Tompkins Cortland Community College

Master Course Syllabus

Course Discipline and Number: COMM 115 **Year: 2025-2026**

Course Title: Introduction to Digital Video **Credit Hours: 3**

I. Course Description

This is a basic, practical, hands-on introduction to the creation of video material for digital presentation. Students learn the theoretical knowledge of basic production along with the tactile and artistic skills to design and produce basic video material. Composition, lighting, sound techniques, and artistic arrangement in video productions are covered. Digital equipment, including camera and non-linear editing systems, are used. Prerequisites: Prior completion of, or concurrent enrollment in, ENGL 100. 3 Cr. (2 Lec. 2 Lab.) Fall and spring semesters.

II. Additional Course Information:

1. This course has been specifically designed for students seeking to work with moving images.
2. It has been designed to help students build the foundation of a digital media toolbox and a marketable portfolio piece for an internship or job opportunity.
3. This is a required course for New Media majors, and a restricted elective for Photography majors. It is not appropriate for Broadcast Production - Television majors who will instead take COMM 140 and COMM 245.
4. Students will be expected to write scripts, prepare written plans, and to working as part of a production team. Students will learn production equipment literacy.
5. Blackboard (the college's online learning platform) will be used for assignments, handouts, media assets, due dates, and grades.
6. This course consists of at least 200 minutes class time each week for the fifteen-week semester.
7. Over-the-ear headphones (not earbuds) and 2GB+ flash drive are required. An external hard drive is highly recommended.

III. Student Learning Outcomes

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

1. Create media assets, including operating a video camera with basic shots, lighting, sounds, and scriptwriting.
2. Use the basic functions of an editing software program.
3. Import and export media, and adjust lighting, sound, graphics, video, and other artistic arrangements.

IV. Tompkins Cortland General Education Goals & SUNY Competencies

☒ Critical thinking

Films and media projects often address social issues, and/or can cause social unrest. Students will discuss the role moving images have in society. They will be expected to participate in critical analysis discussions in the course room.

☒ Social/Global Awareness

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 will be working with computers using basic and more advanced research to locate, evaluate and synthesize information from a variety of sources.

V. Essential Topics/Themes

1.	Basic functions of a camera, portable video equipment, and editing systems, including: field production vs. studio production, basic shots, camera action shots, special-use shots, composition and composing specific shots, lens principles and operation, camera principles and operation, battery use and care, tripods and camera mounting devices, microphone and audio recording techniques, lighting usage and understanding, scriptwriting, budgeting, copywriting, legal issues and liability, technologies and trends.
2.	Digital editing, compression and digitization, video settings, trimming, splitting, effects, putting scenes together, transitions, titling, audio, special effects and finishing elements, sequencing shots, maintaining continuity, establishing a storyline, adding post-production values, editing sound, exporting and compression options.

VI. Methods of Assessment/Evaluation

Method		% Course Grade
1.	Projects which include written critiques of shooting, lighting, editing assignments	55-70%
2.	Participation, effort, & attendance	10-25%
3.	Quizzes and tests	10-20%

VII. Texts

None Required

VIII. Bibliography of Supplemental Materials

1.	Arundale, Scott & Tashi Trieu. *Modern Post: Workflows and Techniques for Digital Filmmakers*. Focal Press, © 2015.
2.	Block, Bruce. *The Visual Story: Seeing the Structure of Film, TV and New Media*. San Francisco: Focal Press, © 2003.
3.	Browne, Steve. *Video Editing: A Postproduction Primer.* 2001. Woburn: Focal Press.
4.	Dancyger, Ken. *The Technique of Film and Video Editing: History, Theory, and Practice*. 6th ed., 2019. Woburn: Focal Press.
5.	Gross, Lynne & Larry Ward. *Digital Moviemaking*. 5th ed., 2004. Wadsworth Thomson Learning, Belmont, CA.
6.	Reisz, Karel & Gavin Millar. *The Technique of Film Editing*. 2nd ed., 2010. Focal Press, Boston.
7.	Owens, Jim. *Digital Production Handbook*. 6th ed., 2017. Taylor & Francis, United Kingdom.
8.	Shyles, Leonard. *Video Production Handbook*. Boston: Houghton Mifflin, 6th ed. © 2017.
9.	Zettl, Herbert. *Television Production Handbook*. 12th ed., 2015. Wadsworth Thomson Learning, Belmont, CA.

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

IX. Other Learning Resources

Audiovisual None specified
Electronic None specified
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.