

COURSE SYLLABUS

Academic Year: 2020/2021

Identification and characteristics of the course			
Code	502268		ECTS Credits 6
Course title (English)	DIGITAL EDITING		
Degree programs	Grado en Información y Documentación (INDO) P.C.E.O. Com. Audiovisual – Información y Documentación (PCEO INDO-CAV) P.C.E.O. Periodismo/Información y Documentación		
Faculty/School	Faculty of Library and Information Science		
Semester	2º	Course type (compulsory/optional)	Basic formation
Module	Basic formation (INDO) Basic formation (PCEO INDO-CAV)		
Subject matter	Computer Science		
Lecturer/s			
Name	Room	E-mail	Web Page
Indhira Garcés Botacio	30 First Floor	indhira@unex.es	http://campusvirtual.unex.es/portal/
Subject area	Area of Languages and Computer Systems		
Department	Department of Computer and Telematic Systems Engineering		
Coordinator	Indhira Garcés Botacio		
Competencies			
Core Competencies			
<p>CB1 - Students have demonstrated possession and understanding of knowledge in an area of study that is at the core of general secondary education, and is often at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.</p> <p>CB2 - Students are able to apply their knowledge to their work or vocation in a professional way and possess the skills usually demonstrated by developing and defending arguments and solving problems within their area of study.</p> <p>CB4 - Students are able to convey information, ideas, problems and solutions to both specialist and non-specialist audiences.</p> <p>CB5 - Students have developed those learning skills necessary to undertake further study with a high degree of autonomy.</p>			
General Competencies			
<p>CG3 - Knowledge of the information technologies used in the information units and services</p> <p>CG4 - Skills in the handling of the technologies as indispensable means in the processes of treatment and transference of the information.</p>			
Transversal Competencies			
<p>CT3 - Skills in the use of the Internet and generic software (office automation)</p> <p>CT5 - Ability to organise and plan one's own work.</p> <p>CT6 - Ability to work in a team and integrate into multidisciplinary teams.</p> <p>CT8 - Critical thinking in the analysis and evaluation of alternatives.</p> <p>CT9 - Ethical commitment in relations with users and information management.</p> <p>CT10 - Capacity for autonomous learning.</p>			

CT12 - Ability to undertake improvements and propose innovations.

Specific Competencies

CE5 - Understand and apply the principles and techniques for the collection, selection, organisation, representation, preservation, retrieval, access, dissemination and exchange of information.

CE6 - Use and apply IT tools for the implementation, development and operation of information systems.

Contents

Course outline

This course is for Documentation and Communications students of first year. It presents the fundamental concepts of digitization. This course is intended to provide the student with an understanding of the current theory and practice of document digitization. It will give students all the necessary skills to edit with digital editing software, and a knowledge of the editing craft from an artistic point of view. Each lesson consists of supervised lab time. Lab time is part of the schedule, and allows the students to utilize the skills they have acquired. The coursework offers an in-depth exploration of spreadsheet, graphic presentations and digital photo editing software programs. It examines the features and functions of Adobe Photoshop. Students learn various digital manipulation techniques such as cropping, enlarging, layering and focusing; they also learn how to use filters and add graphic images to their photographs without affecting the original image. Through demonstrations and hands-on experience, students learn also advanced video editing techniques with an in-depth examination of Adobe Premiere. To further enhance projects, students create animated motion graphics. Strong emphasis is placed on post-production techniques that improve the sound and image quality of the videos. Footage is provided for all exercises and projects. However, students are given the option to shoot new material for their final projects if desired. The material for the course will be accessible online for the students.

Objectives:

1. Analyze and understand the whole process of document digitization in an organization, with its phases, problems and tools which help to plan, develop and implement the process.
2. Understand the theoretical concepts and develop skills in the use of spreadsheets, graphic presentations, format conversion and document compression.
3. Apply advanced digital manipulation techniques to images, sound, video and text.
4. Design and implement video projects using professional software.

Course Contents

1. Document Digitalization.

Content:

1. Digital Imaging Basics
2. Capturing devices
3. File formats
4. Compression
5. Conversion and image processing
6. Storage and conservation
7. File and retrieval

8. Output devices
 9. Internet editing and publishing
2. Text, image, sound and video advanced editing.

Content:

1. Advanced editing concepts
2. Text and image practical applications
3. Video and sound practical applications

3. Spreadsheets

Content:

1. Spreadsheet. Workbook
2. Select
3. Entering and Editing Data. Formats.
4. Update spreadsheet data
5. Automatic filling of cells and series
6. Personalized lists (create/import)
7. Special paste
8. Rows and columns
9. Cells
10. Working with Formulas and Functions

Educational activities *

Student workload (hours per lesson)		Lectures	Practical sessions				Monitoring Activity	Homework
Lesson	Total	L	HI	LAB	COM	SEM	SGT	PS
1	34,3	4			10		0,3	20
2	35,4	5			10		0,4	20
3	35,4	5			10		0,4	20
4	35,4	5			10		0,4	20
Assessment**	9,5	1						8,5
TOTAL ECTS	150	20			40		1,5	88,5

L: Lectures (100 students)

HI: Hospital internships (7 students)

LAB: Lab sessions or field practice (15 students)

COM: Computer room or language laboratory practice (30 students)

SEM: Problem-solving classes, seminars or case studies (40 students)

SGT: Scheduled group tutorials (educational monitoring, ECTS type tutorials)

PS: Personal study, individual or group work and reading of bibliography

Teaching Methodology

To develop the course concepts the following types of classes will be given:

The following teaching methods will be used to develop the concepts of the subject:

- Explanation in class of the programmed topics by means of master classes: the theoretical concepts of the subject will be explained. Every week, theoretical classes will be given, which

will consist of the exposition of concepts and applications related to the different topics. Then, the practical application of these concepts will be carried out.

- Discussion of the contents.
- Practical application of the theoretical knowledge through the laboratories, workshops, etc. A series of practical works will be carried out applying the theory given to the development of the same.
- Analysis and resolution of proposed practical problems:
 - Classroom practices: classroom exercises will be carried out on the topics explained in the master classes and will be solved on the blackboard with the participation of the students.
 - Computer practices: the practices will be implemented in the computer and its correct functioning will be checked.
- Self-assessment: For each topic there is a self-evaluation that the student can find in the virtual classroom.

Learning Outcomes

- Adequate knowledge of the basics of digital publishing.
- Mastering working methods and concepts such as digitalization, image, sound and video processing.
- To use adequately computer terms at a technical level.
- Use computer programs to do digital edition work.

Assessment methods *

Continuous Evaluation:

Elaboration of reports of practices and/or works proposed by the teacher, active participation of the student, follow-up of the teacher in the course of the learning of the matter and other activities proposed by the teacher, will be evaluated with 70 % of the final qualification. This evaluation will be applied only to those students who present the assignments, practices and evaluations on the dates stipulated by the teacher (with a minimum grade of pass) and who have regular attendance to classes (80% minimum attendance).

Late submissions will not be accepted. The teacher may request any changes or modifications so that the student can defend his/her work. It is compulsory to pass the practices in order to pass the course.

Final exam:

The final evaluation of the course will be made on the material provided and explained during the teaching hours, both in its theoretical and practical elements and will consist of a written test consisting of multiple choice questions and/or short answer questions. There may be a practical question to ask on the computer on any of the given topics. It will score 30% of the final grade. Passing the exam is mandatory in order to pass the course.

***The students can choose between the continuous evaluation system (by default) or the evaluation system with a single final test of a global nature.

In the event that students cannot attend classes and prefer the evaluation system with a single final test of a global nature, they will inform the subject's teachers in writing during the first three weeks of the semester. When a student does not make this communication, it will be understood that he/she opts for continuous assessment. Once the type of evaluation has been chosen, the student will not be able to change in the ordinary call of that semester and will follow the evaluation rules for the extraordinary call.

In the **global evaluation system**, there will be a final theoretical test (40 % of the grade) and the student will be able to present the practices of the subject in the same term as the students of continuous evaluation or all together before the final exam (60 % of the final grade), the student will have to agree with the teacher to present all the practices that are requested and the teacher can request any change or modification of the practices at the moment so that the student defends his work.

If the student has passed the internship and fails the final exam, the student will have to repeat the final exam at the next convocation. The final grade in this case will be the one of the exam. If the student has passed the exam and fails the practices, the student will have to submit the practice in the next exam period. The final mark in this case will be the practice mark.

The practice grade will be kept for the next exam date, only within the same academic year.

A note on deadlines: You will have to submit your assignments in the date given by the instructor. Late assignments will have a lower grade.

A note on plagiarism: Plagiarism is the practice of taking someone else's work or ideas and presenting them as your own. When delivering your homework or practices, use your own ideas and your own words. Do not copy someone else's answers and present them as your own. You must certify that the work you are submitting is yours and yours alone.

Honor Code

1. Your answers to homework, quizzes, and exams will be your own work (except for assignments that explicitly permit collaboration).
2. Students will not make solutions to homework, quizzes, or exams available to anyone else unless explicitly permitted by the instructor. This includes both solutions written by the student, as well as any official solutions provided by the instructional staff.
3. Students will not engage in any other activities that will dishonestly improve their own results or dishonestly improve/hurt the results of others.

Bibliography (basic and complementary)

Adobe Creative Team. Adobe Photoshop CS6 Classroom in a Book. United States. 2012.
 Jago, Maxim. Adobe Premiere Pro CC Classroom in a Book. United States. 2014.
 June Jamrich Parsons and Dan Oja. New Perspectives on Microsoft Excel 2010: Comprehensive (Advanced Spreadsheet Applications). 2010.
 Wempen, Faithe. PowerPoint 2010 Bible. United States. 2010

Other resources and complementary material

The course has a classroom in the Virtual Campus of the University of Extremadura where the main digital resources are included (topics, presentations, questionnaires, case studies, etc.) for the proper monitoring of the course.

Pre-requisite courses: The basics concepts of Fundamentals of Computer Science course (1st year course) are needed in this course.

Duration: 15 weeks long. 2 sessions per week/ 2hours each session.

Place: The theory sessions will be held in Room 1 and practices in the Computer Laboratory 4.

Students should have access to Moodle learning platform where there will be all the information about the course, and also to send homeworks and receive the comments and grades of the course. The class notes are designed by the professor and have an open source copyright.