	School of Business and Leadership
![Yukon University logo] Yukon University	**MMC 121** **Digital Audio & Video**
	Term: 2024 (2024-02)
	Number of Credits: 3
	Course Outline

INSTRUCTOR: Jon Gelinas

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OFFICE LOCATION: T1026-D (Next to Multimedia Lab)

OFFICE HOURS:

Wednesdays and Fridays 10am-12pm (by appointment) and 4-5pm (drop-in in lab) excluding holidays.

By appointment: Please contact to schedule a meeting. Meetings are available in person, online or by phone.

CLASSROOM: Multimedia Lab T1030-A

COURSE DATES & TIMES:
Tuesday 1:00pm - 3:50pm, Jan. 7 – April 8, 2025
*Reading week runs Feb. 17-20 – there are no classes during this time.
*Heritage Day holiday is on Friday, February 21 – there is no class this day.

COURSE DESCRIPTION

Participants will learn and experiment with the functions and creative possibilities of industry standard video and audio editing software, in preparation for outputting media to a variety of digital formats for streaming, download or transmission.

Editing involves understanding the functionality of the program but also an intuitive sense of what works, in aesthetic and communicative terms. Participants will explore editing styles and the craft of assembling images with material that they shoot.

There will be instruction on shooting fundamentals. Exercises, mini-projects, screenings, class lectures and discussion will give the participant a solid foundation in digital video and audio editing.

COURSE REQUIREMENTS

Prerequisite(s): none

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at: https://www.yukonu.ca/admissions/transfer-credit

YUKON FIRST NATIONS CORE COMPETENCY

Students who successfully complete this course will have achieved core competency in knowledge of Yukon First Nations. By the end of this course, students will have greater understanding and awareness of Yukon First Nations history, culture, and journey towards self-determination. For details, please see www.yukonu.ca/yfnccr

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to: The successful completion of this course indicates that the student has reliably demonstrated the ability to:

- Shoot video using a digital video camera.
- Capture video from the camera to edit on a computer.
- Edit digital video with Premiere Pro using sequences, clip trimming methods, transitions and titles.
- Record and edit high quality sound.
- Use the appropriate codec and settings for various output types.

COURSE FORMAT

Weekly breakdown of instructional hours

Classes run once a week for approximately 3 hours. Students are expected to arrive before class begins to log-in to their computer workstation and prepare for class.

Most class modules include an assignment used to reinforce and understand the practical application of the concepts covered. Some class time will be allotted for working on assignments, but students should expect to require 4 or more additional hours of time outside of class each week for completing assignments. The multimedia computer lab has some dedicated and open hours for independent work. Lab schedules and protocols will be presented in the first class.

Delivery format

Classes are delivered face-to-face in the Multimedia lab (room T1030) at YukonU's Ayamdigut campus in Whitehorse.

Conventional lecture and demonstration methods are used to present the theory portion while hands-on demonstrations, projects and assignments are utilized to reinforce and complement the theory.

During class time the instructor will introduce tools and concepts which will then be applied through instructor-led, hands-on software lessons. This will be supplemented by independent, self-directed exercises and assignments.

EVALUATION

Assignment 1 – Audio Editing Basics	15%
Assignment 2 – Podcast Interview	25%
Assignment 3 – Video Editing Basics	15%
Assignment 4 – Film Theory video	20%
Assignment 5 – Multi Cam Interview	25%
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

No textbook is required for this course.

Selected online resources and readings will be provided in class and through the course webpage on Moodle.

Although not required, the following textbook contain valuable resources and are included as recommended reading:

Bare Bones Camera Course for Film and Video

By Tom Schroeppel Allworth Press; 3rd ed. edition ISBN 978-1621535263

How to Shoot Video that Doesn't Suck

By Steve Stockman

Workman Publishing Company; First Printing edition ISBN 978-0761163237

RELATED COURSE REQUIREMENTS & LEARNING MATERIALS

The course is delivered in the multimedia computer lab (room T1030).

All computer hardware and software required for the course is provided on the computer workstations in the lab.

This course involves extended periods of time working on computers.

Students are expected to have fundamental digital literacy and should be able to effectively navigate operating systems and web browsers.

Students are expected to be able to manage files and folders, organize, copy, move, and delete files efficiently.

Though software specific instruction is part of the course, instructors are unable to provide individual assistance on computer fundamentals.

Students unable to demonstrate these basic computer skills will struggle to successfully complete the course.

Students may be required to access online tools and resources and should be prepared to apply and remember various passwords. Instructors are unable to assist with lost or forgotten passwords.

All classes and assignments will be created and delivered using the online Moodle learning management system. Some instruction on required basic functionality will be covered in class and additional resources are included on the course page and through the Learning Resources page on YukonU's website.

Though it is not required for you to own your own computer to successfully complete this course, acquiring a personal computer and the associated course software can be beneficial for optimal learning.

Students should purchase a USB flash drive or external hard drive to backup and transfer files or be prepared to utilize cloud storage options. Failure to properly backup work could result in loss of files and the inability to recover content.

RECORDING OF LECTURES:

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact Accessibility Services for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

This tentative schedule is subject to change.

Class / Date	Topic
Class 1 (Jan. 8)	Course Overview / The InDesign interface & Workspace Overview
Class 2 (Jan. 15)	Getting to Know InDesign
Class 3 (Jan. 22)	Setting Up a Document
Class 4 (Jan. 29)	Working with Objects Flowing Text
Class 5 (Feb. 5)	Flowing Text Editing Text
Class 6 (Feb. 12)	Typography
No class	**Reading week - Feb. 17-20**
Class 7 (Feb. 26)	Typography 2
Class 8 (Mar. 5)	Working with Colour
Class 9 (March 12)	Working with Styles / Creating Tables
Class 10 (March 19)	Creating Tables / Creating PDF Forms
Class 11 (March 26)	Creating and exporting an E-Book
Class 12 (April 2)	More in E-Books / Printing and Exporting / Review
Class 13 (April 9)	Review, lab time for final assignment