



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of Communications**

**DIME-115-B01**  
**Digital Production 1**  
**Winter 2018**

**COURSE OUTLINE**

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The course description is online @ <http://camosun.ca/learn/calendar/current/web/dime.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

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**1. Instructor Information**

(a) Instructor	Tara-Lee Novak	
(b) Office hours	Fridays 10:30-11:30	
(c) Location	Y315B	
(d) Phone	250-370-3657	Alternative: _____
(e) E-mail	NovakT@camosun.bc.ca	
(f) Website		

**2. Intended Learning Outcomes**

Upon completion of this course the student will be able to:

1. Explain the basic theories of digital capture including the function of the lens and microphone, RGB colour theory as it applies to video systems, and sound waves as applied to audio systems.
2. Operate digital capture devices and video and audio digital editing tools at a basic level.
3. Plan and carry out field assignments effectively, including recruiting, scheduling and liaising with team members and subjects, and determining the equipment required.
4. Apply the principles of visual composition, storytelling, and continuity to a finished product.
5. Create and organize an effective and unique video-sharing site on a social media site.
6. Upload a completed digital media product with appropriate settings tagged for a specified audience.

**3. Required Materials**

- 2 SDHC cards, 16 gig minimum
- Set of good headphones (earbuds are a poor substitute)
- 1 USB-3 Memory stick, 16 gig minimum
- Recommend a smaller memory stick to hand projects in on
- Recommend a 1-Terabyte USB-3 external hard drive

**4. Course Content and Schedule**

Lecture: Thursdays 16:30-17:30  
Lab: Friday 8:30-10:30, Friday 12:30-14:30  
Online: one hour a week at student discretion  
Out of Class: 2 hours a week  
Quizzes: please see **Weekly Schedule**

1. Explain the basic theories of digital capture including the function of the lens and microphone, RGB colour theory as it applies to video systems, and sound waves as applied to audio systems.
  - a. Explain basic wave theory as it applies to video and audio production.
  - b. Explain RGB colour theory as it applies to video systems.
  - c. Explain the function of a lens.
  - d. Explain the function of a camera sensor.
  - e. Explain the basic functions of a video monitor.
  - f. Identify and explain the function of digital cables and connectors.
  - g. Explain and apply different digital resolutions to video production.
  - h. Understand and apply container file and compression schemes.
  
2. Operate digital capture devices and video and audio digital editing tools at a basic level.
  - a. Set up, level and operate a tripod.
  - b. Attach a camera to a tripod and effectively use pan and tilt controls.
  - c. Set up a DSLR camera including installing accessories such as batteries and cards,
  - d. Operate a DSLR camera in automatic mode with exposure adjustment controls.
  - e. Understand and apply video resolution when setting up an editing timeline.
  - f. Demonstrate the basic functions of the timeline, source monitor and bin, and titling in a non-linear editing system.
  - g. Edit a piece using the techniques of good continuity.
  - h. Adjust settings when exporting video.
  
3. Plan and carry out field assignments effectively, including recruiting, scheduling and liaising with team members and subjects, and determining the equipment required.
  - a. Evaluate the requirements of the shoot
  - b. Estimate the equipment required
  - c. Recruit and schedule crew members
  - d. Liaise with crews and subjects for shoot
  - e. Implement the shoot
  
4. Apply the principles of visual composition, storytelling, and continuity to a finished product.
  - a. Explain and apply the concept of headroom and noseroom
  - b. Explain and apply the concept of dividing the screen in half
  - c. Explain and apply the concept of thirds
  - d. Explain and apply the concept of back and foreground relationship
  - e. Explain and apply correct action axis
  - f. Shoot an interview using proper framing techniques
  - g. Use dynamic framing while shooting scenes
  - h. Shoot sequences of pictures using the wide, medium, close up framings
  - i. Apply correct action axis when editing together two or more pictures
  - j. Apply correct screen direction when editing together two or more pictures
  - k. Demonstrate how to cut together wide, medium and close up shots of the same scene
  - l. Apply the principle of cutting on action
  - m. Demonstrate how to avoid a jump cut
  - n. Edit sequences of pictures together to create a visual narrative
  - o. Develop a video sequence with an identifiable beginning, middle and end
  
5. Create and organize an effective and unique video-sharing site on a social media site.
  
6. Upload video projects with settings which balance file efficiency and playback quality.
  - a. Appropriately title and describe your video project.
  - b. Use appropriate categories and viewing settings.
  - c. Tag your project to draw viewers.

## Weekly Schedule

WEEK	LECTURE	LABS	ASSIGNMENT
<b>Week#1</b> J 8-12	Introduction	Digital Camera Primer DSLR Scavenger Hunt	Skills Survey-No Marks
<b>Week #2</b> J 15-19	Digital Camera Primer Composition – Objects/Scenes	Composing Objects	Composing Scenes <b>10%</b>
<b>Week #3</b> J 22-26	Digital Camera Primer Composition-People	Composing People Stopping by the woods on a snowy evening	Stopping by the Woods- <b>10%</b> Composing from the experts online - <b>5%</b>
<b>Week #4</b> J 29 – F 2	Technical – Waves and the digital world.	Camera Primer Resolution – scanning- framings	Youtube-setting up account, customizing page
<b>Week #5</b> F 5-9	Review/Camera Primer 2 Technical Test Prep	Technical Test	Technical Test <b>15%</b>
<b>Week #6</b> F 12-16 Reading Break	No Lecture	No Lab	
<b>Week #7</b> F 19-23	Introduction to Editing	Create a video montage Using lab footage & Music bed	First Edit <b>5%</b>
<b>Week #8</b> F 26 – M 2	Continuity & Montage	Walk Through first edit	Continuity <b>5%</b>
<b>Week#9</b> M 5-9	Introduce Final Project Finish Continuity	Wed lab - Door Exercise – for no marks Fri lab – First Edit	Friday Lab – First Edit – <b>5%</b>
<b>Weel#10</b> M 12-16	Manual Controls on DSLR-including white balance	More editing montage Manual control labs	Manual Controls

<b>Week#11</b> M 19-23	Audio Fundamentals	Dorothy Parker Quote	Syncing video and audio <b>5%</b>
<b>Week#12</b> M 26-30 Good Friday	Cam Tests	Cam Tests	Cam Tests <b>10%</b>
<b>Week#13</b> A 2-6 Easter Monday	Intro to Using Natural Light Prep Edit Test	Edit Test	Edit Tests <b>10%</b>
<b>Week#14</b> A 9-15	Wrap up	Labs Optional	Final Project <b>15%</b>
<b>ATTENDANCE &amp; PARTICIPATION = 5%</b>			

## 5. Basis of Student Assessment (Weighting)

- (a) Assignments: 60%
- (b) Tests: 35%
- (c) Exams: N/A
- (d) Attendance and Participation: 5%

## 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

## 7. Recommended Materials to Assist Students to Succeed Throughout the Course

N/A

## 8. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8

80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

## 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

## B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/index.html> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.