

## COURSE PROGRAM

Academic Year: 2024/2025

Identification and characteristics of the course					
Code	502268			ECTS Credits	6
Course name (English)	DIGITAL EDITING				
Course name (Spanish)	EDICIÓN DIGITAL				
Degree programs	Degree in Information and Documentation Double Degree Audiovisual Communication / Information and Documentation Double Degree Journalism / Information and Documentation				
Faculty/School	Faculty of Documentation and Communication				
Semester	2º	Type of Course	Basic formation		
Module	Basic formation				
Matter	Computer Science				
Lecturer/s					
Name	Office	E-mail	Web Page		
Indhira Garcés Jesús Álvarez Llorente	31 First Floor 30	indhira@unex.es llorente@unex.es	<a href="http://campusvirtual.unex.es/portal/">http://campusvirtual.unex.es/portal/</a>		
Subject area	Languages and Computer Systems				
Department	Computer and Telematic Systems Engineering				
Coordinating Lecturer (If more than one)	Indhira Garcés Botacio				
Competencies					
<b>Core Competencies</b>					
<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>					
<b>General Competencies</b>					
<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>					
<b>Transversal Competencies</b>					
<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>					

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- CT6 - Ability to work in a team and integrate into multidisciplinary teams.
- CT8 - Critical thinking in the analysis and evaluation of alternatives.
- CT9 - Ethical commitment in relations with users and information management.
- CT10 - Capacity for autonomous learning.
- 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.

Advanced text, image, sound and video editing. Digitalisation of documents. Format conversion. Document compression. Spreadsheets. Graphic presentations.

### Course syllabus

1. Document Digitalization.

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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 audio 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 activities				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
<b>TOTAL ECTS</b>	<b>150</b>	<b>20</b>			<b>40</b>		<b>1,5</b>	<b>88,5</b>

L: Lectures (85 students)

HI: Hospital internships (7 students)

LAB: Laboratory or field practices (15 students)

COM: Computer room or language laboratory practices (20 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

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### Teaching Methodologies

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

- Explanation of the programmed topics in class.
- Use of teaching material in different types and formats.
- Group work.
- Discussion of the contents.
- Practical application of theoretical knowledge through laboratories, workshops, etc.
- Analysis and resolution of proposed practical problems.
- Self-assessments.

### 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 systems

Students can choose between continuous assessment mode (by default) or global assessment mode with a single global final exam.

The choice of the Global Assessment Mode is up to the students, who will be able to carry it out during the first quarter of the teaching period of the subject. Applications will be made through a specific space created for this purpose on the Virtual Campus. In the absence of an express request by the student, the modality assigned will be that of continuous assessment.

#### **Continuous Assessment Mode:**

In order to pass the subject through the continuous assessment modality, it will be necessary to hand in and pass each of the practical assignments on the dates stipulated throughout the semester (70% of the final mark) and pass the final written exam (30% of the final mark).

The final exam will be based on the material provided and explained in its theoretical elements, and will consist of a written test with multiple-choice and/or short-answer questions. In addition, the teacher may request any change or modification for the student to defend their practical work.

If any of these requirements are not met, the subject will be failed in the ordinary exam, with a maximum grade of 4.

The same requirements will be necessary for the recovery in the extraordinary exam. All parts (exam and practicals) are recoverable. The marks of the parts passed will be kept for the extraordinary exam, only within the same academic year.

#### **Global Assessment Method:**

The global assessment is carried out by means of a single, face-to-face final exam (recoverable in extraordinary call) consisting of two compulsory parts: a written exam and a practical exam with a computer:

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- The written exam (30% of the final mark) will be the same as the final theoretical-practical written exam on the whole of the syllabus used in the continuous assessment mode.
- The practical exam (70% of the final mark) will consist of a set of practical exercises in the computer room on the same contents covered by the practical exercises proposed during the semester in the continuous assessment mode.

Observations and clarifications for the global assessment modality:

- The practical exam will consist of several exercises that must be passed individually with a grade other than 0. Otherwise, the final grade of the exam cannot be higher than 4.
- Both activities (written exam and practical exam) must have a minimum individual mark of 5 (out of 10) to pass. Otherwise, the final grade cannot be higher than 4.
- The fact of submitting any part of the overall test (both the written exam and any of the exercises of the practical exam) implies obtaining a numerical grade, using up the corresponding call.
- As it is a single test, the exam must be repeated in its totality, both the written and the practical exams, regardless of any previous marks obtained in the overall or continuous assessment, in order to make it up in extraordinary calls.

#### 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 educational 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 a room and practices in the Computer Laboratory. 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.

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