



Daffodil Polytechnic Institute, Institute Code: 50238

Lesson Plan – Academic session: August 2023 – December 2023

Subject Teacher : Md. Kamrul Hasan Khan (Instructor)
 Subject Name : Video and Sound Editing.
 Subject Code : 29643
 Technology : Graphic Design
 Semester : 4th
 Reference Book : Digital Video Editing Fundamental by Wallace Jackson,
 Digital Audio Technology by Jam Maes, Adobe Manual

Subject Aims:

To develop knowledge and skill on Video and Sound Editing.
 To develop knowledge and skill to create and apply of Video and Sound Editing.

Subject Outcome:

Diploma in Engineering Level students are required to acquire the knowledge and skill on concept of basic video editing, workspace of video editing software, sequencing and real time editing, motion using still image & video, audio, video effect & transition, color theory & color balance in effect control, title & caption with alpha, sound technology, sound taking, rendering process. Have been given more emphasis on practical aspect rather than theory in teaching learning approach.

Marks	Grade Point	Letter Grade	Marks	Grade Point	Letter Grade
80>	4.00	A+	55-59	2.75	B-
75-79	3.75	A	50-54	2.50	C+
70-74	3.50	A-	45-49	2.25	C
65-69	3.25	B+	40-44	2.00	D
60-64	3.00	B	0-39	0.00	F

Mark Distribution (for 200 Marks)			
Theory Marks		Practical Marks	
Midterm	20	PC	25
Class test	10	PF	25
Quiz test	05		
Attendance	05		
Final	60		
Total	100	Total	50

Class Timing Distribution	
Particulars	Time
Greeting with students	05 Minutes
Previous Class Review	10 Minutes
Present Class Topic Discussion and Lecture Delivery	30 Minutes
Practice Session	30 Minutes
Question answer	10 Minutes
Present Class Topics Review	05 Minutes

	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
1.	BASIC OF VIDEO EDITING	1.1 Define video & video editing. 1.2 Describe the history of video editing.	1. To know about basic video editing. 2. To know about history and various types of video editing.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Duster 6. Marker

		1.3 Discuss various types of video editing. 1.4 Mention the field of application for video editing. 1.5 List hardware and software used in video editing.		7.Sound Box YouTube link: https://www.youtube.com/watch?v=RO3ILV9SXzg
2.	INSTALL VIDEO EDITING SOFTWARE & IDENTIFY THE INTERFACE (Practical)	1.1 Follow Occupational Safety & Health (OSH) practices. 1.2 Install video editing software. 1.3 Identify the interface. 1.4 Clean & store tools & equipment. 1.5 Maintain the record of perform task.	1.To know how to Install video editing software & identify the Interface. 2. To Identify the interface & maintain the record of perform task.	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Duster 6.Marker 7.Adobe Premier Pro Software 2023. 8.Sound Box YouTube link: https://www.youtube.com/watch?v=keoszfh4DZ8
3.	WORKSPACE OF VIDEO EDITING SOFTWARE	2.1 Define project setting. 2.2 Describe various windows in workspace. 2.3 Mention the various tools in tool box. 2.4 Describe the process of importing audio, video clips & GFX. 2.5 Mention the keyboard shortcuts customizing process.	1.To Introducing workspace of video editing software. 2.To know the process of importing audio, video clips and GFX. 3.To know about keyboard shortcuts customizing process.	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Duster 6.Marker 6.Adobe Premier Pro Software 2023. 7.Adobe Audition 2023. 8.Sound Box
4.	PREPARE A PROJECT SETTINGS AND IMPORT VIDEO, AUDIO AND GFX (Practical)	2.1 Follow Occupational Safety & Health (OSH) practices. 2.2 Prepare project settings. 2.3 Import Video. 2.4 Import Audio.	1. To know how to Prepare a project settings and import video, Audio and GFX..	1. Projector. 2. Computer. 3. Internet. 4.Keyboard 5.Adobe Premier Pro Software 2023 6.Adobe Audition 2023 7.Sound Box

		2.5 Import GFX. 2.6 Clean & store tools & equipment. 2.7 Maintain the record of perform task.		YouTube link: https://www.youtube.com/watch?v=hlGqB-Xd6qo
5.	SEQUENCING AND REAL TIME EDITING	3.1 Define sequencing. 3.2 Define real time editing. 3.3 Describe the process of adding video clips in the timeline. 3.4 Mention trimming process.	1. To know about sequencing and real time editing. 2. To know real time editing.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Premier Pro Software 2023. 6. Adobe Audition 2023. 7. Sound Box
	Class Test-1	Chapter -1 & 2	Marks-10	
6.	EDIT VIDEO CLIP IN TIME LINE WITH REAL TIME EDITING (Practical)	3.1 Follow Occupational Safety & Health (OSH) practices. 3.2 Edit video clip in time line with real time editing. 3.3 Preview video clip. 3.4 Clean & store tools & equipment. 3.5 Maintain the record of perform task.	1. To know Edit video clip in time line with real time editing. 2. To know how to preview video, maintain the record of perform task.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard 5. Adobe Premier Pro Software 2023 . 6. Adobe Audition 2023. 7. Sound Box. YouTube link: https://www.youtube.com/watch?v=cerEki-bOUu
	Quiz Test-1			
7.	MOTION USING STILL IMAGE & VIDEO	4.1 Define Motion. 4.2 Define key frame. 4.3 Discuss the Motion parameter.	1. To know about motion using still image & video. 2. To know about motion parameter, key frame	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Duster 6. Marker 6. Adobe Premier Pro Software 2023. 7. Adobe Audition 2023. 8. Sound Box.

	Class Test-1	Chapter -1,2 &3	Marks-10	
8.	CREATE MOTION USING STILL IMAGE & VIDEO (Practical)	4.1 Follow Occupational Safety & Health (OSH) practices 4.2 Identify the motion window 4.3 Add key frame 4.4 Edit key frame. 4.5 Preview the motion 4.6 Clean & store tools & equipment. 4.7 Maintain the record of perform task.	1.To know how to Create motion using still Image & Video. 1.To know about maintain the record of perform task.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Premier Pro Software 2023. 6. Adobe Audition 2023. 7. Sound Box.
9.	AUDIO, VIDEO EFFECT & TRANSITION	5.1 Define effect & transition. 5.2 List effects & transitions. 5.3 Describe making Chroma. 5.4 Explain making preset using template.	1. To Know about audio, video effect & transition basic.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Premier Pro Software 2023. 6. Adobe Audition 2023. 7. Sound Box.
	Quiz Test-2			
10.	COLOR THEORY & COLOR BALANCE IN EFFECT CONTROL	6.1 Define Color theory. 6.2 Mention color correction using video effect. 6.3 Define color balance. 6.4 Describe white level & black level. 6.5 List various color effect.	1. To know about color theory & color balance in effect control.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Duster 6. Marker 6. Adobe Premier Pro Software 2023. 7. Adobe Audition 2023. 8. Sound Box.
11.	APPLY COLOR THEORY & COLOR BALANCE IN EFFECT CONTROL. (Practical)	6.1 Follow Occupational Safety & Health (OSH) practices. 6.2 Apply Color theory.	1. To know how to apply color theory & color balance in effect control window.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard.

		6.3 Apply Color Balance. 6.4 Customize color effects. 6.5 Clean & store tools & equipment. 6.6 Maintain the record of perform task.	2. To know about maintain the record of perform task of this.	5.Adobe Premier Pro Software 2023 6.Adobe Audition 2023 7.Sound Box. YouTube link: https://www.youtube.com/watch?v=50vumDIV8MQ
Quiz Test-2				
12.	TITLE & CAPTION WITH ALPHA.	7.1 Define title. 7.2 Describe alpha. 7.3 Explain various option of title window. 7.4. Distinguish between crawl and scroll. 7.5 Describe animated title.	1. To know about title & caption with alpha. 2. To know about crawl and scroll.	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Duster 6.Marker 6.Adobe Premier Pro Software 2023. 7.Adobe Audition 2023.
	Class Test-2	Unit -4,5 & 6	Marks-10	
13.	MAKING TITLE & CAPTION WITH ALPHA (Practical)	7.1 Follow Occupational Safety & Health (OSH) practices. 7.2 Create Title. 7.3 Type content. 7.4 Add Title in timeline. 7.5 Edit Title. 7.6 Animate Title using motion & transition. 7.7 Clean & store tools & equipment. 7.8 Maintain the record of perform task.	1.To know making title and caption with alpha.	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Adobe Premier Pro Software 2023. 6.Adobe Audition 2023. 7.Sound Box. YouTube link: https://www.youtube.com/watch?v=Q9q163Z0cgk
14.	SOUND TECHNOLOGY	8.1 Define Sample rate. 8.2 Explain DB. 8.3 Discus about proper balance of sound.	1. To know about Describe sound technology.	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Duster

		8.4 Differentiate between analogue and digital sound.		6.Marker 6.Adobe Premier Pro Software 2023. 7.Adobe Audition 2023. 8.Sound Box.
15.	SOUND TAKING	9.1 Define Microphone. 9.2 Compare among different microphone. 9.3 Describe audio mixer & other devices. 9.4 Define acoustic of sound proof.	2. To know about sound taking.	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Duster 6.Marker 6.Adobe Premier Pro Software 2023. 7.Adobe Audition 2023. 8.Sound Box.
	Class Test-3	Unit -7,8 & 9	Marks-10	
16.	APPLYING SOUND TECHNOLOGYAND PREPARE APROJECT WITH AUDIO CLIP (Practical)	9.1 Follow Occupational Safety & Health (OSH) practices. 9.2 Input Audio from different source. 9.3 Record voice in timeline. 9.4 Clean & store tools & equipment. 9.5 Maintain the record of perform task.	1. To know how to make a project with audio clip. 2 To know how to record voice in timeline	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Adobe Premier Pro Software 2023. 6.Adobe Audition 2023. 8.Sound Box. YouTube link: https://www.youtube.com/watch?v=MbDfazHKOHE
17.	PERFORM SOUND TAKING, VOICE OVER USING IN TIMELINE (Practical)	10.1 Follow Occupational Safety & Health (OSH) practices. 10.2 Identify the different video & audio file format. 10.3 Export Video as per requirement. 10.4 Clean & store tools & equipment.	1. To know about sound taking, voice over using in timeline.	1. Projector. 2. Computer. 3. Internet. 4.Keyboard. 5.Adobe Premier Pro Software 2023. 6.Adobe Audition 2023. 7.Sound Box.

		10.5 Maintain the record of perform task.		YouTube link: https://www.youtube.com/watch?v=Ev3O3li_OX8
18.	RENDERING PROCESS	10.1 Define render. 10.2 Explain video & audio file formats. 10.3 Define compression. 10.4 Describe proper file extension. 10.5 Explain necessities to convert video file.	1. To know about rendering process.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Premier Pro Software 2023. 6. Adobe Audition 2023. 7. Sound Box.
19.	PERFORM RENDERING PROCESS & OUTPUT IN DIFFERENT FORMAT (Practical)	10.1 Follow Occupational Safety & Health (OSH) practices. 10.2 Identify the different video & audio file format. 10.3 Export Video as per requirement. 10.4 Clean & store tools & equipment. 10.5 Maintain the record of perform task.	1. To know how to perform rendering process & output in different format.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Premier Pro Software 2023. 6. Adobe Audition 2023. 7. Sound Box. YouTube link: https://www.youtube.com/watch?v=ILVWRfrR6gk
20.	Quiz Test-3			