

# **JOHNSON COUNTY COMMUNITY COLLEGE**

## **COURSE SYLLABUS**

### **CSIT Division**

#### **Department of Web Development & Digital Media**

##### **Digital Video Tools**

**Web 125 Sec 01 CRN 10956**

**Spring 2025**

**Instructor: Whitney Bandel**

Office: RC 308

Zoom Personal Meeting Room: <https://jccc.zoom.us/j/9423293312>

Office Phone: (913) 469-8500 ext. 4924

E-Mail: wbandel@jccc.edu

Office Hours: (face-to-face or online)

- Tuesdays 9:00AM – 12:00PM
- Wednesdays 12:30PM – 2:30PM

### **Availability**

Email: I require a full business day to respond to emails (Monday-Friday 9am-5pm). Emails may not be checked outside of business hours, holidays, and weekends. I may get to your email sooner than stated, but it is not guaranteed.

Meetings: Students are free to schedule appointments during my office hours. While you can drop-in, it is advised that you schedule ahead of time to guarantee that there will be no time conflict with a previously arranged meeting.

If you are unable to meet during my office hours, you can request, in advance (at least a full business day) that you would like to meet at another time within regular business hours (Monday-Friday 9am-5pm). There is no guarantee that I will be able to schedule a meeting. I will attempt to fit you in as best as I can around my teaching schedule and other faculty duties.

## **Course Information**

Class Meeting Times and Location: 01/23/2025 - 02/20/2025, Thur. 11:00PM-1:50PM, RC 376

Class Type: Face-to-face

Credit Hours: 1

Prerequisites/corequisites: None

Textbook: None

### Required Class Materials:

- Adobe Premiere Pro
- Adobe Media Encoder (recommended)
- USB 2.0 Thumb Drives or personal external hard drives (Google Drive also acceptable)
- Headphones (preferably professional grade, no earbuds)
- You will be required to use a Youtube account for handing in projects

\*It is highly recommended that you wait until after the first class period before purchasing your materials to get further advice on what will work best for the course.

## **Course Description**

This introductory video production technology course will cover basic desktop computer operating systems and the technologies used to bring photographic (film, video, still) images and audio into the digital domain. Students will learn to prepare audio and video media from pre-production to post-production techniques for digital delivery systems and the Internet. 1hr. lecture/wk.

## **Course Objectives**

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

1. Demonstrate digital workflow in desktop video.
2. Demonstrate how to import, log and capture media.
3. Use editing tools for video composition.
4. Enhance a sequence with transitions, effects, titles and composites.

5. Demonstrate the use of graphics and animation in a desktop video composition.

## **Content Outline and Competencies**

### 1. Desktop Video

- a. Explore workflows.
- b. Utilize file management.

### 2. Import, Log, and Capture Media

- a. Set device controls and capture preferences.
- b. Utilize capture window.
- c. Describe video compression techniques.

### 3. Editing Tools

- a. Use the Razor Blade tool.
- b. Explore the Source Panel.
- c. Explore the Trim Monitor.

### 4. Transitions, Effects, Titles, and Composites

- a. Apply transition effects between clips.
- b. Apply filters and transition effects to clips.
- c. Integrate After Effects and Photoshop.
- d. Create a credit roll.
- e. Create an end slate.

### 5. Graphics and Animation

- a. Use color correction.
- b. Apply transitions.
- c. Discuss basics of keyframing.
- d. Animate a slideshow.

\*Detailed course objectives can be viewed on the Course Outline at:

[http://catalog.jccc.edu/coursedescriptions/web/#WEB\\_125](http://catalog.jccc.edu/coursedescriptions/web/#WEB_125)

## **Canvas Information**

All information will be assigned and disseminated through Canvas. Using your student email account and Canvas is a requirement for this course! Assignments, references, and calendar updates will be posted on Canvas. Notifications will be uploaded and sent out through Canvas and your student email, so be sure to check both on a daily basis so as not to miss any vital information. You can access both on the JCCC home page with your student ID and password.

## **Computer Literacy Expectations**

Students will need basic word processing and internet searching skills for the completion of some papers, exercises, and projects.

## **Assignments**

Self Portrait	25%
Titles & Effects	25%
Final Project	35%
Quizzes	15%
Total	100%

## **Assessment**

Participation:

- You will be required to discuss topics, present your work, and provide constructive feedback about your colleague's work.
- Ideas and comments that intentionally cause any physical or emotional harm to another student or anyone else will not be accepted.

## **Attendance**

Attendance is mandatory and taken at the beginning of class. If you arrive after attendance has been taken, it is your responsibility to notify the instructor after class. Excessive absences will obviously affect the quality of your work. It is impossible to make up for the planned and spontaneous information experienced in class. Your consistent presence, not only in body but also in motivated and industrious learning behavior, will significantly impact your grade. If you miss a class you are responsible for class material and the assignment.

All absences, whether excused or not, will count toward your grade. Three late arrivals will count as a class absence. If you have two absences, your grade will be dropped by a whole letter grade. Except for extreme circumstances, three or more absences constitutes an F for this class.

**Attendance and tardy final grade modifications as follows:**

- Each three tardies equal one absence.
- Two absences equal reduction of total points by one letter grade.
- Work-in-class days are not "free" days, and you are required to attend.

Attendance to the final critique during exam week is mandatory. Failure to appear will result in the reduction of total points by one letter grade. \*For detailed information on JCCC's campus wide attendance policies, visit the following link: [Student Attendance Policy](http://www.jccc.edu/attendance) (<http://www.jccc.edu/attendance>)

**Classroom Etiquette/Cell Phone/Technology**

Being a part of this class requires being respectful and displaying proper behavior towards others, oneself, and the classroom environment. This includes being respectful of the property of others, as well as restraining from using negative speech and attitude towards others. We want to create a positive learning environment where people can work together to be successful. This also includes turning off cell phones, music devices, and computers unless otherwise notified by the instructor.

Cell phones and other devices are to be off and stored during class. If you have an emergency, please alert the instructor at the beginning of class. The uses of headphones, and other insulating obstructions to hearing the instructor, are to be used as allowed by the instructor in class. Your brief time in this class is a valuable, applicable learning experience that needs your entire focus.

**Faculty Initiated Withdrawal**

Faculty Initiated Withdrawal will be implemented if there is an unspecified absence during the first week of class. If you know that you will not be able to attend class during the first week of the course, contact the instructor before hand.

**Faculty-Initiated Withdrawal for Excessive Absence**

Following the Administrative Drop for Non-Attendance period of each semester (see Section I.A above), a faculty member may choose to withdraw a student whose absences have exceeded the attendance guidelines stated in the course syllabus. There is no reimbursement or forgiveness of tuition and fees for a Faculty-Initiated Withdrawal. Students should not assume

that a faculty member will initiate this optional process, and it remains the ultimate responsibility of the student to withdraw and accept all financial and academic consequences as a result of the withdrawal.

A faculty member may choose to initiate the Withdrawal for Excessive Course Absence action if, as specified in the course syllabus, the minimum course objectives cannot be met due to the student's excessive absences or lack of contact in online courses. A faculty member should establish in the course syllabus what is considered to be excessive absence or lack of contact. Faculty initiated withdrawal may be taken after the faculty member has notified the student through the Excessive Absence Alert procedure that excessive absence has potentially placed the student in academic jeopardy. The withdrawal will be recorded in the student's record in accordance with the published drop deadlines and the Grading System Policy. The student may also be withdrawn from other scheduled courses if the withdrawn course is a required course. The last date each semester for a faculty-initiated withdrawal shall be the same last date allowed for a student-initiated withdrawal.

A student may file a complaint about a faculty-initiated withdrawal using the process outlined in the Student Complaints Policy.

\*For detailed information on JCCC's Student Attendance Operating Procedure, visit the following link: [the link to the policy \(http://www.jccc.edu/attendanceprocedure\)](http://www.jccc.edu/attendanceprocedure).

## **Grading**

- Any appeal for grades must be brought to the instructor during office hours or at a scheduled time convenient to both parties.
- Incomplete grades ("I") will only be granted for the death of a family member during the semester, or a note from a doctor documenting a hospitalization representing a significant period of time.
- Only if given the final grade of "I" (incomplete) will additional work after the conclusion of a semester be accepted.

## **Late Work and Makeup Policy**

Assignments are to be completed on time. Each day the project is late the grade will be lowered one letter grade.

## **Student Code of Conduct**

Students are bound by all sections of the [JCCC Student Code of Conduct<sup>vi</sup>](#) as well as the [Student Handbook<sup>vii</sup>](#).

## **Academic Dishonesty, Cheating, or Plagiarism**

Plagiarism is a type of cheating that involves the use of another person's ideas, words, design, art, music, etc., as one's own in whole or in part without acknowledging the author or obtaining their permission. Plagiarism is not just restricted to written text, but is applicable to other works such as ideas, design, art, and music.

### Types of Plagiarism:

1. Direct plagiarism
2. Direct “patchwork” plagiarism
3. Insufficient citation of partial quotations
4. Paraphrasing (or summarizing) without citing sources
5. Insufficient citation of paraphrase (or summary)
6. Plagiarism of graphs, charts, figures, or images
7. Misinterpretation of material as “common knowledge”

### Generative Artificial Intelligence (GAI):

It is the prerogative and goal for students in this class to gain advancement and mastery of the subject matter covered within the course objectives previously stated in the syllabus.

Unauthorized use of GAI can impede individual advancement and is a form of plagiarism.

Students can only use GAI when it is clearly stated in a project description. Use of GAI must include citations and documentation including prompts and clear indications of what was produced by the student and what was created using the GAI tool.

Student work that does not follow these rules will be construed as plagiarism.

Students guilty of plagiarism may suffer a grade penalty on the plagiarized work, receive a failing grade in the course, and/or be reported to the college for academic misconduct.

Academic Misconduct can result in dismissal from the college.

You must always make a reference to the work you are appropriating in the documentation of your work.

## **ADA Compliance**

Accessibility Statement<sup>viii</sup>

## Counseling Resources

For academic, career, and personal counseling, visit the [JCCC Counseling Center<sup>ix</sup>](#) on the second floor of the Student Center.

## Course Evaluation & Grading Scale

100-90 A	Exceptionally fine work: outstanding achievement against all course learning objectives.
89-80 B	Above average work: superior achievement against most course learning objectives.
79-70 C	Average work: good, meets most course objectives at a basic level
69-60 D	Below average work: noticeably weak, fails to meet most course learning objectives
59-0 F	Clearly deficient against all course learning objectives.

Note: I will send grades and official announcements via Canvas so make sure to read your official student email. This syllabus may be modified at the instructor's discretion. Students will be notified in a timely manner of any changes.

## Campus Health and Safety Measures

Follow all [College Wellness and Safety<sup>xi</sup>](#) guidelines.

## Campus Safety

Information regarding student safety can be found at <http://www.jccc.edu/studentsafety>.

Classroom and campus safety are of paramount importance at Johnson County Community College and are the shared responsibility of the entire campus population. Please review the following:

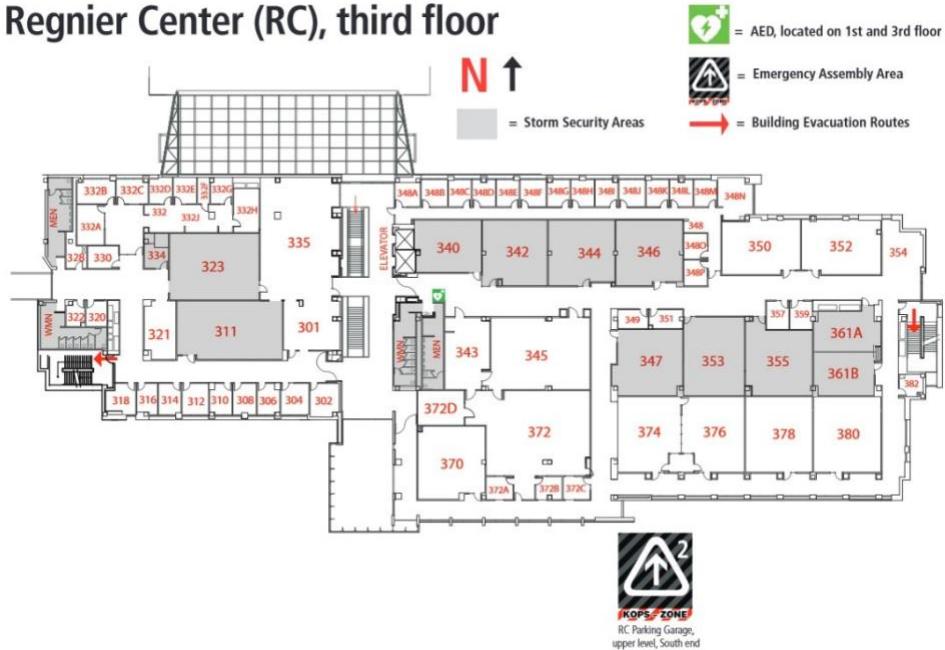
- **Report Emergencies:** to Campus Police (available 24 hours a day)
  - In person at the Midwest Trust Center (MTC 115)
  - Call 913-469-2500 (direct line) – *Tip: program in your cell phone*
  - Phone app – download the JCCC Guardian free campus safety app (<http://www.jccc.edu/guardian>)
    - Instant panic button and texting capability to Campus Police
    - Edit your account to specify language (English/Spanish) for alerts
  - Anonymous reports to KOPS-Watch – ***"If you see something...say something"***

- [KOPS-Watch Reporting Site \(http://www.jccc.edu/kops-watch\)](http://www.jccc.edu/kops-watch)
- or 888-258-3230
- **Be Alert:**
  - Be an extra set of eyes and ears to help maintain campus safety
  - Trust your instincts
  - Report suspicious or unusual behavior/circumstances to Campus Police (see above)
- **Be Prepared:**
  - [Identify the red/white stripe Building Emergency Response floorplan posters \(https://www.jccc.edu/about/campus/maps/buildings\)](https://www.jccc.edu/about/campus/maps/buildings) throughout campus and online that show egress routes, shelter, and equipment
  - View ALICE training (critical incident response training – Alert, Lockdown, Inform, Counter and/or Evacuate) – [Student training video \(http://www.jccc.edu/alice\)](http://www.jccc.edu/alice).
  - Familiarize yourself with the [College Emergency Response Plan \(http://www.jccc.edu/emergencyresponse\)](http://www.jccc.edu/emergencyresponse).
- **During an Emergency:** Notifications/Alerts (emergencies and inclement weather) are sent to all employees and students using email and text messaging
  - students are automatically enrolled, see [JCCC Alert – Emergency Notification \(http://www.jccc.edu/alert\)](http://www.jccc.edu/alert).
    - My JCCC/Links/JCCC Alert (RAVE) and keep your information current.
    - Edit your profile to receive alerts in English/Spanish

## Disaster Plan

In the case of an emergency follow the directions of this map of the third floor Regnier Center. Shelter areas are indicated in grey and building evacuation routes are indicated by the red arrow pointing to the three different stairwells in the building. In the case of an emergency, we would use the shelters or evaluation routes indicated closest to our classroom unless those locations are no longer the safest.

## Regnier Center (RC), third floor



## Exhibition

I customarily document student assignments, which I may want to reproduce (with credit) in my scholarly work. If you do not want me to reproduce your work or use your name, please notify me in writing. I customarily credit student work when it's displayed on the boards or posted on the Internet. If you do not want me to use your name or post your work, please notify me in writing.

## Syllabus Change Policy

While every attempt is made to provide an accurate overview of the course unanticipated circumstances or events may make it necessary for the instructor to modify the syllabus during the semester. Such circumstances may arise as a consequence of the progress, needs, and experiences of the students, or may result from other extraneous circumstances. Changes to the syllabus will be made with advance notice so as not to disadvantage students. Should the indicated change present any unanticipated difficulties please contact the instructor immediately.

## Drop Deadlines

View the [drop deadlines<sup>x</sup>](#) for this course.

After the 100% refund date, you will be financially responsible for the tuition charges: for details, search on Student Financial Responsibility on the JCCC web page. Changing your schedule may reduce eligibility for financial aid and other third-party funding. Courses not dropped will be graded. For questions about dropping courses, contact the Student Success Center at 913-469-3803.

## **Tentative Course Schedule**

### **Week One – Jan. 23rd**

Lecture - Workflow and File Management  
Assign Project 1 - Self Portrait

### **Week Two – Jan. 30th**

Lecture - Accessing Media, Editing Tools, and Rendering  
Assign Quiz 1 (Canvas)

### **Week Three – Feb. 6th**

Due Project 1 - Self Portrait  
Lecture - Transitions, Effects, Titles  
Assign Project 2 - Titles and Effects  
Assign Project 3 - Instructional Video

### **Week Four — Feb. 13th**

Due Project 2 - Titles and Effects  
Lecture - Integrating Photoshop and Compositing  
Lecture - Animation  
Assign Quiz 2 (Canvas)

### **Week Five – Feb. 20th**

Due Project 3 - Instructional Video  
Lecture - Further Concepts

## URLs to Documents Linked in the Syllabus

---

<sup>i</sup> JCCC Bookstore (<https://bookstore.jccc.edu/>)

<sup>ii</sup> Billington Library (<https://library.jccc.edu/>)

<sup>iii</sup> JCCC Catalog (<http://catalog.jccc.edu/>)

<sup>iv</sup> Student Attendance Policy (<http://www.jccc.edu/attendance>)

<sup>v</sup> Faculty Initiated Withdrawal Policy (<http://www.jccc.edu/attendanceprocedure>)

<sup>vi</sup> JCCC Student Code of Conduct (<http://www.jccc.edu/codeofconduct>)

<sup>vii</sup> Student Handbook (<http://www.jccc.edu/handbook>)

<sup>viii</sup> Accessibility Statement (<http://www.jccc.edu/accessibility>)

<sup>ix</sup> JCCC Counseling Center (<http://www.jccc.edu/advising>)

<sup>x</sup> Drop Deadlines (<http://www.jccc.edu/drop-deadlines>)

<sup>xi</sup> College Wellness and Safety (<https://www.jccc.edu/media-resources/wellness-safety/>)