

Basic Course Information

Semester:	Fall 25	Instructor Name:	Andres David Martinez
Course Title & #:	CIS 151: Video Editing	Email:	Andres.martinez@imperial.edu
CRN #:	10714	Webpage (optional):	
Classroom:	Room 802	Office #:	802c
Class Dates:	8/11/25 – 12/6/24	Office Hours:	By appointment only. Zoom ID: https://us06web.zoom.us/j/812661266126
Class Days:	Monday and Wednesday	Office Phone #:	760-355-6126 Cell/Text #: 760-554-7949
Class Times:	11:20am – 12:45am	Emergency Contact:	Tisha.nelson@imperial.edu
Units:	3 units	Class Format:	Face to Face

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)

Student Learning Outcomes

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

1. Produce a professional quality video.
2. Enhance video audio with special sound effects.
3. Edit raw video material to tell a story.

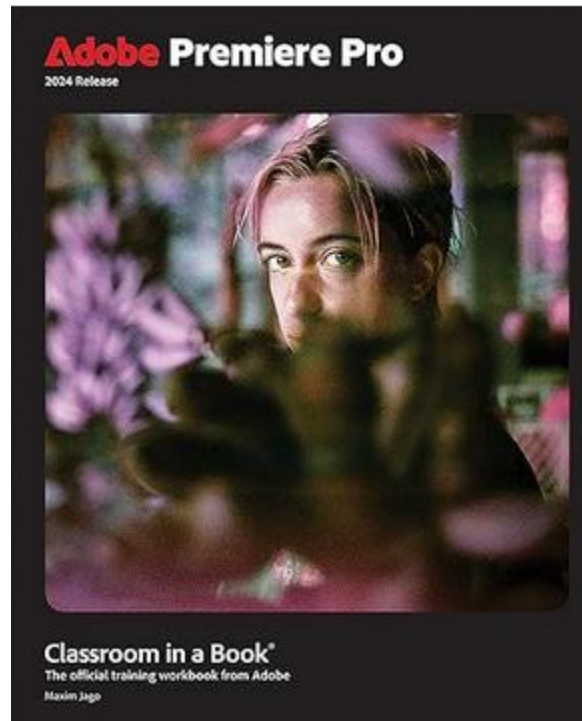
Course Objectives

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

Jago, Maxim (2024). Adobe Premiere Pro Classroom in a Book. Adobe Press. ISBN: 978-0138318567



Software: Adobe Photoshop CC will be provided for you by IVC using your IVC student email. Instructions on how to install the software are found at the end of the course syllabus.



Course Requirements and Instructional Methods

We will be using Canvas to conduct this class online.

Logging into Canvas

- Go to <https://imperial.instructure.com/> and follow the login instructions to login.
- Once logged in, click on the course OR click on 'Courses' on the left menu and click on 'All Courses' to view your courses.
- Read the course syllabus.
- Read the document under Week 1 entitled "Week 1 Online Things to Do." This outlines exactly what you have to do and by when you have to do it for Week 1.
- Become familiar with the course



The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (ie. Week 1 Things To Do). Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Canvas.

You must have access to a computer. The computer must have access to the Internet. You will also need access to a computer that has Microsoft Office installed on it (MS Word, Excel, and PowerPoint).

Course Grading Based on Course Objectives

Grading Scale

		90 –100%	A
Attendance/Discussions.....	30%	80 – 89%	B
Assignments.....	50%	70 – 79%	C
Final Project	20%	60 – 69%	D
		Below 60	F

Discussions:

- We will have weekly discussion based on different topics throughout this course. The weekly discussion can be found under the Discussions section of this course.
- You will be responsible for at least two postings per week—an initial posting and a reply posting.
- If you have any questions for the instructor, please post your questions in the 'Ask the Instructor' forum. I will respond to your questions within 15 hours.

Course Policies

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- 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 will 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.

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Academic Honesty

- Plagiarism is to take and present 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating 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 School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
 - plagiarism
 - copying or attempting to copy from others during an examination or on an assignment;
 - communicating test information with another person during an examination;
 - allowing others to do an assignment or portion of an assignment
 - use of a commercial term paper service

IVC Student Resources

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

TBA

Acquiring Photoshop/Illustrator/Premiere Software

Option 1: Check your IVC Email for an Email from Adobe.

1. You will receive an email from Adobe in your IVC Email account. Be sure to check your spam box for this email. Follow the instruction on the email to access your IVC Adobe Creative Cloud.

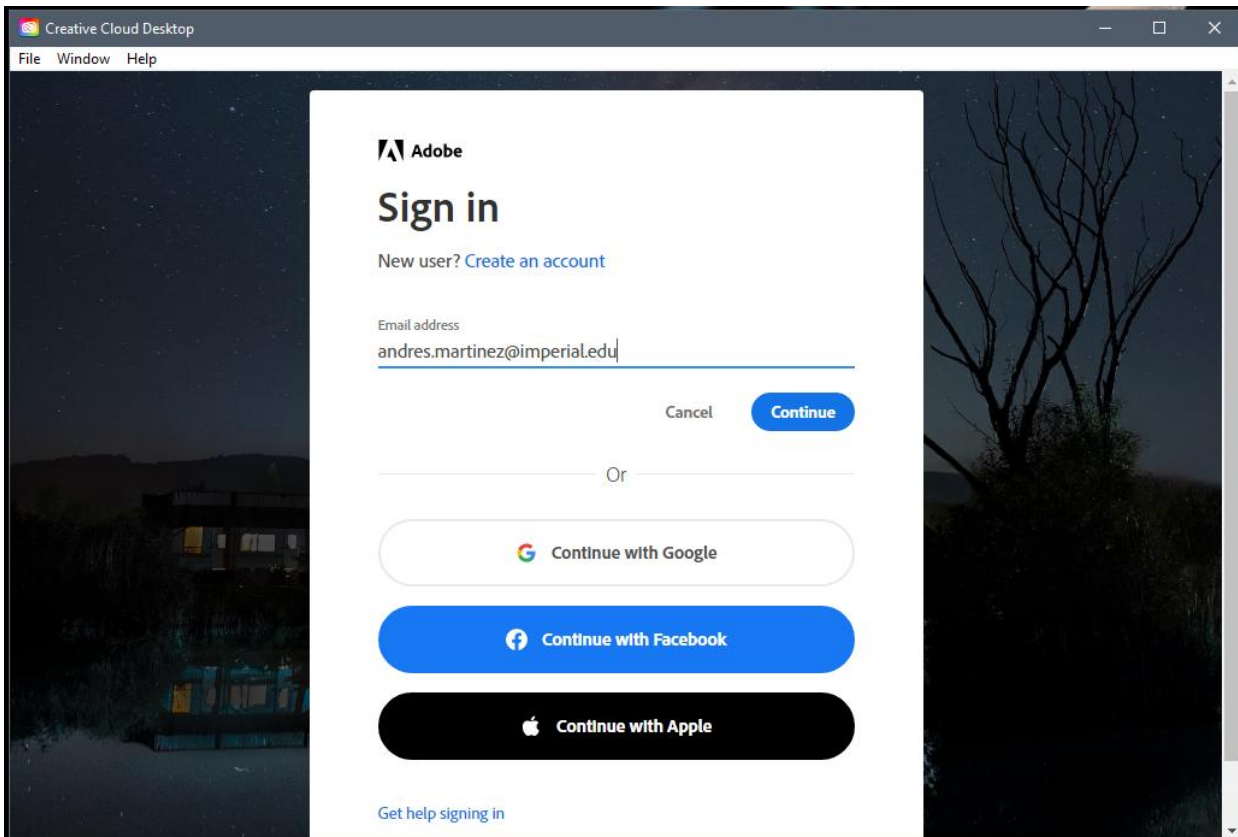
Option 2: Manual Sign in.

IVC Adobe Student Licensing Access Instructions

1) Download and install the Creative Cloud app for your desktop at:

<https://www.adobe.com/creativecloud/desktop-app.html>

2) Once downloaded and installed, open Creative Cloud Desktop and Sign In using your IVC email address.



2.5) It's possible that you will be greeted with this message upon login. This is good. We want our accounts to be apart of the FCCC – Foundation for Community Colleges. IF you see this, select Join Team.

Welcome to FCCC - Foundation for C...



Since you already have an Adobe plan associated with this email address, we'll create separate profiles for you, each with dedicated storage. [Learn more](#)

Here are the profiles we'll set up:

- FCCC - Foundation for California Community Colleges
- Personal Profile

[Skip for now](#)

[Join team](#)

2.6) Choose either option for backing up files.

Would you like to move your files?



You have files saved in your personal cloud storage. To collaborate with your team using existing files, you can move them all at once to your business cloud storage. [Learn more](#)



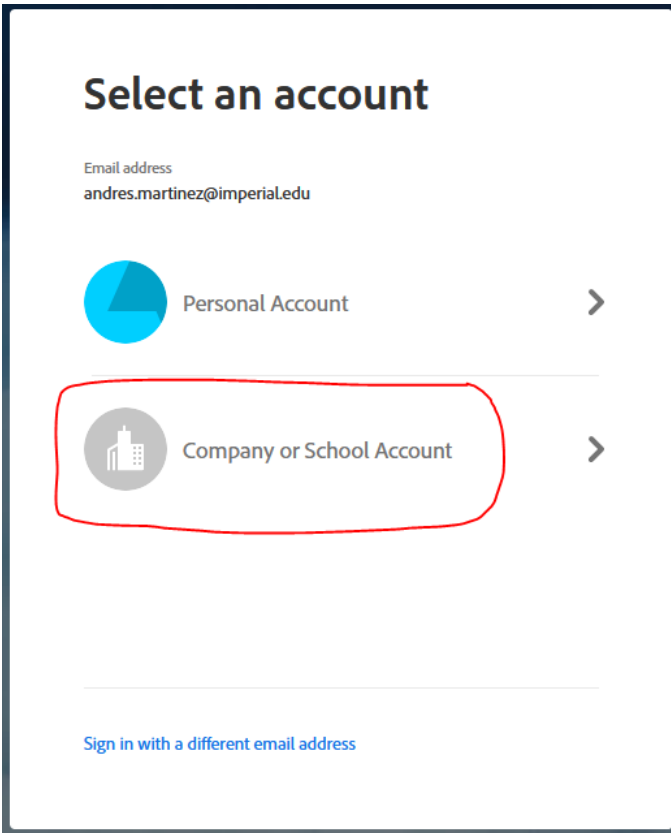
Move all files to business cloud storage



Keep files in personal cloud storage



3) Choose Company or School Account. **(you may or may not be asked this)**



Select an account

Email address
andres.martinez@imperial.edu

 Personal Account >

 Company or School Account >

[Sign in with a different email address](#)

4) You will be re-directed to an IVC page. Enter your IVC email address and password. **(this may or may not happen)**

Enterprise ID Sign in

File Window Help



IMPERIAL VALLEY COLLEGE

IVC Email

Password

Login

[Set Password](#) | [Forgot Password?](#)

First Login Steps

How to Update IVC Password

How to Disable Multi-Factor Steps

Student Wi-Fi How To

5) Choose 'FCCC Foundation for CCC.' **This is the most important step.**

Select a profile to sign in

[i](#) [Learn more about profiles](#)

pxpxcloud@yahoo.com
Email address



FCCC - Foundation for California
Community Colleges

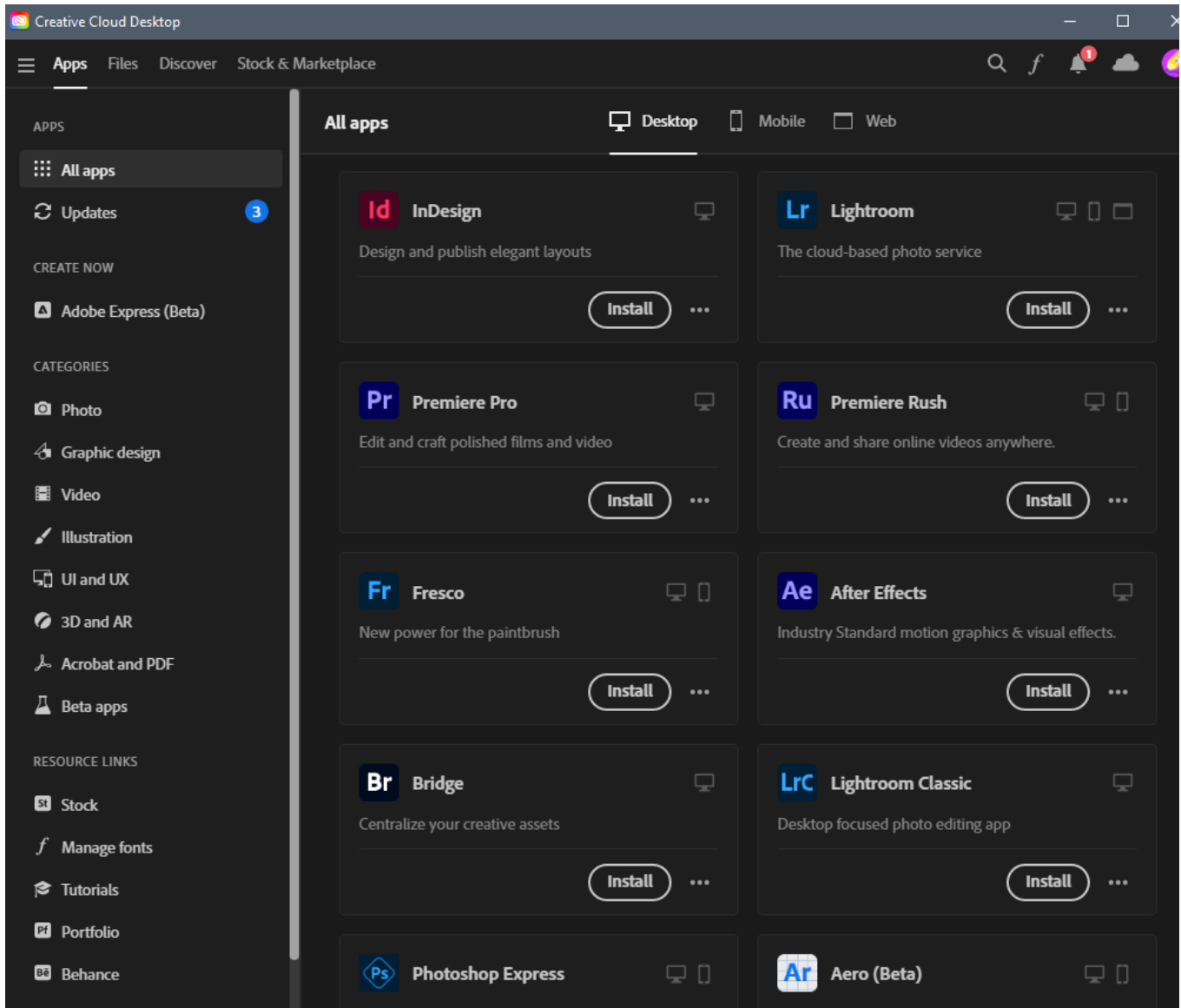


Personal Profile



[Sign in to a different account](#)

6) Begin downloading and installing your desired applications. (Photoshop, Illustrator, Premiere, etc)



3) Choose Company or School Account.

Select an account

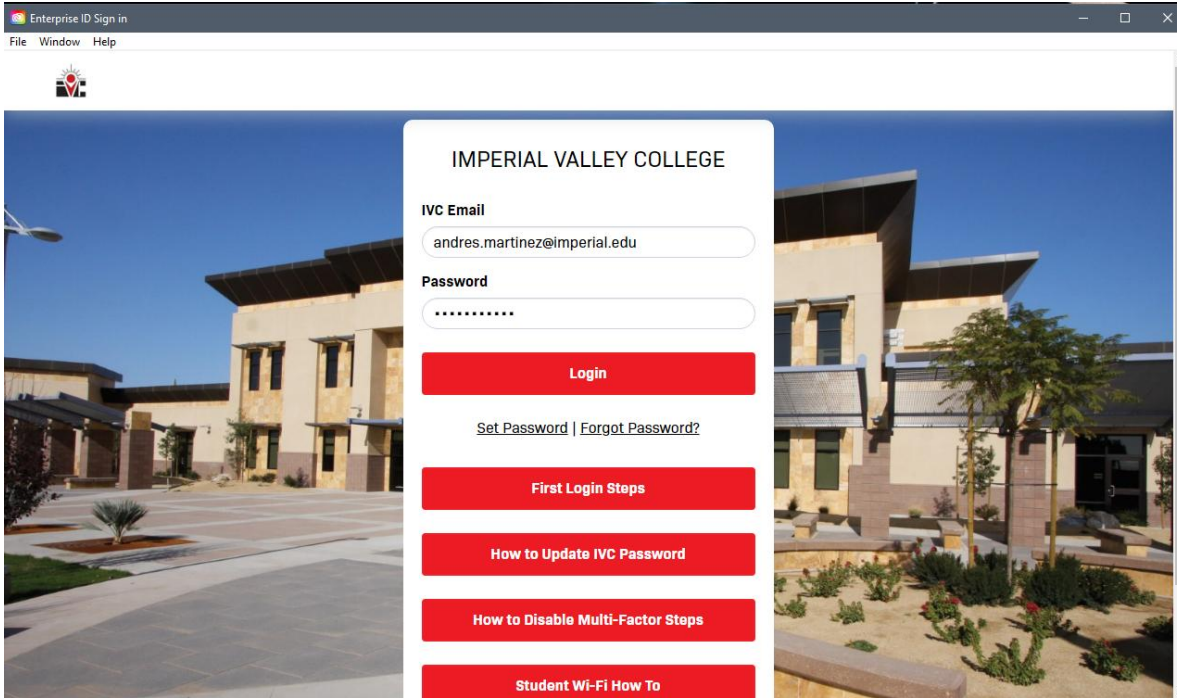
Email address
andres.martinez@imperial.edu

 Personal Account >

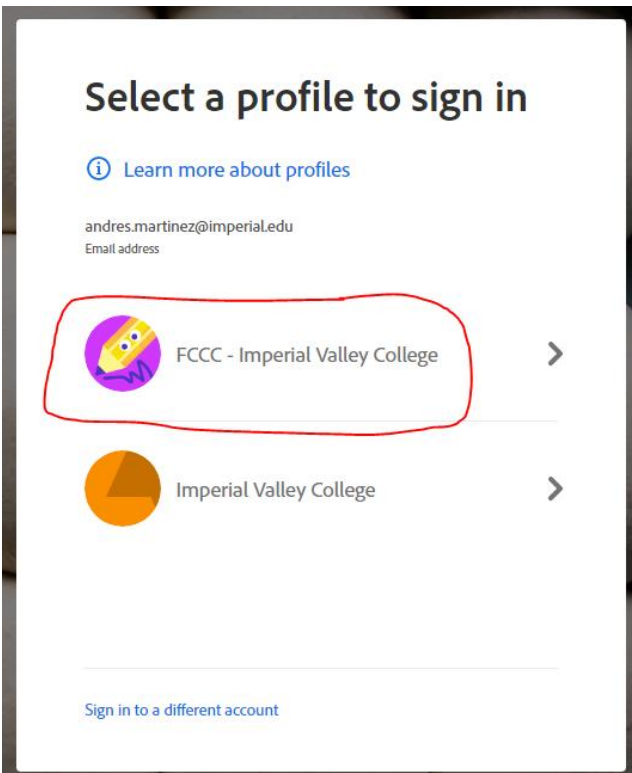
 Company or School Account >

[Sign in with a different email address](#)

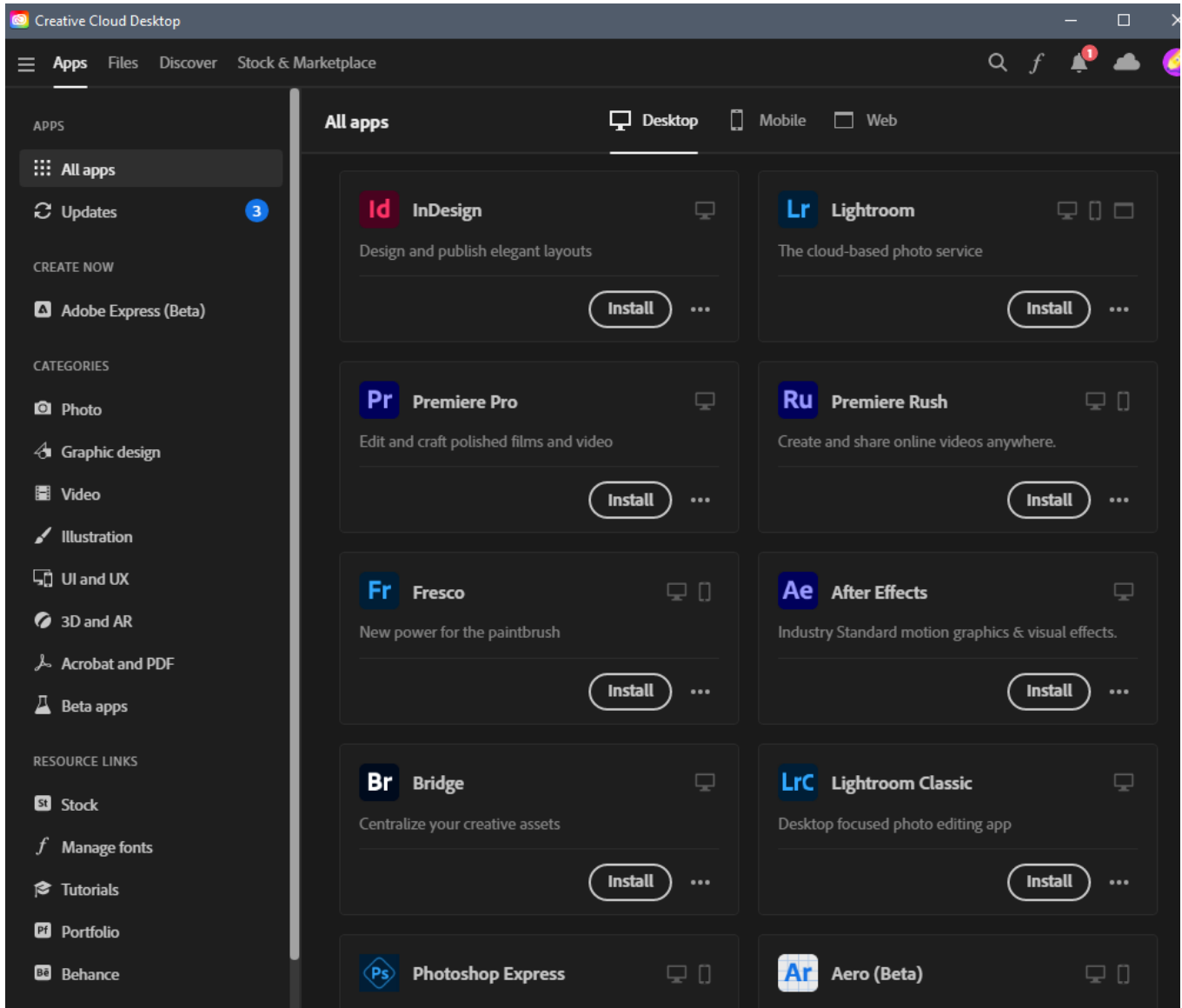
4) You will be re-directed to an IVC page. Enter your IVC email address and password.



5) Choose 'FCCC – Imperial Valley College



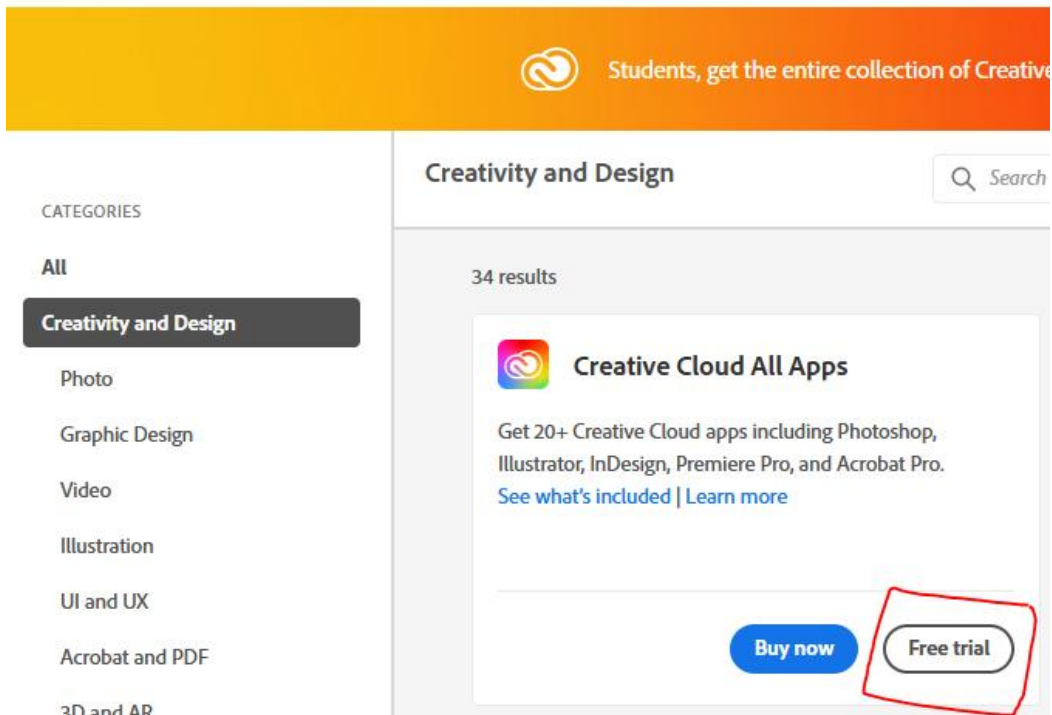
6) Begin downloading and installing your desired applications. (Photoshop, Illustrator, Premiere, etc)



Option 3: Setup a Free Trial to access the Adobe Creative Suite software. Trial is good for 7 days.

1. Go to : <https://www.adobe.com/products/catalog.html#category=creativity-design> and select the Free Trial.

All Products



button.

2. Create a personal account on adobe.com and utilize the trial version of the software. The trial version is good for 7 days and will get you passed Week 1 of the course. This option is more a backup plan in case our IVC I.T. Team has difficulties getting our licenses ready for students in time. I don't see this happening BUT you never know! =)