

Syllabus for Digital Imaging I ARTC 1402

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Synonym	ARTC-1402-001: Digital Imaging I (27533)
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Course Description

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (WECM) A solid introduction to Adobe Photoshop with specific attention to practical applications to include preparing images for print (halftone theory) and web output. Gain proficiency with Adobe Photoshop panels, image editing, selections, layers, masks, and paths. Introduction to layer styles, type effects, and filters. Encourages creative studio skills.

Learning Outcomes Workforce Education Course Manual (WECM):

Identify terminology, advantages and limitations of image editing software; distinguish bit-mapped resolutions for image acquisitions and output devices; use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web; specify appropriate file formats.

Challenge Test:

Students cannot be currently or previously enrolled in the Digital Imaging I class they are challenging. Challenge test forms may be picked up in Admissions. Admissions will confirm whether the student has been previously enrolled. The form needs to be signed by the department chair and documented by Donna Pauler, the instructor who is supervising the test. Donna Pauler can be reached at is 223-4300 or through email at pauler@austincc.edu. There is \$40 fee to take the challenge test for credit.

Texts, Instructional Materials and Resources

Text: Lab: *Adobe Photoshop CS5 Classroom in a Book* by Adobe Press: ISBN-13: 978-0-321-70176 **Online** students: Get version of book that goes with software used CS 4 or CS 5.

Highly Recommended:

Optional Supplementary Text: *Photoshop CS 5 for Windows and Macintosh Visual Quick Start Guide* by Elaine Weinmann and Peter Lourekas.

Library Resource Centers: Review *Print Magazine*, *Communication Arts Magazine*, *Photoshop User Magazine* and others. In addition, library has stock photo files. See this url for Library services for the Visual Communication Dept: <http://researchguides.austincc.edu/VCD>

Useful URLs: <http://tv.adobe.com/>, http://www.adobe.com/designcenter/video_workshop/, <http://www.photoshopuser.com/>, <http://www.planetphotoshop.com/>

Supplies

Lab: USB Memory Key. Paper, pen, pencils, notebooks.

Online: Internet access (high speed recommended) with ACC gmail essential. Adobe Photoshop CS 4 or 5 (or 5.5) software. Digital Camera and/or access to scanner. For ACC special pricing on Adobe software see: <http://austincc.academicssuperstore.com>,

Instructional Methodology

Demonstrations/presentations/tutorials (Recorded tutorials and links to material in Blackboard) followed by independent lab work and “real world”, hands- on projects. Opportunity is provided for lab and online students to have discussion, exchange ideas and share projects.

Course Rationale

Digital Imaging I is an introductory course using industry standard imaging software to prepare students in the following specializations: graphic design, graphics technology, and interactive design. Production and technical skills are reinforced through project-based assignments. Beginning students are provided an opportunity to obtain real life experiences. Practicing professionals may upgrade their job skills.

Common Course Objectives

- Identify and specify different graphics file formats for print and web.
- Distinguish image resolution from resolution of input and output devices.
- Explain bit depth and image modes (bit map, grayscale, RGB and CMYK).
- Edit using retouching tools (healing brush, clone tool, patch tool) to use in composites.
- Master the selection tools (wand, marquee, lasso, quick selection).
- Demonstrate proficiency with layers (naming, organizing sets, styles, adjustment layers).
- Demonstrate proficiency creating and editing masks (Quick, channels, layers, clipping).
- Distinguish between vector and raster graphics.
- Use the pen tool as a selection device.
- Use type and type effects.
- Optimize images for output to print and web.
- Control use of selected filters.
- Create well-executed composite images giving consideration to “non-destructive” editing.

Grading System

90 —100 =A, 80 —89 =B, 70 —79 =C 60 —69 =D, 59 >=F

Effective September 2005 the grade of “D” in any of the Visual Communication courses is no longer acceptable for credit hours on a student’s transcript. The student must make a “C” or better after September 2005 in order to receive credit and proceed to the next level course. Students already in our program who have a “D” on their transcript prior to September 2005 will be allowed to proceed to the next level course.

Course Requirements and Grading

Classroom in a Book (CIB) Lessons, Practices, Daily Work “LAB”	30%
Evaluated on technical execution and completion of daily tutorials (CIB lessons) and practices as assigned to include participation/attendance in class. (Late work to be determined by instructor.)	
Integrating Projects	30%
Integrating projects (4) are exercises that integrate the skills acquired at regular intervals. (Late work to be determined by instructor.)	
Quizzes/Tests	25%
Includes review sheets and 7 online quizzes, including review. Quizzes are multiple choice and T/F which may be in lab or online. Online quizzes may be taken over again for improved grade*. *See instructor whether the quizzes will be online or in lab, and whether make up is allowed.	
Final Culminating Project(s)	15%
Includes making a movie poster and re-sampling composite image and optimizing for grayscale newsprint ad and a color composite for web.	

Attendance Policy From 2010-11 Student Handbook, page 24

Regular and punctual class and laboratory attendance is expected of all students. If attendance is unsatisfactory, the instructor may withdraw students from class. (Other reasons for instructor-initiated withdrawals might be students’ failure to comply with course policies or meet objectives.) The college will notify students of the action taken by the instructor. Instructor-initiated withdrawals count toward state limits on course withdrawals (See Six-Withdrawals Limit). If students desire readmission, they should submit a written appeal to the instructor within five business days. The instructor’s response is due five business days following the appeal. Students may re-appeal the instructor’s decision to the department chair, then division dean. The dean’s decision is final. During the appeals process, students may attend class, submit assignments, and take tests for grading unless there are established course or program guidelines that would prohibit their returning to class

Drops vs. Withdrawals

Students who officially exit a course during either the schedule change period or before the official college reporting date are considered to have “dropped” the course. They do so by submitting the official request to Admissions and Records. Dropped courses are not considered withdrawals and are not posted on the student transcript.

Withdrawals from a course occur after the official reporting date and result in a mark of W on the student transcript.

It is the student’s responsibility to initiate a withdrawal request to Admissions and Records before the withdrawal deadline. Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal. In cases of instructor-initiated withdrawals, the withdrawal counts toward students’ maximum withdrawal limits.

Dropping/Withdrawing From Courses — From 2010-2011 Student Handbook, page 25

Each semester or term includes dates students may either “drop” or “withdraw” from a course. The college places no limits on the number of courses a student may drop. However, state law limits the number of course withdrawals, with some exemptions and exceptions

Note: Dropping or withdrawing from a course may affect financial aid, veterans’ benefits, international student status, or [academic standing](#). Students are urged to consult with their instructor or an advisor or counselor before making schedule changes.

Six-Withdrawals Limit

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. All course withdrawals automatically count toward the limit unless:

- The student withdraws from all courses;
- The student or course is exempt from the rule; or
- The student receives an exception authorized by college officials.

Students who reach their withdrawal limit must remain on the class roll unless they request and receive approval for a withdrawal exception. Exceptions are listed on page 25 of the 2010-2011 Student Handbook.

Instructor Policies.

Lab attendance is mandatory and recorded every class. Failure to show up for class and work during lab time will automatically lower grade regardless of work quality. There are demonstrations, sharing sessions, quizzes, and possibly guest lecturers that require your attendance. **Online** students should be submitting assignments and remain in contact each week. Lack of progress and participation may cause a grade of D or F.

Assessment: The stated objectives for each assignment of individual projects are based upon the instructor’s experience with industry standards. Student work is assessed upon technical expertise, accuracy, composition standards and creativity. (See Rubrics for each project.) Active participation in class discussions, critiques and sharing sessions is essential and considered part of each project grade and final evaluation.

Demonstration of a professional attitude is required. This includes, but is not limited to arriving to class on time and participating for the whole period and turning in projects on time. Students are expected to show professional courtesy to other students as well as the instructor in class and via online discussions. This will be a factor in overall grading.

Late work: Projects will automatically be lowered by 10% if turned in past due date. Nothing is accepted 2 weeks after due dates without prior arrangements.

Dropping Students: It is the student’s responsibility to withdraw or drop a class

Incomplete Grade Visual Communication Policies

An incomplete grade is only given under extreme circumstances. A situation must have occurred that does not enable the student to complete the remainder of the semester’s work. The situation must be extreme, such as being hospitalized. The student must provide documentation and must have completed approximately 80–85% of the course work, which is normally past the withdrawal deadline.

The VisCom department highly discourages giving incomplete grades. It is left up to the instructor to present their request to the Department Chair for approval.

- Incomplete grade form must be completed by the instructor and signed by both student and instructor
- Incomplete form must be signed by the Department Chair for approval
- Student must be given a copy of the incomplete form with all work required to finish the course listed in the comment area

Student has until the last day to withdraw of the following semester to turn in all work. If deadline is missed, the grade automatically turns to an “F”

Copyright

The software programs that you in the labs are licensed to the college as the original purchaser and as such are not available for students to duplicate for their personal use. Do not use college equipment to duplicate software for other students or to produce work-for-profit. Do not copy or scan copyrighted material for use in your projects.

Scholastic Dishonesty From 2010-11 Student Handbook, page 34

Students have the responsibility to submit coursework that is the result of their own thought, research, or self expression.

The following are guidelines to assist students in avoiding academic dishonesty:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students must follow all instructions given by instructors or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations.

Actions constituting violations of academic dishonesty include, but are not limited to, the following:

- Plagiarism
- Cheating
- Fabrication
- Collusion

Falsifying institutional records or other legal or source documents: Includes altering grades, either written or electronic, or other falsification of academic records such as application for admission, grade reports, test papers, registration materials, and reporting forms used by the college.

Academic Freedom

"Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions."

Students with Disabilities From 2010-11 Student Handbook, page 23.

Support services for students with documented disabilities are offered at each campus through the Office for Students with Disabilities (OSD). Each semester students must request accommodations with the OSD Coordinator or Specialist at the campus they expect to schedule most of their classes. Appropriate accommodations are determined on a case-by-case basis by the student's documented disability and by the course content and delivery method of each course for which the student has registered. Examples of common accommodations include, but are not limited to, registration assistance, testing accommodations, sign language interpreters, and note takers. For accommodations to be in place by the first day of each semester, students must request accommodations at least 4 weeks before the semester begins. ACC partners with the Texas Department of Assistive and Rehabilitative Services (DARS) and other community service organizations to provide support services for students with disabilities. **All requests for accommodations must be presented to the instructor during the first week of class.**

Student Discipline

By enrolling at ACC, students agree to abide by the college's Student Standards of Conduct. These standards also establish disciplinary procedures for students accused of violating those standards. The Student Standards of Conduct and Disciplinary Process is published in the Student Handbook (page 33) and Administrative Rules.

SCAN Competencies:

Secretary's Commission on Achieving

Necessary Skills:

This course satisfies

1.1 Manages Times

2.1 Participates as a Members of a Team

3.0 Information

3.1 Acquires and Evaluates Information

3.2 Organizes and Maintains Information

3.3 Uses Computers to Process Information

4.0 Systems

4.1 Understands Systems

4.2 Monitors and Corrects Performance

4.3 Improves and Designs Systems

5.0 Technology

5.1 Selects Technology

5.2 Applies Technology to Task

5.3 Maintains and Troubleshoots Technology

6.0 Basic Skills

.1Reading

.2Writing

.4 Mathematics

.5Listening

6.6 Speaking

7.0 Thinking Skills

7.1 Creative Thinking

7.2 Decision Making

7.3 Problem Solving

7.4 Mental Visualization

7.5 Knowing How to Learn

7.6 Reasoning

8.0 Personal Qualities

8.1 Responsibility

8.2 Self-Esteem

8.3 Sociability

8.4 Self-Management

8.5 Integrity/Honesty