Digital Communication Department
ARTC 1302 – Digital Imaging 1
CRN 15765- Fall 2018

LOCATION:Alief Hayes B319
TIME: 10:00 am - 11:50 am   M/W
2- hour lecture course/ 4 hour lab / 96 hours per semester / 48 hours external / 16 weeks

Instructor: Carolyn Tan
Instructor Contact Information: Email: Carolyn.Tan@hccs.edu
Phone – 713-718-7894

Office location and hours: Hayes Campus C316
Monday & Wednesday: 8:00-10:00am

Please feel free to contact me concerning any problems or concerns that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. You can contact me via phone or email for an appointment.

Course Description
Digital Imaging 1: Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image- acquisitions.

Total Course Contact Hours
Credit and Lecture - 96.00; External Hours: 48 hours
Note: One hour of classroom instruction equates to a minimum of 1.5 hours of out-of- class student work for each week. External hours of student work may include assignments, projects, research, exam certification practice, and/or field trips.
Example: 2 lecture, 4 lab hours Lecture 2hrs x 16 weeks = 32 hrs Lab hours 4hrs x 16 weeks = 64 hrs
External Hours 3hrs x16 weeks = 48 hrs
TOTAL hours = 144 hours

FREQUENT REQUISITES
 • MATH 0306 (Basic Math Pre-Algebra)
 • GUST 0341 (7th -9th Grade Reading)
 • ENGL 0300 or 0347
BASICS COMPUTER SKILLS REQUIRED
Course Goal
1. Demonstrate ability to select and apply industry standard software
2. Design and demonstrate use of software and techniques in practical applications
3. Develop a portfolio of work that demonstrates proficiency in skills for employment
4. Present a portfolio of work that demonstrates proficiency in skills for employment.
Student Learning Outcomes

The student will be able to:

1. Identify terminology, advantages and limitations of image editing software
2. Distinguish bit-mapped resolutions for image acquisitions and output devices.
3. Use digital editing and painting tools.
4. Use basic half-tone theory in production of images.
5. Manipulate, create, and edit digital images for print and for web.
6. Specify appropriate file formats.

Learning Objectives

Students will:

1. **Identify terminology, advantages and limitations of image editing software** Students are directed to setup their own personal workspace with the software application. This exercise teaches them the names, commands, and locations of the various image-editing tools inherent to the software and technology.
2. **Distinguish bit-mapped resolutions for image acquisitions and output devices.**
   Students are given in depth lectures on image resolution, line-screen resolution for printing, and image optimization images going on the web.
3. **Use digital editing and painting tools.**
   Colorization of black and white images using various image editing tools and color adjustment commands.
4. **Use basic half-tone theory in production of images.**
   Students are taught the basic theory of offset printing and the use of half-tones in terms of CMYK plates and inks
5. **Manipulate, create, and edit digital images for print and for web.**
   Students are given severely damaged images and taught various techniques and tools for restoring images to print quality and when necessary optimizing said images for the web.
6. **Specify appropriate file formats.**
   Students are taught how and when to use various file formats for printing, scanning, web, and embedding in page layout software documents.

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16- WEEK CALENDAR

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Following is a tentative outline of discussion topics and class assignments for the semester. This schedule is subject to change. The instructor reserves the right to change the assignments, projects and dates as deemed necessary. You will be informed of any changes. Updated information will be posted on Eagle Online. You must login minimum 2 times a week during the semester for this class.

Eagle Online ACTIVITIES (WEA): All textbook lessons and class projects must be turned in via Eagle Online. See class handout and/or announcement for each week for additional assignments.

Week 1: Introduction to Adobe Photoshop Discussion Topics/Lecture:
- Instructor/ Student introductions
- Go over Syllabus
- Get textbook next class and USB storage drive
- Student Profile Sheets
- Share drive folders
- Email and Eagle Online (EO)
- Bitmap vs. Vector
- Open and Saving Files
- Document Setup

- Photoshop Interface (In Class assignment-self portrait)
- Photoshop Workspace (Custom Workspace)
- Menus and Basic Tool Box
- Palettes/Panels
- Native file format and other bitmap file formats

Assignment 1:
'Self-portrait' Develop a self-portrait using Photoshop filters and basic coloring tools.
Definitions:
Pixel, Bitmap, Vector, Raster, Ram (Memory), Quick Mask, Selections, Native file format, Standard Mode vs Quick Mask Mode, Save, Save As, Transform Tool, Drag and Drop, Layers, Filters, and Erase Tool.
Eagle Online Activity:
1. Upload your photograph in the class roster
2. Respond to the Discussions board 'Introduction Post'

All assignments must be titled with ONLY YOUR Last Name and Assignment/Project/Lesson #.
Example. For Mr. John Doe Doe_Assign01 or Doe_Projectname01 otherwise you will lose points

Week 2: Basic Compositing Tools Assignment 2:
'CD Cover Design' Using Basic Selections tools, Intro. to Layers, Text Tool, Brush tools, Magic Wand Tool, More Layers, Intro. to History Palette, and some Filters, Customizing the interface, Photoshop Preferences, More in-depth discussion of the Menus and Floating Palettes, Image Editing tools, Options Bar & Panels, Color & Brush Options, More Transform tools.
Assignment 2. Must be completed end of class 2. Student must have their textbook in class this week.
Definitions:
Fonts, Clipboard (Copy, Cut, Paste), Rulers and Zero Point, toggle, Foreground/Background color, File Formats, Psd, Tiff, Pict, Eps, Jpg, PDF, Gif.)
Eagle Online Activity:
1. Upload textbook Lesson 1 GETTING TO KNOW THE WORK AREA Save files as Lastname01A, Lastname01B, and Lastname0C

Week 3 & 4: Additional Compositing Tools
Assignment 3:
'Building a Coral Reef' Using Layers, Bending Modes, Color Adjustment Menu & Tools, More Transform Tools, History Palette Undos, File >Revert, Lasso Tool, Magic Wand Tool. You will be given a picture of an underwater coral reef and you will populate it with the new fishes you have created. You will be given multiple different fish images which you will color and alter the using the Color Adjustment commands, Image Editing tools, Liquify Filter and Transform Tools. You will use Layers and the Layer Blending Modes to create the illusion of an undersea scene. You will start using the History Panel to monitor your work and to enable you to have multiple undos. You will also use the Transform Command and its sub-commands to alter the look of the fishes.
Definitions:
Setting up Document Size, Canvas Size, DPI, Revert, Invert, Inverse, Layer Compositing, Layer Merging, Flatten Layers, Blending Modes, Color Modes, Tool Options Bar, Opacity and Fill Sliders, File Size Dialog Box.
Eagle Online Activity:
  1. Upload textbook Lesson 2 BASIC PHOTO CORRECTION Save files as Lastname02

Week 5 & 6:
Assignment 4: Selection Tools and Hue/Saturation Adjustment
'Colorizing a Black and White Image' - Colorizing a Black and White Picture. Making Selections using the Pen Tool and other selection tools, Saving Selections, Using of Alpha Channels, Color Fills, Fill Blending Modes, Adjustment Layer, Color Adjustment Commands, Clone Stamp Tool, Blur Filter, and Healing Brush. You will be given a black and white photograph and you learn how to select and apply color to the various parts of the picture. You will use the HS Adjustment Panel and Fill Blending Modes to add color, Curves and Color Balance Command to learn how to control the color in the image (Highlights, Midtones, and Shadows).
Definitions:
Midtones, Shadows, Highlights, Gamma, Hue, Saturation, Channels, Paths, Saved Selection, Grayscale to Color, Alpha Channels, Adjustment Layers, Levels, Curves, and Color Bit Depth.
Eagle Online Activity:
  1. Upload textbook Lesson 3 WORKING WITH SELECTIONS Save files as Lastname03.jpg

Week 7, 8, and 9: Layers and Advanced Compositing Tools
Midterm Project (Assignment 5):
'Travel Poster - You will be given up to 25 images and will utilize some of them to create a travel poster to promote tourism in a specific country or a city. You are expected to use all the techniques, tools, and commands you have learned up to now in Photoshop. There will be special emphasis placed on using Layers and image compositing techniques. You will be graded on originality of concept and design, creative use of images to express your ideas and in the utilization of Photoshop. There will be a class handout giving more specific instruction and a Grading Criteria sheet for this project. There will also be further demonstrations in class for techniques to use on the project. Special emphasis on the Channel/Layer Masks.

 The Midterm project should be turned in the class Shared Drive or link to iCloud Sharing.
Definitions:
Blending Modes, Adjustment Layers, Custom Drop Shadows, Feathering, and Channel/Layer Masks
Eagle Online Activity:
  1. Upload textbook Lesson 4 LAYER BASICS Save files as Lastname04.jpg
Week 10: Text Tools

Eagle Online Activity:
  1. Upload textbook Lesson 5 CORRECTING AND ENHANCING DIGITAL PHOTOGRAPHS

Save files as Lastname01 TO Lastname05
2. Upload textbook Lesson 8 VECTOR DRAWING TECHNIQUES Save files as Lastname08.jpg

Week 11 & 12: Basic Compositing Tools
Assignment 6:
'Photo Restoration' **Assignment 5, Photo Restoration and Scanning.** You will be given one old and damaged photograph to restore using the techniques demonstrated in class. You will then use this knowledge to restore a second picture and you are expected to bring in some old color or B&W photos of your own to restore. You will learn to remove scratches, mold, watermarks, and any other disfiguring elements in the photograph. Your old photos will be scanned and re- sized as needed. Use of the Rubber Stamp Tool, Healing Brush Tool, Patch Tool, History Brush, Spot Healing Brush. Adjustment Layers and Masks will be introduced for non-destructive color adjustments. More Curves and Levels, Color Adjustment, and Duotones.
Assignment 6 is due at the beginning class. Definitions:
Scanning, Digital Photos, Film, and Slides, Steps involved in using desktop scanners. Digital Photography, History Palette, History Brush, Noise and Dust /Scratches Filter, De screening.
Eagle Online Activity:
1. Upload textbook Lesson 6 MASK AND CHANNELS Save files as Lastname06
2. Upload textbook Lesson 7 TYPOGRAPHIC DESIGN
   Save files as Lastname07

Week 13:
Final Project (Assignment 7):
'Visual Narrative' OR *'Poster Design'*- The final project will be a culmination of all the techniques you have learned in Photoshop this class. Your grade on this assignment will be based on creativity in meeting the criteria of the assignment and the skill level you demonstrate in using Photoshop. More detailed information regarding the final project will be given out in class as well as a grade criteria sheet.
The Final Project is due on Monday, Dec. 3rd, 2018. NO EXCEPTIONS.

Week 14, 15, & 16:
- **Final project is due before 11:50 am on Monday, Dec. 3rd, 2018.**
- **Late Projects and missed textbook lessons will not be accepted after Dec 4th, 2018. NO EXCEPTIONS.**
- **Final project presentations/critique is on, Monday, Dec. 10th, 2018. Attendance is mandatory.**
- **Attendance is mandatory for the final presentation. You will get 0 points for final project if you do not present your final project at 10:00 am on the presentation day**
- **GMetrix test is the final exam. (Must be attempted before 11:00 am, Monday Dec. 10th, 2018)**

Instructor's teaching philosophy & instructional methods
The process of life-long learning, sharing of knowledge and skills is one of my deepest passions in the teaching and training field. I enjoy teaching both onsite and online utilizing traditional methods along with current computer technology combined with effective teaching strategies and approaches which engages students and learners in a motivating and enriching learning experience.
In relation to teaching any subject area, I strongly believe that students should be taught the basics or fundamentals, and then guided and encouraged to apply and share concepts learned to various scenarios related to the subject area. They must also be allowed to be creative, explore and experiment with new ideas, as well as make and learn from their mistakes. With higher cognitive applications, students must be able to learn how to solve and overcome problem tasks, as well as apply critical thinking and supported with justified solutions. The end product of successful teaching is when the learner or student is able to utilize and apply the

fundamentals of what have been taught to higher levels of learning, while achieving their maximum and fullest potential lifelong learning goals.

Student Assignments

Assignments, projects and web-enhanced activities have been developed to guide your learning and concept development as a designer. To better understand a topic/concept, you will be given assignments on key information that you will need to remember for your success in your career in graphics design.

As you learn new concepts and application, you will apply the knowledge to your Final Project.

Working on assignments/project is an integral part for the course. Any missed assignments will be considered as missed lab/class time and hence will be counted as ABSENCE. (1 unexcused missed, late or incomplete assignments = 1 ABSENT Session)

All assignments/projects are due on the day noted unless otherwise announced in class. Assignments may be completed in class or lab. Those having their own computer and pertinent software may work on assignments at home as well. However, class participation is still required, and students are advised to attend class regularly. The assignments must be completed on software programs used in class. Do not make substitutions. Note: Original working files are REQUIRED for ALL projects along with the submission of files as instructed. **YOU MUST SAVE ALL CLASS PROJECTS AND TEXTBOOK LESSON FILES (PSD AND PDF) ON A PORTABLE DRIVE TILL THE END OF THE SEMESTER.**

This is a Web Enhanced class. You must access Eagle Online (EO) site regularly during the semester. Class material and assignments will be updated often on EO.

Handouts will be given out for all assignments & projects. Be sure to follow the requirements of each project. Grading weights, assignments, projects, and evaluations are subject to change.

Assessments

Means of Assessment:

- Completion of assignments, exhibiting the ability to accurately and creatively render the assignments involving the application techniques demonstrated in class, in the written handouts, and the assigned readings.
- Turning assignments in on time in the manner stated by the instructor.
- Attempts to push the assignments further then what is required will increase the chances for a higher grade.
- Creativity in rendering the assignment and original thinking when pertinent.
- Compliance to basic design principles. (Proximity, Alignment, Repetition, and Contrast)
- Class attendance and participation in class critiques and presentations. **You will loose points if you miss presentations and not participate in class critiques.**

Grading Weights:

The instructor reserves the right to change the schedule, assignments, projects, grading weights, and dates as deemed necessary.

1. **Assignment 01 -- Self-portrait**   **100 points**
2. **Assignment 02 – CD Cover**   **100 points**
3. **Assignment 03 – Coral Reef**   **200 points**
4. **Assignment 04 – Colorizing B/W image**   **200 points**
5. **Midterm Assign. 05 – Travel Poster**   **300 points**

6.	Assignment 06 --Type Tools	100 points
7.	Assignment 07 – Photo-restoration	200 points
8.	CIAB Textbook Lessons (WEA)	900 points
9.	Participation & Class Engagement	300points
10.	GMetrix/Adobe Assoc. Exams WEA	300 points
11.	Final Project – Album Cover	300 points
	Total	**3000 points**

WEA (Web Enhanced Activities) –Includes Eagle Online activities, web-based research, GMetrix/Adobe Associate Certification tests and exams, and textbook assignments

Final Grade:
A = 3000-2700 = (100%-90%)
B = 2699-2400 = (89%-80%)
C = 2399-2100 = (79%-70%)
D = 2099-1800 = (69%-60%)
F = 1799 and Below = (59% or below)

Instructor Requirements
As your Instructor, it is my responsibility to:
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

DIGITAL COMMUNICATION DEPARTMENT LATE ASSIGNMENT TURN IN POLICY
Every assignment has a due date and students are expected to submit their assignments by the assigned due date. It is the student's responsibility to read and adhere to all assignment due dates listed on the assignment handouts, posted, or announced in the class. The purpose of this policy is to help students with time management and ensure optimum academic success in the classroom.

ALL Assignments are due on the due dates indicated. Technical issues are not valid excuses for late work.

Any assignment posted or turned in after the indicated due date will be subjected to the following:
1 – 24 hours late loses 25% off the total earned grade.
24 – 48 hours additional 25% off (50% off the total earned grade.)
48 – 72 hours additional 25% off (75% off the total earned grade.)
72 – 96 hours additional 25% off (100% off the total earned grade.)
Assignments will NOT be accepted after the fourth day of the due date.

To be successful in this class, it is the student's responsibility to:
- Attend class and participate in class discussions and activities
- Read and comprehend the handouts and help files where applicable
- Complete the required assignments and evaluations
- Ask for help when there is a question or problem

- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Complete all assignments/activities with a 70% passing score
- Adhere to HCC, department and instructor policies

Program/Discipline Requirements
- Complete and comprehend the objectives and technologies involved in all graded assignments.
- Demonstrate the ability to apply creative thinking and problem solving to all class projects and assignments.
- Complete all reading assignments pertaining to the subject matter of the course.
- Attend class regularly, missing no more than 12.5% of instruction and lab time (12 hours)
- Arrive at class promptly and be prepared with necessary books, storage media, assignments, and anything else required.
- Exhibit safe and courteous lab habits.
- Develop and share knowledge and information with fellow students.
- Participate in keeping labs clean and organized; shutting down computers when finished; abiding by lab rules; showing respect for instructors, fellow students and lab assistants.
- Participate in class discussions and critiques.
- Demonstrate the ability to communicate in a clear, coherent manner.
- Turn in all assignment on time and in the manner required by the instructor.
- Demonstrate the ability to use computer-based technology and software applications as it applies to be given class.
- Understand and be proficient in computer file management, including saving and retrieving files.
- When possible, demonstrate the ability to use and understand both Macintosh and Window operating systems.
- Demonstrate knowledge and the ability to use applicable peripherals and storage devices.
- Develop a portfolio that illustrates concepts, techniques, and programs used in solving class assignment, including a written statement describing project concepts and processes.
- Demonstrate ability and creativity in using computer-based technology in communicating, solving problems and acquiring information.
- Accept responsibility for personal understanding of course requirements and degree plan.
- **Check your HCC student email regularly for class updates and/or notifications from the instructor**.

HCC Grading Scale

A = 100 – 90   4 points per semester hour
B = 89 – 80:   3 points per semester hour
C = 79 – 70:   2 points per semester hour
D = 69 – 60:   1 point per semester hour
59 and below = F   0 points per semester hour
IP (In Progress)   0 points per semester hour
W(Withdrawn)   0 points per semester hour I
(Incomplete)   0 points per semester hour
AUD (Audit)   0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re- enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

An "I" (Incomplete) may be assigned by the instructor (only with the consent of the department chair), if a student is unable to finish all the course requirements during the original semester of enrollment. An

Incomplete course status designation is appropriate only when the following conditions are present:

1. The student has done satisfactory work in a substantial fraction (minimum 80%) of the course requirements prior to grading time and provides the instructor with evidence of potential success in the remaining work.
2. Extraordinary circumstances, not related to performance in the class, such as illness, have prevented the student from finishing the course requirements on time. Student must provide appropriate medical documents before requesting an Incomplete.

An Incomplete will not be given to enable a student to do additional work to improve a grade.

The instructor may deny a request for an Incomplete and assign a grade based on the work completed at that point. It is the student's responsibility to initiate a request for an Incomplete. Reasons for requesting the Incomplete must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the Incomplete, including the date for submitting all remaining work.

The instructor may change the "I" to a grade (including an "F") if the remaining work is not submitted by the deadline for completion.

Grading Criteria

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance. See individual assignment handouts and/or grade sheets

Grading Percentages (subject to change)

In class projects/assignments	30% of your final grade Textbook Lessons 37.5% of your final grade
Class participation	7.5% of your final grade
Midterm/Final Project	15% of your final grade Final Exam/GMetrixTest 10% of your final grade

Instructional Materials

1. **TEXTBOOK (Required):**
   Adobe Photoshop CC Classroom in a Book (2018 release) ISBN-10: 0134852486 • ISBN-13: 9780134852485
   ©2018 • Adobe Press • Paper, 400 pp By Andrew Faulkner, Conrad Chavez Published 12/22/2017
2. *Mass storage device (Required 16 GB or higher)*
3. *TEXTBOOK (recommended): Photoshop CC: Visual QuickStart Guide (2015 release) 1st Edition by* [Elaine Weinmann](#) *(Author),* [Peter Lourekas](#) *(Author)*

HCC Policy Statements
Access Student Services Policies on their Web site: http://central.hccs.edu/students/student-handbook/

Access DE Policies on their Web site:
All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's

responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/media/houston-community-college/distance-education/student- services/DE-Student-Handbook.pdf

Access CE Policies on their Web site:
http://www.hccs.edu/continuing-education/

Class Attendance Policy:
(Attending class regularly is the best way to succeed in this class!)
Attendance is taken within the first 15minutes of the class session. **You will be marked absent for unexcused lateness (See below).** Your attendance is also considered part of the class participation, and as such can affect your grade. Please note that you will be administratively dropped if you exceed the 12.5% of instruction hours (2-four hour sessions for classes that meet once a week, 3-three hour classes that meet twice a week OR 4-two hour sessions for classes that meet twice a week).

3 unexcused lateness or leaving early (15 minutes late) = 1 absent session.

Classroom/Lab Policies:

1. Students are responsible for adhering to all guidelines, procedures and requirements indicated in assignments and project handouts for the course.
2. Information covered in class will not be repeated for students who are tardy or absent. Students are responsible for getting lectures and assignments missed from other students. No make-up tests or classroom exercises will be given.
3. All assignments and projects must be completed by the student. Any work completed with the help of external sources such as lab technicians or past students/relatives etc. will result in a zero grade. Details will be given in each project or assignment.
4. Assignment/Project content or theme must **NOT** contain any inappropriate or offensive material (language, text, images, or multimedia) that relates to any **sexual, religious or political** orientation.
5. References and credits (such as images, text information, media files, etc) used must be documented in each assignment/project where applicable.
6. Work turned in past the dateline will receive a lowered letter grade or possibly an F.
7. Assignments are to be saved on External disks. You may leave your files on the server or class computers, the department will not be responsible for any deleted files.
8. Student must either call or EMAIL the instructor if they cannot make it for onsite class.
9. Plagiarism is inexcusable and will result in an F for the assignment and possible expulsion from the class.
10. 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.
11. ALL pagers, beepers and cell phones to be switched to silent mode.
12. Students are to apply for Web Site space via HCCS or own their own by the first week of classes. All completed assignments are to be uploaded to their web space by given deadlines.
13. Students are responsible for dropping classes on the given withdrawal date. **IMPORTANT NOTE!** You will be administratively given an F automatically if you do not officially drop/withdraw from the course.
14. Everyone is highly advised to get the latest updated virus scanners on their computers.

Special request during Lab Meetings Onsite (where applicable), not mandatory but will be very much appreciated – Instructor is allergic to perfumes & strong fragrances. Please minimize usage if possible. (Thank you for your understanding)

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.
Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity 3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

Campus Carry Law:
At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/.

Acknowledgement of Syllabus

Please fill in the following information and sign below to certify that you have read and understood the contents of this course syllabus including all the policies it spells out.

I hereby certify that I will comply with the CRN 13141 ARTC 1302 Digital Imaging 1, syllabus guidelines & State requirements for Fall 2018.

Houston Community College System • Southwest College • West Loop Campus

Program: Digital Communication

CRN 13141 ARTC 1302 Digital Imaging 1

End Date: 12/16/2018

Final Project Presentation: 12/10/2018. Attendance is <u>MANDATORY</u> for the final project presentation. Failure to do so will result in automatic 0 points for the final project.

Final Evaluation: 12/10/2018. Exam must be attempted before 11:00 am.

Instructor: Carolyn Tan
Telephone: 713-718-7894
Email: ctan@e-wdc.com
Office Hours: M/W:TBA

Student Name:	
Student ID:	
Home Phone:	
Work/Cell Phone:	
Email :	
Website (If applicable):	
Student Signature:	
Date:	

<u>Please return this signed page to the instructor before leaving class.</u>

Digital Communication - Release for Use Agreement ARTC 1302 Digital Imaging 1

A release agreement between Houston Community College Southwest and a presently or past enrolled student to use work produced by the student for the promotion of the college or its programs.

The student agrees to allow HCCS to use works produced for class or art shows in the following ways:
   a. Gallery Shows
   b. Online internet gallery promoting our programs
   c. In printed materials also used to promote the college and its programs HCCS agrees:

   a. That the student's work will not be sold or offered for sale without prior permission of the student.
   b. The ownership of all works produced in class remains the student.
   c. That the student work will not be altered in any way except to be optimized for display on the internet or reduced in size for publication purposes.
   d. To identify the student when their work is used by the college in the ways stated above.

_____   _____

Student Signature   Print Name

_____   _____

Email   Phone

_____

Date