VIDEO SYSTEMS – PRE-PRODUCTION
Course Syllabus

Course Number: RAPA-0183
OCAS Code: None
Course Length: 45 Hours
Career Cluster: Arts, A/V Technology & Communications
Career Pathway: Audio & Video Technology
Career Major(s): Cinematography & Recording Arts Production Assistant

Pre-requisite(s):
The course covers an introduction to video and pre-production.

Textbooks:

Film Directing Shot by Shot by Steven D. Katz, Michael Wiese Productions, Focal Press (1991)

Final Cut Pro Studio 6, Apple (2009)

Course Objectives:

A. Exhibit Knowledge of the Critical Elements in Designing a Production in the Stages of Pre-Production, Production, and Postproduction.¹
   1. Identify the activities associated with pre-production, production, and postproduction.¹
   2. Identify the linkage from each stage to the next in processes and activities.¹
   3. Design a concept, a short script, and identify the resources needed to begin the production.¹

B. Identify and Prepare Pre-Production Planning Requirements.
   1. Demonstrate knowledge of planning considerations.¹
      a. Target audience¹
      b. Content¹
      c. Availability of hardware¹
      d. Selection of software¹
      e. Selection of format¹
      f. Delivery mode¹
      g. Set schedule¹
      h. Obtaining media¹
      i. Field testing¹
      j. Evaluate budgetary constraints¹
   2. Discuss project proposal.
      a. Become familiar with production concepts and requirements.¹
      b. Confer with production team concerning approaches needed to increase dramatic or entertainment value of productions.¹
   3. Demonstrate storyboards.
      a. Create/approve storyboard.¹
   4. Identify equipment request.
   5. Identify take sheet.
C. **Demonstrate Knowledge of How to Structure the Overall Project.**
   1. Establish communications objective, considering audience.
   2. Outline content.
   3. Conceptualize style and format.
   4. Develop storyboard.
   5. Create and check continuity.
   6. Compile needed media elements.

D. **Shoot and Document Video Footage.**
   1. Locate and secure settings, properties, effects, and other production necessities.
   2. Observe sets or locations for potential problems and to determine filming and lighting requirements.
   3. Coordinate the work of the team to assemble or capture still images, audio, and video clips necessary for the project.
   4. Use time management to produce video according to production schedule.
   5. Use take sheet to assist in editing.
   6. Use storyboard to verify shots.
   7. Verify recording all required shots.

1ODCTE objective
All unmarked objectives are TTC instructor developed.

**Teaching Methods:**
The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

**Grading Procedures:**
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

**Description of Classroom, Laboratories, and Equipment:**
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

**Available Certifications/College Credit:**
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

**College Credit Eligibility:**
The student must maintain a grade point average of 2.0 or better.