

SYLLABUS – Distance Education Digital Imaging I

Course Information

Course title: Digital Imaging 1 - PhotoShop CS3

Course number: ARTC 1302 CRN 16410 Course description: Credit: 3 (2 lecture, 4 lab)

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

Course dates: Saturday 8/29/2007 through 12/10/2007

Location: Online - Distance Education

Required in person orientation West Loop Campus room 136 7 PM - 8/29/2007

Prerequisite(s): Corequisites: ARTC 1313 and ARTC 1305 or Department Approval

Instructor Information

Name: Harold Scott

Email: harold.scott@hccs.edu

Office hours: By Appointment

You will need a semester long student membership to the tutorial movies hosted by www.lynda.com (This is required to remain in this class! You must sign up with this service by 9/15/2007 at the latest!)

*Textbook Required reading: Adobe Photoshop CS 3 Classroom in A Book, Adobe Press, 2007, ISBN 0-321-49202-1

Materials and Resources :

You will need access to the softwares: Adobe Photoshop CS3 and Adobe ImageReady. You will need some type of internet connection to participate in this class.

The HCC Digital Communications Department provides internet access and the software mentioned above in labs located at the West Loop campus. These lab resources are available from the second week of the semester until the end of finals week. I highly advise the use of these resources if there is any delay in a student acquiring the needed materials at their home/office. Please do not fall behind in this class as there is a lot I will be asking you to do.

Course Goals

Understanding of computerized bit map imaging, file formatting and image and file resolution.

Importing of digitized images, scanning, and digital photos.

Working with layers and image compositing.

Color adjustment and correction.

Photo restoration.

Optimizing images for the web, designing web pages in Photoshop, using ImageReady software.

Upon satisfactory completion of Digital Imaging 1 class, students will demonstrate the following skills:

Understand and utilize the Interface, Palettes, and Tools.

Understand and utilize Scanning, Importing of images from digital media.

Understand and utilize Contrast, Color Correction Controls, and Color altering controls.

Understand and utilize Retouching Techniques.

Understand and utilize Filters.

Understand and utilize Quick Mask.

Understand and utilize Alpha Channels and Saving Selections.

Understand and utilize Layers and Compositing Techniques.

Understand and utilize the Paint Tools and Color Palette.

Understand and utilize Paths and the Pen Tool.

Understand and utilize Image Optimization for output to the web.

Understand and utilize the Slice Tool in ImageReady.

Policies

Additional information: ADA Information

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the disability counselor at your college or Donna Price at 713-718-5165."

Attendance

Attendance in this distance education class will be based on the students weekly participation on the class Discussion Board

A quality post is defined as being on topic and at least 50 words. See the discussion board in WebCT for this course on what is and is not a good "Quality Post".

The HCCS Catalog states, "A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time)." That is equivalent to two weeks of class.

" NOTICE:Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available."

The Digital Communications provides lab settings for students to work on course work and skills at the West Loop campus. Please contact the department office to obtain hours and locations for these labs.

This policy does not discriminate on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age, or disability.

International students who may become affected by this policy are hereby advised to contact the Houston Community College Southwest International Students Advisor, Dr. Michael Evans at 713.718.7751.

Scholastic Dishonesty

The following comes from the HCCS Student Handbook:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

“Cheating” on a test includes:

- * Copying from another student’s test paper;
- * Using materials during a test that are not authorized by the person giving the test;
- * Collaborating with another student during a test without authority;
- * Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
- * Bribing another person to obtain a test that is to be administered.

“Plagiarism” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

“Collusion” means the unauthorized collaboration with another person in preparing written work offered for credit.

VIOLATIONS

Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

My general rule on Scholastic Dishonesty is to award the student an F for the whole class and then notify the Academic Dean. I do not have any tolerance for cheaters!

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

This instructor will issue an F for the entire course if Plagiarism or cheating takes place.

Course Policies

Work turned in past the deadline will not be accepted and a grade of F will be awarded for that assignment.

It is the students responsibility to know how to upload and submit projects in the WebCT website. If a project does not arrive on time in this area of this class then no credit will be awarded. Do not wait until the last moment to figure out how to do this. (email is not a submission option – use the assignments area in WebCT to send me your projects)!

No handwritten work will be accepted.

No make-up quizzes will be given.

Plagiarism is inexcusable and will result in an automatic F for the semester class.

No software, hardware, or manuals may be removed from the lab. Software and manuals may not be copied. Lab rules are to be strictly followed. Failure to comply with these rules will mean expulsion from both class and lab.

No food or drink is allowed in the labs for the protection of the equipment. If you bring food or drink into class you will be asked to leave and participation points will be lost. Only those currently registered for courses are allowed to use the HCC computer labs. No children, spouses, parents or friends are allowed in the labs. Children especially are not allowed on campus at any time. This is college policy and there are no exceptions. Students are required to sign-in and carry their paid receipt when they are in an open lab. If you are asked to show the receipt to a lab aide and cannot do so, you may not be allowed to remain in the lab.

No outside software is allowed in HCC labs or on HCC computers.

Open labs are for students to work on school work only. If you have outside work to do, numerous commercial centers are located throughout the city where computer time is available for a fee. Students working on projects other than those assigned for class work will be asked to leave.

Students may not change mice or connect peripherals to any computer (you may connect

external hard drives and usb storage devices).

We expect patrons of the lab to conduct themselves in a professional manner. Those who cannot do so will be asked to leave. When asked to leave, students must do so without argument. This is especially true at closing time.

Silence cell phones and pagers while in lab. Interrupting a lab for your telephone call is extremely rude and may be treated in like manner. If you must talk on the phone, please leave the classroom before answering a call or beginning a conversation. If you talk on a phone in lab you will be asked to leave.

Students may find the following information in the student handbook and college catalog:

- Withdrawal Policy
- Refund Policy
- Plagiarism Policy
- Attendance Requirements
- Grading Scale

“The Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age or handicap. This policy extends to employment, admission, and all programs and activities supported by the College.”

Grading

: The grade scale for this class is:

90 - 100+ points = A

80 - 89.9 points = B

70 - 79.9 points = C

60 - 69.9 points = D

0 - 59.9 points = F

Please view the Assignments, Calendar, and Discussion Board sections of this WebCT course on a weekly basis in order to keep up with due dates and other critical information that I assign to students. The assignments area of WebCT will show the grade points and projects that will determine a students grade in this course.

Requirements (technical and aesthetic) for projects will be provided for each project at the time the project is assigned.

SCANS

: Time Management - A student will allocate time to allow for the completion assignments and projects in a timely manner.

Organize / Maintain Information - Students will organize and maintain project files on computers.

Use Computers to Process Information - Students will create visual projects on computers. The students will use Photoshop software and Mac and PC based operating systems.

Understand Systems - Students must use local computers, Internet network systems, and file transfer systems to complete this distance education class.

Monitors / Corrects Performance - Students will monitor their performance to meet the course objectives and the technology as required.

Applies Technology to Tasks - The students must use computer and software (Adobe Photoshop) technologies to create and complete the assigned work in this class.

Reading - The student must read and understand information from the class textbook in order to gain skills needed to use Photoshop.

Basic Computer Skills - The students will use the following skills to complete this class:

Save files

Find and open files

Use external storage devices

Burn CD for data backup

Access the Internet and use email.

Creative Thinking - Students will need think through and create original visual solutions to the visual problems that this class presents.

Decision Making - Students must analyze their visual resources and options and choose the materials and processes that will allow for the optimal completion of assignments and projects.

Problem Solving - Students will think about and act to complete tasks and projects that require them to understand a problem and then find a solution that meets the tasks stated criteria.

Research - Students must do visual research on other artists work in this class. They look at other work to grow their aesthetic acumen.

Responsibility - Students must complete their assignments on their own by the deadline that is stated for each project and assignment.

Integrity / Honesty - Students will follow software and intellectual property copyright laws. Students will follow HCC Policies on plagiarism and cheating.