topics/Themes

1. Basic functions of a non-linear editing system, digital file organizational skills needed to complete this course, including 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.
2. Digital video editing techniques with a program like Adobe Premier including importing, compression and digitization, video settings, timelines, trimming, splitting, effects, putting scenes together, transitions and titling, exporting and compression options.
3. Manipulation of pictures or "still" images by using a program like Adobe Photoshop, including importing, clipping and cropping, size and color manipulation, preparation for use in a video timeline application, exporting.
4. Audio editing options presented in a program like Adobe Audition: 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.

VI. Methods of Assessment/Evaluation

Method	% Course Grade
1. Projects	55%
2. Participation, effort, attendance	25%
3. Quizzes	20%

VII. Texts

Recommended:

1. Jago, Maxim. *Adobe Premiere Pro CC Classroom in a Book.* 2017, Pearson.
2. James, Jack. *Fix It In Post: Solutions for Post Production Problems.* 2009. Focal Press.

Editions listed are current as of date of syllabus. More recent editions may be used.

VIII. Bibliography of Supplemental Materials

1. Biagi, Shirley. *Media/Impact: An Introduction to Mass Media*. 2016. Cengage.
2. Elin, Larry. *Designing and Developing Multimedia: A Practical Guide for the Producer, Director and Writer*. 2002. A.B. Longman, Boston.
3. Trister Dodge, Diane. *The Creative Curriculum*, Latest edition. Teaching Strategies, Inc., Washington D.C.

4. Gross, Lynne & Larry Ward. *Digital Moviemaking.* 5th ed., 2004. Wadsworth Thomson Learning, Belmont, CA.
5. Owens, Jim. *Digital Production Handbook*, 6th ed., 2017. Taylor & Francis, United Kingdom.
6. Stevenson, Douglas & Robert Wolenik. *Creating PC Video*. 1999. Focal Press, San Francisco.
7. Willis, Edgar & Henry Aldridge. *Television, Cable and Radio: A Communications Approach*. 1991. Pearson College Division, NY, NY.
8. Zettl, Herbert. *Television Production Handbook*, 12th ed. 2015. Wadsworth Thomson Learning, Belmont, CA: @ 2015.

Editions listed are current as of date of syllabus. More recent editions may be used.

IX. Other Learning Resources

Audiovisual
Video clips provided by *Adobe Premiere Pro CC Classroom in a Book. 2017, Pearson.*

Electronic
Adobe Photoshop, Adobe Premier, Adobe Audition

Other
None specified

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.*

Academic Integrity: *Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.*

Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and deserving of censure.

Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.