

# Syllabus

## Audio/Video Production 2, Semester A

### Course Overview

This one-semester course is intended to help you become familiar with Audio/Video Production. This course has thirteen lessons organized into four units. Each unit has a Unit Activity, and each lesson contains one or more Lesson Activities. This course will cover the various activities performed during every stage of audio video production.

Your teacher will grade your work on the Unit Activities, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are 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

By the end of this course, you will be able to do the following:

- Describe the history and evolution of various media, analyze the influence of society on media, and describe camera-operating techniques in studios and on location.
- Identify the different types of equipment used for recording and editing audio, and explain how to analyze sound quality.
- Describe various preproduction activities such as selecting cast and crew, breaking down a script to determine requirements for the shoot, selecting a location, and preparing a production schedule.
- Describe how to develop a production budget and identify all the documentation required for an audio-video project.
- Describe how to create scripts for television and radio, and analyze ethical and legal issues related to television and radio.
- Describe the characteristics of studio, live, and field productions.
- Describe the methods used to shoot static and motion shots, and compose them using the rule of thirds.

- Analyze the lighting requirements for production setting in the audio-video industry, and identify the health and safety issues related to the lighting department.
- Describe the process of capturing media to editing software and combining media elements into a program.
- Describe the process of setting up audio equipment for a recording and explain how to record and edit audio files.
- Apply animation techniques and graphic design principles to achieve effective visual communication.

## Prerequisite Skills

Audio/Video Production 2, Semester A has a prerequisite course, Audio/Video Production. 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:

- complete basic operations with word processing software such as Microsoft Word or Google Docs
- complete basic operations with presentation software such as Microsoft PowerPoint or Google Docs presentation
- 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 2, Semester A 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.

**Note for activities:** Through the Unit Activities, you will develop a two- to five-minute biographical film based on a family member, a neighbor, or a friend whom you admire. For this purpose, you will first record an interview with solo interviewees at different locations in Unit Activity 1. Further, in Unit Activity 2, you will create a production schedule and budget for the film. Once done, you will create a script for the film. In Unit Activity 3, you will prepare a shot list and shoot footage of your subject. Here, you will explain the choice of shots, frame composition, and lighting techniques. Finally, in Unit Activity 4, you will edit the interview and footage clips, and add sound effects and basic animation effects. Once done, you will compile and upload the final video.

## Unit 1: Elements of Audio Video Production

### Summary

In this unit, you will learn the history and evolution of various media and discuss the influence of society on media. In addition, you will learn camera-operating techniques in studio and on location. Finally, you will learn to identify the different types of equipment used for recording and editing audio and discuss how to analyze sound quality.

Day	Activity/Objective	Type
1 day: 1	<b>Syllabus and Plato Student Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation

<b>Day</b>	<b>Activity/Objective</b>	<b>Type</b>
4 days: 2–5	<b>Foundation of Radio, Television, and Films</b> <i>Describe the history and evolution of various media and analyze the influence of society on media.</i>	Lesson
4 days: 6–9	<b>Operating Camera: In Studio and On Location</b> <i>Describe camera-operating techniques in studios and on location.</i>	Lesson
4 days: 10–13	<b>Recording Audio</b> <i>Identify the different types of equipment used for recording and editing audio and explain how to analyze sound quality.</i>	Lesson
1 day: 14	<b>Space Jumble</b>	Game
5 days: 15–19	<b>Unit Activity/Threaded Discussion—Unit 1</b>	Activity
1 day: 20	<b>Post-test—Unit 1</b>	Assessment

## Unit 2: Preproduction Activities

### Summary

In this unit, you will learn about various pre-production activities. You will also learn how to develop a production budget and identify all the documentation required for an audio-video project. In addition, you will learn how to create television and radio scripts. You will also consider intellectual property, code of ethics, and copyright laws in relation to fair use and acquisition of ideas and content.

<b>Day</b>	<b>Activity/Objective</b>	<b>Type</b>
5 days: 21–25	<b>Planning and Scheduling</b> <i>Describe various preproduction activities such as selecting cast and crew, breaking down a script to determine requirements for the shoot, selecting a location, and preparing a production schedule.</i>	Lesson
5 days: 26–30	<b>Budgeting and Project Documentation</b> <i>Describe how to develop a production budget and identify all the documents required for an audio-video project.</i>	Lesson

Day	Activity/Objective	Type
4 days: 31–34	<b>Writing for Television and Radio</b> <i>Describe how to create scripts for television and radio and analyze ethical and legal issues related to television and radio.</i>	Lesson
4 days: 35–38	<b>Writing for Films</b> <i>Describe how to create a film script and identify copyright issues related to scripts.</i>	Lesson
1 day: 39	<b>Para Jumble</b>	Game
5 days: 40–44	<b>Unit Activity/Threaded Discussion—Unit 2</b>	Activity
1 day: 45	<b>Post-test—Unit 2</b>	Assessment

### Unit 3: Media Production Techniques

#### Summary

In this unit, you will learn the characteristics of studio, live, and field productions. You examine safe and efficient work practices and the appropriate use of equipment. In addition, you will learn the methods used to shoot static and motion shots and compose them using the rule of thirds. Finally, you will discuss the lighting requirements for production setting in the audio video industry and examine health and safety issues related to the lighting department.

Day	Activity/Objective	Type
5 days: 46–50	<b>Studio, Live, and Field Production</b> <i>Describe the characteristics of studio, live, and field productions.</i>	Lesson
5 days: 51–55	<b>Videography: Shots and Composition</b> <i>Describe the methods used to shoot static and motion shots and compose them using the rule of thirds.</i>	Lesson
5 days: 56–60	<b>Video Lighting Techniques</b> <i>Analyze the lighting requirements for production setting in the audio-video industry, and identify the health and safety issues related to the lighting department.</i>	Lesson
1 day: 61	<b>Thwack-a-Mole</b>	Game

Day	Activity/Objective	Type
4 days: 62–65	<b>Unit Activity/Threaded Discussion—Unit 3</b>	Activity
1 day: 66	<b>Post-test—Unit 3</b>	Assessment

## Unit 4: Postproduction Activities

### Summary

In this unit, you will learn the process of capturing media to editing software and combining media elements into a program. In addition, you will discuss the process of logging video footage and editing multiple video clips from various focal lengths and angles for continuity. You will also discuss the process of audio recording and editing. Finally, you will learn to apply animation techniques and graphic design principles to achieve effective visual communication.

Day	Activity/Objective	Type
5 days: 67–71	<b>Video Editing</b> <i>Describe the process of capturing media to editing software and combining media elements into a program.</i>	Lesson
5 days: 72–76	<b>Sound Studio Setup and Time Codes</b> <i>Describe the process of setting up audio equipment for a recording and explain how to record and edit audio files.</i>	Lesson
5 days: 77–81	<b>Adding Animation Effects</b> <i>Apply animation techniques and graphic design principles to achieve effective visual communication.</i>	Lesson
1 day: 82	<b>Space Jumble</b>	Game
5 days: 83–87	<b>Unit Activity/Threaded Discussion—Unit 4</b>	Activity
1 day: 88	<b>Post-test—Unit 4</b>	Assessment
1 day: 89	<b>Semester Review</b>	
1 day: 90	<b>End-of-Semester Test</b>	Assessment