

Syllabus

Audio/Video Production 3, Semester A

Course Overview

This one-semester course is intended as a practical, hands-on guide to help you learn the advanced techniques used at different stages of audio-video production required during your college education and when pursuing a career. This course has 11 lessons organized into three units, plus three Unit Activities. Each lesson contains one or more Lesson Activities.

This course will cover various advanced preproduction, production, and postproduction techniques. It explores the different activities performed during each stage. It also covers advanced lighting and editing techniques, and it discusses equipment management, set design, and audio mixing techniques.

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 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

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

- Analyze and manage various preproduction activities.
- Describe how to develop a treatment note and scripts for different purposes, such as informational, persuasive, instructional, and entertainment.
- Describe how to design a set.
- Describe the various activities performed during the planning and implementation phases of a production.
- Describe the various responsibilities of a director.
- Describe the process of shooting a video in studios and on location, identify various types of shots and shot variations, and explain how to maintain a field log.
- Describe the safe handling and maintenance of audio-video equipment and identify factors that influence trends in the audio-video industry.
- Describe various lighting fixtures and explain how to control light and direct it.

- Describe the process of composing and shooting motion shots and maintaining screen continuity.
- Describe audio mixing and the process of organizing and editing video resources and creating an edit master.
- Describe audio mixing and the process of adding additional audio sources and effects using audio generation and playback devices.

Prerequisite Skills

Audio/Video Production 3, Semester A has a prerequisite course, Audio/Video Production 2. 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 3, Semester A is a 0.5-credit course.

Course Materials

- notebook
- computer with an 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 teacher may modify the schedule to meet the specific needs of your class.

Note: You will carry out a major project in stages through the three Unit Activities in this course semester:

- Unit Activity 1 - You will create a script and a production plan for a promotional video of a student organization or organizations related to the arts, environment, community service, politics, athletic team, band, choir, etc.
- Unit Activity 2 - You will conduct interviews and shoot video clips to pair with your script. These shots should demonstrate your understanding of lighting techniques.
- Unit Activity 3 - You will shoot a title sequence edited as a montage for the beginning of your video. It should include music and audio. Once done, you will upload the final promotional video for teacher review.

At the start of this course, you should review all three of these Unit Activities to understand how they work together and be fully prepared to complete each of these Unit Activities at the end of each unit.

Course Components and Grading Rubric

The table gives a breakdown of the weight for each component in the course. Weight represents the percentage of the total score coming from each activity.

Course Components	Count	Weight
Pretest. <i>Pretests are optional assessments, typically designed for credit recovery use. If a student shows mastery of a lesson's objective, the student may be automatically exempted from that lesson in the upcoming unit. Typically, teachers do not choose to employ exemptive pretests for first-time credit courses. Pretests are not included as a component of the student's final grade.</i>	3	0%
Module. <i>Each module in this course contains an interactive tutorial and an associated mastery test. Tutorials may include one or more Lesson Activities that constitute tasks associated with the tutorial. The module score comes from a student's score on the mastery test.</i>	11	20%
Discussion. <i>Online discussions allow for higher-order thinking about terminal objectives. An online threaded discussion mirrors the educational experience of a classroom discussion. Teachers can initiate a discussion by asking a complex, open-ended question. Students can engage in the discussion by responding both to the question and to the thoughts of others. Each unit in a course has one predefined discussion topic; teachers may add more discussion topics.</i>	3	20%
Unit Activity. <i>Unit Activities are at the end a unit and constitute one or more small tasks. Their purpose is to deepen understanding of key unit concepts and tie them together. Each Unit Activity includes a simple rubric. The teacher versions include both a rubric and modeled sample answers. Unit Activities are teacher graded.</i>	3	15%
Posttest. <i>The posttest appears at the end of the unit and mirrors the pretest in structure, content, and complexity.</i>	3	20%
Course Activity. <i>Course Activities are similar to Unit Activities in scope but may be found at any point in the course, either to prepare the student for new learning or to act as a performance-based activity required for a learning objective. Like Unit Activities, Course Activities include simple rubrics, and sample answers are available for teachers. Course Activities are teacher graded.</i>	1	5%
End of Semester Test. <i>The end of semester test (EOS) appears at the end of the course. Students are delivered a few items from every tutorial in the course in order to assess the major course objectives.</i>	1	20%
Total	25	100%

*Teachers may manually adjust these weights if desired, per district grading requirements.

Unit 1: Preproduction Techniques

Summary

In this unit, you will analyze the different preproduction tasks and learn about working with time constraints and within deadlines. You will discuss the different formats of scripts and their elements. You will also learn about creating a floor plan of the shoot location and various aspects of set designing.

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
6 days: 2–7	Managing Preproduction Activities <i>Analyze and manage various preproduction activities.</i>	Lesson
6 days: 8–13	Writing for Electronic Media <i>Describe how to develop treatment notes and scripts for different purposes such as informational, persuasive, instructional, and entertainment.</i>	Lesson
5 days: 14–18	Set Design: Studio and On Location <i>Describe how to design a set.</i>	Lesson
1 day: 19	Space Jumble	Game
6 days: 20–25	Unit Activity/ Threaded Discussion—Unit 1	Unit Activity
1 day: 26	Post-test—Unit 1	Assessment

Unit 2: Advanced Production Techniques

Summary

In this unit, you will examine various aspects of planning, finance, and management. You will understand the process of directing a video and examine different labor-related issues. You will learn the process of maintaining a field log. You will also create a troubleshooting tree, discuss how to maintain cables and equipment, and learn to use supplies and materials efficiently. Finally, you will learn about various lighting fixtures and safety techniques for handling lighting equipment.

Day	Activity/Objective	Type
5 days: 27–31	Putting Together a Production <i>Describe the various activities performed during the planning and implementation stages of a production.</i>	Lesson
6 days: 32–37	Directing a Production <i>Describe the various responsibilities of a director.</i>	Lesson
6 days: 38–43	Video Shooting: On Location and In Studio <i>Describe the process of shooting a video in studios and on location, identify various types of shots and shot variations, and explain how to maintain a field log.</i>	Lesson
5 days: 44–48	Managing Studio Equipment <i>Describe the safe handling and maintenance of audio-video equipment and identify factors that influence trends in the audio-video industry.</i>	Lesson
6 days: 49–54	Lighting Applications <i>Describe various lighting fixtures and explain how to control light and direct it.</i>	Lesson
1 day: 55	Para Jumble	Game
6 days: 56–61	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 62	Post-test—Unit 2	Assessment

Unit 3: Advanced Postproduction Techniques

Summary

In this unit, you will discuss the process of composing and shooting motion shots. You will learn the process of shooting a sequence while maintaining screen continuity. You will also create an edit master. Finally, you will discuss the process of audio mixing and creating certain effects.

Day	Activity/Objective	Type
6 days: 63–68	Advanced Composition Techniques <i>Describe the process of composing and shooting motion shots and maintaining screen continuity.</i>	Lesson
6 days: 69–74	Advanced Editing Techniques <i>Describe the process of organizing and editing video resources and creating an edit master.</i>	Lesson
6 days: 75–80	Audio Mixing and Enhancement Techniques <i>Describe audio mixing and the process of adding additional audio sources and effects using audio generation and playback devices.</i>	Lesson
1 day: 81	Thwack-a-Mole	Game
6 days: 82–87	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 88	Post-test—Unit 3	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment

Course Map

You will achieve course level objectives by completing each lesson’s instruction, assignments, and assessments. For a detailed look at how the materials meet these objectives, review the [course map for Semester A](#).