



Imperial Valley College Course Syllabus

Spring 2021

CIS 151

Digital Video Production (CRN: 21588)

Instructor:

Ramiro R. Ramos

Version: 1.0

Date

February 10, 2021

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Course Information

Basic Course Information

Semester:	Spring 2021	Instructor Name:	Ramiro R. Ramos
Course Title & #:	CIS 151	Email:	ramiro.ramos@imperial.edu
CRN #:	21588	Webpage (optional):	n/a
Classroom:	Online	Office:	Virtual
Class Dates:	Feb 16 – June 11, 2021	Office Hours:	Thursday 7-8pm
Class Days:	Online	Office Phone #:	n/a
Class Times:	Online	Emergency Contact Method:	Sign up for remind.com to receive a faster response
Units:	3.0		

Instructor's Mission

To ensure all students have the information needed to be successful in completing this course to include:

- A comprehensive coverage of the subject matter
- Knowledge transfer of resources available to students to ensure they meet their educational goals within a timely manner
- A safe learning environment

Instructor's Vision

By the end of this course, students should have gained the knowledge and skills outlined in the learning outcomes of this course, have enhanced critical thinking skills, and understand how this course fits into their chosen learning path towards graduating from IVC with the knowledge and skills that can transfer to real-world situations that are applicable in gainful employment.

Course Description

This course focuses on the fundamental techniques, skills, and theories of editing as well as the technical requirements for assembling a digital video project. Through a series of hands-on projects, students will put traditional theories of picture and sound editing into practice with an in-depth examination of Adobe Premiere. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

N/A

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- Produce a professional quality video. (ILO2, ILO3, ILO5)
- Enhance video audio with special sound effects. (ILO2)
- Edit raw video material to tell a story. (ILO1, ILO2, ILO5)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate technical aspects of professional digital production including: file management, real-time video editing, sound editing.
2. Apply the theories of editing to narrative and non-narrative works.
3. Demonstrate technical aspects of professional digital production including: working with a timeline, working with multiple windows.
4. Perform basic digital video and sound editing functions.
5. Create a variety of digital video effects.
6. Choose and apply aesthetic decisions and appropriate use of non-linear techniques including use of transitions, continuity, pacing, and storytelling.
7. Describe different styles of editing used for a variety of media and genres.

Textbooks & Other Resources or Links

1. Adobe Premiere Pro CC Classroom in a Book (2018 release) Edition 1
Maxim Jago
ISBN-10: 0-13-485323-7
ISBN-13: 978-0-13-485323-9



- a. You may also purchase the 2019 or 2020 version of the same series of book
2. There will also be assignments where you will need to use different software applications from the Microsoft Office Suite. As a student you are eligible for Office 365 Education for free, which includes Excel, Word, PowerPoint, and OneNote. You will need your student email address to access the applications. In your internet browser, navigate to the following site to get started:
 - a. <https://www.microsoft.com/en-us/education/products/office>
 - b. It is recommended that you access this early on in the semester so you aren't dealing with access issues when the assignment is due.
 3. As a student you are eligible for student pricing for the Adobe Creative Cloud Suite of programs which includes Adobe Premiere and Audition for \$19.99 a month. Use the link below to sign up and get access on your home computer.
 - a. <https://www.adobe.com/creativecloud/buy/students.html>
 4. Students can access the Adobe Suite including Adobe Premiere on a **campus computer** using their SSO (Single Sign On) credentials which are the same as your Webstar login credentials.

Course Requirements and Instructional Methods

The following is subject to change:

You must do the following:

1. Have computer capable of running Adobe Premiere Pro
2. Access to Adobe Premiere Pro. This will be a one-year subscription. It should be available at the student rate.

3. Have access to the book so you can read and complete the homework assignments and use as a resource for project assignments.
 1. You may purchase the book in the IVC bookstore or on the internet.
 2. You may also rent the book online from Amazon or Chegg.com
 3. Be Careful: There are pdf's out there that some students use. That is your choice but keep in mind the book has valuable assets that the pdf copy will not give you.
 1. Books on mobile devices. This is your choice but may be more difficult to follow for book assignments and videos as they are learner style videos which you will have a difficult time seeing which tools are being selected.
 4. Accessing the book is your responsibility.
4. Access Canvas to view and complete all course work.
5. Participate in online discussion boards and demonstrate your knowledge of the course material individually or in groups depending on assignment or in class activity.
6. You will make videos in this class individually or in groups. Creating and submitting video projects will be the main basis for your grade. If you don't submit the assigned video projects, you will not receive points.

You will learn using some, if not all of the following methods:

1. In class lecture
2. Audio and Visual platforms
 1. Videos
 2. PowerPoints
3. Assignments and lab activities
4. Homework assignments (Projects)
5. Discussion in class and or via Canvas website
6. Demonstration of different software applications including typical use cases, basic navigation, and some advanced uses cases if time permits.
7. Other learning methods that will fit into the class schedule and topic as needed

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

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Course Grading Based on Course Objectives

Course Grading

Projects	Up to 56%
Discussion Board	Up to 24%
Final Project	20%

Grade

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D

Guidelines

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class may be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.

Classroom Etiquette

N/A

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette:
 - (1) identify yourself
 - (2) include a subject line
 - (3) avoid sarcasm

- (4) respect others' opinions and privacy
- (5) acknowledge and return messages promptly
- (6) copy with caution
- (7) do not spam or junk mail
- (8) be concise
- (9) use appropriate language
- (10) use appropriate emoticons (emotional icons) to help convey meaning
- (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Student Resources

Additional Student Services

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

*****Tentative, subject to change without prior notice*****
See Canvas for module details each week

Week	Start	End	Module
1	2/16/2021	2/21/2021	Module 1
2	2/22/2021	2/28/2021	Module 2
3	3/1/2021	3/7/2021	Module 3
4	3/8/2021	3/14/2021	Module 4
5	3/15/2021	3/21/2021	Module 5
6	3/22/2021	3/28/2021	Module 6
7	3/29/2021	4/4/2021	Module 7
Recess	4/5/2021	4/11/2021	No Class
8	4/12/2021	4/18/2021	Module 8
9	4/19/2021	4/25/2021	Module 9
10	4/26/2021	5/2/2021	Module 10
11	5/3/2021	5/9/2021	Module 11
12	5/10/2021	5/16/2021	Module 12
13	5/17/2021	5/23/2021	Module 13
14	5/24/2021	5/30/2021	Module 14
15	5/31/2021	6/6/2021	Module 15
16	6/7/2021	6/11/2021	Module 16