ICS 123 Introduction to Digital Audio and Video Production

Instructor: Michael Kato  
Effective date: Spring 2018  
Credits: 3  
CRN: 62083  
Office: Hale Palanakila 144 - Phone: 236-9296 - Email: katomich@hawaii.edu  
Office hours: Online, face-to-face, phone (by appointment)

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

ICS 123 DAYS AND TIME

<table>
<thead>
<tr>
<th>Course Alpha &amp; No.</th>
<th>CRN</th>
<th>Days &amp; Time</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 123</td>
<td>62083</td>
<td>Online Asynchronous</td>
<td>WWW</td>
<td>1/8/18 - 5/10/18</td>
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CATALOG DESCRIPTION

ICS 123 Introduction to Digital Audio and Video (3)  
This is an introductory course covering concepts and skills of working with digital audio and video including recording, editing and publishing online.

Recommended Preparation
Intermediate computing skills including file management and common computing skill including cut, copy, paste, open/save files, web search and ability to independently access technical support through online forums.

Course Competencies
1. Record audio media  
2. Edit audio media  
3. Record video media  
4. Edit video media  
5. Publish audio and video content online ethically

STUDENT LEARNING OUTCOMES & ASSESSMENT

1. Record, edit and produce digital audio.  
2. Produce a digital video project to communicate an effective message.  
3. Define audio and video terminology and ethical practices as they apply to the use of digital media.
STUDENT LEARNING OUTCOMES & ASSESSMENT

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assignments</th>
<th>Projects</th>
<th>Discussions</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Record, edit and produce digital audio.</td>
<td>Assignment 6</td>
<td>Projects 1 &amp; 3</td>
<td></td>
<td>Modules 1.1-1.8</td>
</tr>
<tr>
<td>2. Produce a digital video project to communicate an effective message.</td>
<td>Assignment 7</td>
<td>Projects 2-4</td>
<td>Discussions 2-6</td>
<td>Modules 2-3</td>
</tr>
<tr>
<td>3. Define audio and video terminology and ethical practices as they apply to the use of digital media.</td>
<td>All Projects</td>
<td>All Discussions</td>
<td></td>
<td>Modules 1.10 &amp; 2.7</td>
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</table>

ASSESSMENT, TASKS, AND GRADING

<table>
<thead>
<tr>
<th>Course Content</th>
<th>Percent of Final Grade</th>
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</thead>
<tbody>
<tr>
<td><strong>Projects:</strong> There will be a total of 4 Projects assigned in this course, which will account for 34% of your final grade. All projects must be completed by the assigned due dates. Late work will not be accepted.</td>
<td>34%</td>
</tr>
<tr>
<td><strong>Assignments</strong> – There will be a total of 9 Assignments administered throughout the semester. The Assignments will account for 42% of your final grade. All Assignments must be completed by the assigned due dates. Late work will not be accepted.</td>
<td>42%</td>
</tr>
<tr>
<td><strong>Discussions &amp; Class Exhibits:</strong> There will be a total of 6 Class Discussions posted in Laulima. The Discussions will account for 24% of your final grade. All discussions must be submitted by the due dates. Late work will not be accepted.</td>
<td>24%</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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Grading
Final course grades will be calculated from a grading scale of 100 possible points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90%-100% of 100 possible points</td>
</tr>
<tr>
<td>B</td>
<td>80%-89% of 100 possible points</td>
</tr>
<tr>
<td>C</td>
<td>70%-79% of 100 possible points</td>
</tr>
<tr>
<td>D</td>
<td>60%-69% of 100 possible points</td>
</tr>
<tr>
<td>F</td>
<td>Below 60% of 100 possible points</td>
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</table>

Attendance & Active Participation
Attending class regularly is essential to succeeding in this course. For distance learning courses, attendance is checking into Laulima at least once a week and completing the assigned work for each week. Students who are bordering in-between grades will automatically be given the higher grade if they
have shown a regular presence in the Laulima and have been actively participating in the online discussions.

**Incomplete & N grades**

Incompletes or N grades will NOT be given in this course. **You must take responsibility to complete the course or withdrawal.**

**IMPORTANT DATES**

- January 8, 2018 - First Day of Instruction
- January 15, 2018 - HOLIDAY – Dr. Martin Luther King Day
- February 19, 2018 – Presidents Day
- March 26-30, 2018 – Spring Break
- April 2, 2018 - Last day to with a “W” grade
- May 2, 2018 - Last Day of Instruction

**SOFTWARE, HARDWARE & LEARNING RESOURCES**

**Audacity**: Audacity is an audio editing software application that can be downloaded for free from [http://audacity.sourceforge.net/download/](http://audacity.sourceforge.net/download/). Audacity will be used for completing various assignments and projects in this course.

**Adobe Premiere Elements 2018**: Adobe Premiere Elements Premiere Elements 2018 is a video editing software application and will be used for completing various assignments and projects in this course. Adobe Premiere Elements can be purchased and downloaded from Adobe.com for approximately $69-$99. The Adobe prices have been known to change weekly.

**Important Note**: Adobe frequently offers Student/Teacher discounts on their software bundles. These bundles are often $10 more in price, but include an additional software application (e.g. Photoshop Elements 2018)

**Adobe Premiere Elements Available for use of Campus**: Photoshop Elements will be installed in on 2 computers on the second floor of the Library. Computer #15 for PC and Computer #45 for the Mac. Please ask a librarian for assistance in locating these computers. There will also be a Premiere Elements installed on 1 computer in Palanakila 124. Please contact me for the lab hours if you are interested in using a computer in the lab.

**Additional Note**: You do not have to use, download, or purchase Audacity & Adobe Premiere to complete this course. You may use an application that you have access to and/or are already familiar with. Please be aware that the majority of the course Modules, Assignments, Tutorials, and Projects are based around the software applications mentioned above. If you do not use Audacity and Adobe Premiere, you will be responsible for learning the skills necessary to complete the requirements of the course using the software you have chosen to work with.

**Cameras**: You will be required to provide your own video camera to complete this course. A video camera on a smart phone will be more than adequate to complete the Assignments and Projects for this course. If you are interested in borrowing a video camera, please contact Christy Lawes in the library. There are brand new
cameras that are available for ICS 123 students to checkout from the library. In addition to the cameras in the library, there are 2 GoPro cameras that available for students to check out. If you are interested in borrowing a camera, contact Robery Barclay from the English department.

**Microphones:** It is suggested that you use an external mic (e.g. USB, Bluetooth) for completing projects and assignments. You can also use a recording/dictation app from a smart phone or the built-in mic in your computer’s operating system. If you are interested in borrowing an external microphone, please contact Christy Lawes in the library.

**Laulima:** Laulima is an online course management system and will be used to post the Course Schedule, Assignments, Discussions, Projects, Modules, Announcements, and any relevant information pertaining to the class. [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal) Please check the Laulima Announcements regularly to make sure you are keeping up with the pace of the course and are aware of any upcoming deadlines.

### POLICIES

**Late Work**
All Course Work must be completed by the assigned due dates. *Late work will not be accepted.* If you are late in submitting any course work, there will be extra-credit opportunities posted throughout the semester to make up for lost points or to add insurance points toward your final grade.

*Important Note:* Exceptions for accepting late work will be made at the discretion of the instructor in the event of unforeseen circumstances (e.g. illness, housing, death in family) that may occur during the semester.

**Communication**
Communication is vital to succeeding in this course. You will be notified well in advance regarding course work that will be due from week to week. It is crucial that you review the weekly Laulima Announcements and check your email on a regular basis.

**Technical Support**
Due to the online format and the countless variables (e.g. computer platforms, OS) from computer to computer, you will be responsible for resolving any technical issues you may occur throughout the semester. The following online forums are excellent resources for resolving technical issues and learning various production techniques.

- **Audacity** - [http://forum.audacityteam.org/](http://forum.audacityteam.org/)
- **Adobe Premiere Elements**
  - Chat Support - [https://helpx.adobe.com/contact.html?step=PRE](https://helpx.adobe.com/contact.html?step=PRE)
  - Forum Support [https://forums.adobe.com/community/premiere_elements](https://forums.adobe.com/community/premiere_elements)

*If you are not using Audacity or Premiere Elements, it is suggested that you do an online search of user groups that specialize in the software application you are using.*

**Community Guidelines**
All students in ICS 123 will be expected to follow the Community Guidelines of Youtube (see below) when participating in class Discussions and submitting Assignments and Projects for this course. https://www.youtube.com/t/community_guidelines

DEVIACTIONS FROM THESE GUIDELINES WILL BE CONSIDERED A VIOLATION OF THE WCC STUDENT CONDUCT CODE. http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Disabilities Accommodation Statement
If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

Academic Dishonesty—Cheating and Plagiarism
Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted files, work, examinations, reports, and projects must be that of the student's own work. See the Windward Community College catalog for details. Students shall be guilty of cheating if they:

- Represent the work of others as their own (plagiarism).
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

A NOTE FROM THE INSTRUCTOR
Please do not hesitate in contacting me anytime during the semester (email is best) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and respond to all emails promptly. I am also available to meet through face-to-face, phone, and online appointments. In addition, please contact me during the semester if there are unforeseen circumstances (e.g. illness, housing, death in family) that may occur. You are a member of the WCC Ohana and your well-being is of the utmost importance. If I do not have the knowledge or resources available to help you, I will refer you to a specific department or faculty member that does.

ADDITIONAL INFORMATION

<table>
<thead>
<tr>
<th>Login to WCC Network Computers, UH e-mail, and Laulima</th>
<th>Same as UH e-mail</th>
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<tbody>
<tr>
<td>Password for WCC Network computers, UH e-mail, and Laulima</td>
<td>May be the same as UH e-mail password unless you create another 6+character password</td>
</tr>
<tr>
<td>WCC’s Website</td>
<td><a href="http://www.wcc.hawai.edu">http://www.wcc.hawai.edu</a> or <a href="http://windward.hawai.edu">http://windward.hawai.edu</a></td>
</tr>
<tr>
<td>Laulima</td>
<td><a href="https://laulima.hawaii.edu">https://laulima.hawaii.edu</a></td>
</tr>
<tr>
<td>Library Learning Commons</td>
<td><a href="http://library.wcc.hawaii.edu/">http://library.wcc.hawaii.edu/</a></td>
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Title IX
Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/. Windward Community College (WCC) is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, WCC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.