

MUS R801: PRO TOOLS FUNDAMENTALS I

Originator

swolf

College

Oxnard College

Discipline (CB01A)

MUS - Music

Course Number (CB01B)

R801

Course Title (CB02)

Pro Tools Fundamentals I

Banner/Short Title

Pro Tools Fundamentals I

Credit Type

Noncredit

Start Term

Fall 2021

Catalog Course Description

Pro Tools is the industry standard software for audio recording, mixing, and editing. This course is the first of a 2-part non-credit series that will award an industry recognized credential for both academic users and industry professionals, the Avid Certified User: Pro Tools. This course introduces fundamental Pro Tools concepts and principles, covering everything an individual needs to know to complete a basic Pro Tools project, from initial setup to final mixdown. This is a noncredit course. Does not apply to Associate Degree.

Taxonomy of Programs (TOP) Code (CB03)

1005.00 - *Commercial Music

Course Credit Status (CB04)

N (Noncredit)

Course Transfer Status (CB05) (select one only)

C (Not transferable)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

K - Other Noncredit Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

I - Short-Term Vocational

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

Yes

Number of times a student may enroll in this course

Unlimited

Units and Hours

Carnegie Unit Override

No

Total in-Class (full semester or term)

Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)

16

Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)

16

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

16

Total Maximum Student Learning Hours

16

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|--|
| 1 | Create a Pro Tools session document or cloud-enabled project with appropriate parameter settings |
| 2 | Employ navigation and editing skills in a multi-track Pro Tools session document |
| 3 | Demonstrate proper recording and mixing techniques for audio and MIDI files in the Pro Tools environment |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|--|
| 1 | Create a Pro Tools session document or cloud-enabled project with appropriate parameter settings |
| 2 | Employ navigation and editing skills in a multi-track Pro Tools session document |
| 3 | Demonstrate proper recording and mixing techniques for audio and MIDI files in the Pro Tools environment |
| 4 | Analyze and interpret session file structures |
| 5 | Recognize and navigate the Pro Tools user interface and tool set, including basic shortcut keys and facility in both the mix and edit windows. |

Course Content

Lecture/Course Content

1. Background Information and Audio Basics
 - a. The Pro Tools D.A.W. (Digital Audio Workstation)
 - b. Basic Pro Tools History and Evolution
 - c. Audio Basics
 - i. Waveform
 - ii. Frequency
 - iii. Amplitude
 - d. Analog to Digital Conversion
 - i. Sample Rate
 - ii. Bit Depth
 - e. System Configurations
 - i. Software Options
 - ii. Host-based vs. DSP (Demand-Side Platforms)
 - iii. Audio Interface Options
 - f. Cross-Platform Issues
 - i. Keyboard Commands
 - ii. File-Naming Conventions
2. Getting Started with Pro Tools
 - a. Plug-ins and Features
 - b. File Structure
 - c. Session Components
 - d. Menu Structure
 - e. Main Windows
 - i. Edit
 - ii. Mix
 - iii. Transport
 - iv. Additional Editors
3. Basic Controls
 - a. Edit Tools and Modes
 - b. Time Scales and Rulers
 - c. MIDI Controls
4. Session Setup
 - a. The Dashboard
 - b. Creating and Configuring a Pro Tools Session Document
 - c. Working with Tracks
 - d. Controlling Playback
 - e. Saving, Locating, and Opening Session Files
5. Audio Recording Basics
 - a. Preparing to Record
 - i. Click Tracks
 - ii. Hardware Connections
 - iii. Record-Enabling Tracks
 - iv. Input Path, Level, and Pan
 - b. Organizing after Recording

- i. Return to Playback Mode
 - ii. Organizing Files and Clips
 - iii. Removing Audio Clips and Files
- 6. Importing and Working with Media
 - a. Split Stereo vs. Interleaved Files
 - b. Importing Audio
 - c. Importing Video
- 7. MIDI Recording Basics
 - a. Creating MIDI tracks
 - b. Sample-Based vs. Tick-Based Operation
 - c. MIDI Time-Scales and Rulers
 - d. Setting Tempo and Meter
 - e. MIDI Devices and Inputs
 - f. Virtual Instruments
 - g. MIDI Clips, Notes, and Velocity Views
- 8. Selecting and Navigating
 - a. Universe View
 - b. Timeline and Edit Selections
 - c. Working with Selections
 - i. Selecting on Multiple Tracks
 - ii. Using Tab and Tab to Transients
 - d. Adjusting the Session View
 - i. Memory Locations
 - ii. Markers
 - iii. Selecting with Markers
- 9. Editing Basics
 - a. Scrolling Modes and Loop Playback
 - b. Edit Modes
 - i. Shuffle
 - ii. Slip
 - iii. Spot
 - iv. Grid
 - 1. Snap to Grid
 - 2. Configuring Grids
 - c. Editing Clips
 - d. Moving and Trimming
 - i. Grabber, Trim, and Nudge
 - e. Fades
 - i. Fade-ins and Fade-outs
 - ii. Crossfades
 - iii. Fade Settings
 - f. Undoing Your Work
 - i. Multi-Level Undo
 - ii. Restore Last Selection
 - iii. Revert to Saved
 - iv. Restoring Session Backups
- 10. Basic Mixing and Creating a Bounce
 - a. Terminology
 - i. Inputs
 - ii. Outputs
 - iii. Inserts
 - iv. Sends and Returns
 - b. Mix Window Configuration
 - c. Basic Automation
 - d. Plug-in Processors
 - e. Backing Up
 - f. Stereo Mixdown

- i. Options
- ii. Bouncing to Disk

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Objective exams
Problem-solving exams
Quizzes
Skills demonstrations
Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Class activities
Class discussions
Distance Education
Demonstrations
Group discussions
Guest speakers
Instructor-guided use of technology
Laboratory activities
Lecture

Describe specific examples of the methods the instructor will use:

Projecting the Pro Tools interface to show editing and recording techniques.
Presentation software such as PowerPoint will be used to illustrate concepts related to digital audio.
Exploration of real-world sessions and instructor-guided projects where students will edit music, spoken-word, and film/tv music and sound effects.

Representative Course Assignments

Critical Thinking Assignments

Assignments will consist of audio editing and mixing projects that will require students to make decisions that affect the end product. These will be turned-in in the form of audio and video clips or session folders/files.

Reading Assignments

- Reading the textbook and other relevant articles
- LMS-based content pages

Skills Demonstrations

Students will show facility within the Pro Tools Interface and will be evaluated on the quality of their submitted audio/video and Pro Tools Session Documents.

Other assignments (if applicable)

- Lynda.com Tutorials and Projects
- Visiting message boards for the Audio Recording Community

Outside Assignments

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

No

Description

Pro Tools 101 - Pro Tools Fundamentals I, Version 12.8 or above, Frank D. Cook

Library Resources**Sufficient Library Resources exist**

No

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Regular use of asynchronous discussion boards will encourage various types of interaction and critical thinking skills among all course participants. Questions and topics posed will allow students to discuss, compare and contrast, identify, and analyze elements of the course content. Students will be expected to comment on each other's posts in order to generate a dialog. Other discussion boards may be used for Q&A and general class discussion by students and instructor to facilitate student success and strengthen student learning outcomes.
E-mail	E-mail, class announcements and various learning management system tools such as "Message Students Who" and "Assignment Comments", will be used to regularly communicate with all students on matters such as clarification of class content, reminders of upcoming assignments and/or course responsibilities, to provide prompt feedback to students on coursework to facilitate student learning outcomes, or to increase the role of an individual educator in the academic lives of a student. Students will be given multiple ways to email instructor through both the learning management system inbox and district-provided email accounts.

Face to Face (by student request; cannot be required)	The instructor may hold regularly scheduled office hours either in person or via-web conferencing, for students to be able to meet and discuss course materials or individual progress. Students can request additional in-person or web conferencing meetings with faculty member as needed. Faculty may encourage online students to form “study groups” in person or online.
Other DE (e.g., recorded lectures)	A variety of ADA compliant tools and media integrated within the learning management system may be used to help students reach competency. Tools may include: recorded lectures, narrated slides, screencasts, online library resources, 3rd party (publisher-created) tools, websites and blogs, multimedia and streaming platforms like YouTube, Films on Demand, 3CMedia, Khan Academy, etc.
Video Conferencing	Video tools such as ConferZoom may be used to provide live synchronous or asynchronous sessions with students. ADA compliance will be upheld with Closed Captioning during the session or of the recorded session. Any required synchronous meetings will be recorded and provided to students via the LMS to ensure equal access to resources. Student-to-student group meetings will also be encouraged.

Hybrid (51%–99% online) Modality:

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100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
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E-mail	E-mail, class announcements and various learning management system tools such as "Message Students Who" and "Assignment Comments", will be used to regularly communicate with all students on matters such as clarification of class content, reminders of upcoming assignments and/or course responsibilities, to provide prompt feedback to students on coursework to facilitate student learning outcomes, or to increase the role of an individual educator in the academic lives of a student. Students will be given multiple ways to email instructor through both the learning management system inbox and district-provided email accounts.
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Examinations**Hybrid (1%–50% online) Modality**

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

COMMERCIAL MUSIC

Additional Minimum Qualifications**Minimum Qualifications**

Music

Additional local certifications required

Avid Certified Instructor in Pro Tools, Associates degree and 6 years experience , Bachelors + 2 years.

Review and Approval Dates

Department Chair

12/02/2020

Dean

12/02/2020

Technical Review

12/09/2020

Curriculum Committee

12/09/2020

CCCCO

MM/DD/YYYY

Control Number

CCC000611637

DOE/accreditation approval date

MM/DD/YYYY