

Syllabus

Audio/Video Production—1A

Course Overview

This one-semester course is intended as a practical, hands-on guide to help you understand the skills required to achieve success in modern-day careers. This course has 18 lessons organized into four units, plus four Unit Activities. Each lesson contains one or more Lesson Activities.

This course will cover various topics in audio-video production, such as camera techniques, audio techniques, lighting techniques, editing, and video assembly.

You will submit the Unit Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit respectively, and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Describe the types and parts of cameras and demonstrate basic camera operations.
- Describe various video formats, recording media, and the important terms used in video production.
- Explain the basics of script writing and storyboarding for audio and video formats.
- Explain the various cinematography techniques and ways to frame and maintain picture composition.
- Describe various lighting techniques.
- Apply various audio techniques and describe sound mixing methods used for a successful audio-video production.
- Explain and demonstrate the steps involved in assembling a final video.

Prerequisite Skills

Audio/Video Production, Semester A has a prerequisite course, Principles of Arts, A/V Technology, and Communications. Also, these fundamental skills will be helpful:

- basic math knowledge
- ability to visualize and apply creativity and innovation

- familiarity with the writing process and following guidelines

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations with word processing software, such as Microsoft Word or Google Docs.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

Audio / Video Production-1A is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Basics of Audio-Video Production

Summary

In this unit, you will learn about the history and evolution of audio-video production. You will also learn the types and parts of cameras, and the elements of audio production. Additionally, in this unit, you will familiarize yourself with the various video formats and recording media.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
3 days: 2–4	Introduction to Audio and Video Production <i>Describe the history and evolution and the various stages of audio-video production.</i>	Lesson
3 days: 5–7	Basic Camera Use <i>Describe the types and parts of cameras and demonstrate basic camera operations.</i>	Lesson
3 days: 8–10	Elements of Audio Production <i>Identify and describe various audio equipment types and formats, and explain important terms used in audio production.</i>	Lesson
3 days: 11–13	Video Storage <i>Describe various video formats, recording media, and the important terms used in video production.</i>	Lesson
1 day: 14	Space Jumble	Game
4 days: 15–18	Unit Activity/Threaded Discussion—Unit 1	Unit Activity
1 day: 19	Posttest—Unit 1	Assessment

Unit 2: Preproduction

Summary

In this unit, you will learn about the various elements involved in the preproduction process. You will also familiarize yourself with the objectives of a production and steps in production planning and budgeting. You will learn about the different genres and subgenres in audio-video production. Additionally, you will learn about the basics of script writing and storyboarding for different formats.

Day	Activity/Objective	Type
3 days: 20–22	Elements of Preproduction <i>Identify the various elements involved in the preproduction process, create a production proposal, and define set requirements.</i>	Lesson
3 days: 23–25	Production Planning and Budgeting <i>Identify the objectives of a production, list the steps in production planning and budgeting, and create a production budget.</i>	Lesson
3 days: 26–28	Genres and Subgenres <i>Explain the different genres and subgenres in audio-video production.</i>	Lesson
3 days: 29–31	An Approach to Script Writing <i>Explain the basics of script writing and storyboarding for audio and video formats.</i>	Lesson
3 days: 32–34	Writing for Different Formats <i>Explain the process of writing scripts for different formats.</i>	Lesson
1 day: 35	Para Jumble	Game
4 days: 36–39	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 40	Posttest—Unit 2	Assessment

Unit 3: Basics of Production

Summary

In this unit, you will familiarize yourself with the basic processes in the production stage. You will learn about the various video, cinematography, and composition techniques. You will also learn various lighting techniques. In addition, you will familiarize yourself with audio techniques and discuss sound mixing methods.

Day	Activity/Objective	Type
4 days: 41–44	Shooting a Video <i>Describe various video techniques.</i>	Lesson
4 days: 45–48	Cinematography and Composition <i>Explain the various cinematography techniques and ways to frame and maintain picture composition.</i>	Lesson
4 days: 49–52	Basics of Lighting <i>Describe various lighting techniques.</i>	Lesson
4 days: 53–56	Audio Techniques and Sound Mixing <i>Apply various audio techniques and describe sound mixing methods used for a successful audio-video production.</i>	Lesson
4 days: 57–60	Set and Equipment Management <i>Describe the various activities involved in set and equipment management.</i>	Lesson
1 day: 61	Space Jumble	Game
4 days: 62–65	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 66	Posttest—Unit 3	Assessment

Unit 4: Postproduction

Summary

In this unit, you will familiarize yourself with various video-editing techniques. You will learn about the use of graphics and animation effects in audio-video production. You will also learn how to analyze final audio-enhancement techniques. Finally, you will learn the steps involved in assembling a final video.

Day	Activity/Objective	Type
4 days: 67–70	Learning to Edit <i>Describe and demonstrate mastery of various video-editing techniques.</i>	Lesson
4 days: 71–74	Using Graphics and Animation <i>Describe the use of graphics and animation in audio-video production.</i>	Lesson
4 days: 75–78	Audio Enhancement <i>Analyze final audio-enhancement techniques in audio-video production.</i>	Lesson
4 days: 79–82	Video Assembly <i>Explain and demonstrate the steps involved in assembling a final video.</i>	Lesson
1 day: 83	Para Jumble	Game
4 days: 84–87	Unit Activity/Threaded Discussion—Unit 4	Unit Activity
1 day: 88	Posttest—Unit 4	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment