

**CIOS 111 - Beginning Digital Video  
Syllabus**  
**0.5 High School credit semester course**  
**3 credit University of Alaska College course**  
**Galena Interior Learning Academy**  
**Instructor: Arne Erickson**

Term: Fall 2011

Course Title: Beginning Digital

Dept. & Num.: CIOS 111

Credits: 0.5 Secondary, 3 University

Prerequisites: none

Dates: August 22 - December 16, 2011

Days & times: Monday - Friday 1:55-3:15pm on B days

Location: Galena Interior Learning Academy

Instructor: Arne Erickson

Position: Computer Applications Instructor

Phone: (907)-656-2053 ext 107

Email: [arne.erickson@galenanet.com](mailto:arne.erickson@galenanet.com)

Office hours: Monday-Friday 8:00am to 4:00pm

**Texts:**

Adobe Premiere Elements 9: Classroom in a Book ©2011 Adobe Systems Incorporated

Adobe Premiere Elements 9 Essential Training DVD with Jeff Sengstek, ©2011 lynda.com

**Supplies:**

Computer stations, external disk drives, cameras, printer, necessary software & data files will be provided.

**Course Description:**

This course is an introduction to the digital video production process. Students will plan, shoot, edit, and publish digital video using microcomputer tools. The course includes the use of consumer-level digital video application to create short videos for a variety of uses.

**Skill expectations:**

No previous computer experience is required, however basic computer skills such as file management and understanding of using the keyboard and mouse to control the computer are highly recommended.

**Course Goals & Student Learning Outcomes:**

- Students will learn the basic workflow involved in creating a digital video.
- Students will learn how to plan a video shoot using storyboarding, scripts, and shot list.
- Students will learn basic fundamentals of shooting quality video and audio, zooming, panning, wide shots, tight shots, rule of thirds.
- Students will learn how to set up a digital video project correctly choosing the proper storage location and the appropriate video format.

- Students will learn how to upload video media directly from a camera or from a folder on a hard drive.
- Students will learn how to add, arrange, and delete video clips to create a storyline.
- Students will learn how to trim video clips and create freeze frame shots from clips.
- Students will learn how to apply and adjust video transitions.
- Students will learn how to apply and edit video effects.
- Students will learn how to create, add, edit and mix audio.
- Students will learn how to create, format, edit, and apply special effects to titles.
- Students will learn how to save video projects and publish them for sharing.

### **Instructional methods:**

Hands on project-based learning, face-face instruction.

### **Grading System:**

Projects and assignments: 70%

Attendance, participation & professionalism: 30%

### **Evaluation:**

Students will be evaluated by their participation in class, professionalism in their approach to learning, and the quality and completion of their projects and assignments.

### **Grading Scale:**

A=100-90%

B=89-80%

C=79-70%

D=69-60%

F=59-0%

### **Meeting Time:**

Monday-Friday 1:55pm-3:15pm on B days

### **Class Calendar & Topics (eighteen week course):**

- Week one: Introductions, syllabus, policies.
- Week two: Digital video workflow, planning, storyboarding, scripting, shot list.
- Week three: Video shooting fundamentals: zooming, panning, wide shots, tight shots, where, who, rule of thirds
- Week four: Project set-up, file management, project formatting, saving projects
- Week five: Uploading video from camera, creating a production logo, working with still photos, uploading media from a hard-drive
- Week six: Adding, arranging, and editing video clips to create a storyline.
- Week seven: Trimming the head and tail of video clips, splitting clips, creating freeze frame shots.
- Week eight: Applying and editing video transitions.
- Week nine: Applying and editing video effects.
- Week ten: Adding, editing, and mixing audio.
- Week eleven: Creating, formatting, editing, and applying special effects to titles.

- Week twelve: Saving and publishing finished products for sharing.
- Weeks thirteen-eighteen: Application of skills in different project genres.

### **Course Policies:**

Students will conduct themselves ethically, responsibly, and professionally, respecting the rights of others to learn in a least restrictive environment.

Attendance is mandatory

Late assignments will not be accepted following the mid-term, quarter, and semester grading deadlines without prior approval of the instructor.

Food and drinks are not allowed near the computer stations.

Students will take care of their personal needs (bathroom, drinks, snacks, during designated hall breaks)

Students will not multitask during direct instruction and demonstration (no browsing the internet, checking email, or other off-task behaviors).

### **Support Services:**

Galena Interior Learning Academy (GILA)

PO Box 359 Galena, AK 99741

907-656-2053

[www.galenaalaska.org](http://www.galenaalaska.org)

GILA Computer Technology offers the following learning supports

After school tutoring and supplementary instruction Monday-Thursday 3:50-4:50pm

Saturday study halls 8:00am-12:00pm

Academic advisory: Monday-Friday 3:20-3:50pm

Career counseling

### **Disability Services:**

The Office of Disability Services implements the Americans with Disabilities Act (ADA) and ensures that GILA students have equal access to the campus and course materials. The instructor will work with the Office of Disabilities to provide reasonable accommodation to students with disabilities.