Course Syllabus
**ARTC 1325 Intro to Computer Graphics** | Fall 2020| CRN: 17255

ONLINE https://myeagle.hccs.edu/app/profile/login

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| Instructor contact information | Reginald Leathers<br>713-718-7896<br>Reginald.Leathers@hccs.edu |
| Office Location and Hours | West Loop South  C137<br>TBA  :  Virtual   Hours:<br>Mon-Fri 3:00 – 4:00 pm |
| Course Semester Credit Hours (SCH) (lecture, lab) If applicable | *(see table below)* |

| Credit Hours | 3.00 | | | | |
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| Lecture Hours | 2.00 | Laboratory Hours | 4.00 | External Hours | 3.00 |

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| Total Course Contact Hours | Credit and Lecture ---96.00; External Hours: 48 hours<br>*Note: 1 hour of classroom instruction equates to a minimum of 1.5 hours of out-of-class student work each week.  External hours of student work may include assignments, research, exam certification practice, and/or field trips.*<br>**Example: 2 lecture, 4 lab hours**<br>Lecture 2hrs x 16 weeks = 32 hrs Lab hours<br>4hrs x 16 weeks = 64 hrs External Hours<br>3hrs x 16 weeks = 48 hrs<br>**TOTAL hours = 144 hours** |
| Type of Instruction | Lecture/Lab – ONLINE |
| Course Description: | A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.<br>You will learn for to design and create graphics deliverable on the web, print, and digital media projects (video), |

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| Course Prerequisite(s) | Completion of developmental English classes or passing grades on the English portion of the college assessment exam.

FREQUENT REQUISITES:
ENGL 0300 or 0347, GUST 0341 (7th -9th Grade Reading),
MATH 0306 (Basic Math Pre-Algebra) |
| Academic Discipline/CTE | 1. Demonstrate the ability and knowledge how to select and apply industry standard software in the design, creation and production of project assignments. |

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| Program Learning Outcomes | 2. Effectively describe and present projects utilizing industry specific vocabulary. Written projects and assignments present good writing skills with included industry vocabulary.
3. Design and demonstrate the use of software and techniques in practical applications.
4. Develop & present a portfolio of work that demonstrates proficiency in skills for employment. |
| Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.) | 1. Define computer terminology.
2. Identify peripherals.
3. Demonstrate use of raster (bitmap) images 4. Demonstrate use of page layout software.
5. Demonstrate use of vector-based graphics
6. Demonstrate use of multimedia. |
| Instructional Methods | Classroom |

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| Learning Objectives (Student Assignments) | Lectures, tutorials and projects will include<br><br>• Study computer terms as discussed in lectures and assignments.<br>• Identify and demonstrate proper use of storage devices such as flash drives and portable hard drives.<br>• Project grades reflect proper use of file management on portable devices.<br>• Solve raster image assignments using required software application.<br>• Assignment grades reflect effective completion of specific project requirements including the raster application.<br>• Solve page layout assignments using required software application.<br>• Assignment grades reflect effective completion of specific project requirements including the page layout application.<br>• Solve vector-based image assignments using required software application.<br>• Assignment grades reflect effective completion of specific project requirements including the vector-based application.<br>• Solve multimedia assignments using required processes and application.<br>• Assignment grades reflect effective completion of specific project requirements including the multimedia application. |
| Student Assessment(s) | Assignments and projects are based on the following:<br>• In-class discussions<br>• Hands on exploration for software applications in relation to computer graphics |

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| Instructor's Requirements | As your Instructor, it is my responsibility to**:**<br>• Provide the grading scale and detailed grading formula explaining how student grades are to be derived<br>• Facilitate an effective learning environment through class activities, discussions, and lectures<br>• Description of any special projects or assignments<br>• Inform students of policies such as attendance, withdrawal, tardiness and make up<br>• Provide the course outline and class calendar which will include a description of any special projects or assignments<br>• Arrange to meet with individual students before and after class as required<br><br>To be successful in this class, it is your (the student's) responsibility to**:** □<br>Attend class and participate in class discussions and activities<br>• Read and comprehend the handouts and help files where applicable<br>• Complete the required assignments and evaluations<br>• Ask for help when there is a question or problem<br>• Keep copies of all paperwork, including this syllabus, handouts and all assignments<br>• Complete all assignments/activities with a 70% passing score □ Adhere to HCC, department and instructor policies<br><br>Assignments, projects and web-enhanced activities have been developed to guide your learning and concept development as an intro level Computer Graphics 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 as a Computer Graphics designer.<br>Please note that since this is a 16-week hands on (required practice) intensive course. As you learn new concepts and application, you will apply the knowledge to your Final Project.<br>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)<br><br>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.<br>Note: Original working files are REQUIRED for ALL project along with the submission of final compressed files<br><br>Handouts will be given out for all assignments & projects. Be sure to follow the requirements of each project. |

- Weekly Exercises & Assignments including Web Enhanced Activities (25%)
- Midterm Project & Evaluation (25%)
- Final Project Evaluation/Quiz (50%)

NOTE: **LATENESS on any assignment/project pass the due date** WILL receive a **zero grade**. **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. (2 unexcused missed, late or incomplete assignments = 1 ABSENT Session)**

Since this is a HYBRID course, we will be monitored through your **Eagle Online Classroom activity & participation (at least 2 constructive feedbacks per discussion question/assignment AND project to students for each week).**

**Classroom 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 explore the Canvas Interface. 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.

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| | 14. Everyone is highly advised to get the latest updated virus scanners on their computers.<br><br>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) |
| Program/Discipline Requirements: If applicable | • Complete and comprehend the objectives and technologies involved in all graded assignments.<br>• Demonstrate the ability to apply creative thinking and problem solving to all class projects and assignments.<br>• Complete all reading assignments pertaining to the subject matter of the course.<br>• Attend class regularly online, missing no more than 12.5% of instruction and lab time (12 hours). You will be monitored by the canvas application.<br>• Arrive at class promptly and be prepared with necessary books, storage media, assignments, and anything else required.<br>• Exhibit safe and courteous lab habits while in lab where applicable.<br>• Develop and share knowledge and information with fellow students.<br>• 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.<br>• Participate in class discussions and critiques.<br>• Demonstrate the ability to communicate in a clear, coherent manner.<br>• Turn in all assignment on time and in the manner required by the instructor.<br>• Demonstrate the ability to use computer-based technology and software applications as it applies to be given class.<br>• Understand and be proficient in computer file management, including saving and retrieving files.<br>• When possible, demonstrate the ability to use and understand both Macintosh and Window operating systems.<br>• Demonstrate knowledge and the ability to use applicable peripherals and storage devices.<br>• Develop a portfolio that illustrates concepts, techniques, and programs used in solving class assignment, including a written statement describing project concepts and processes.<br>• Demonstrate ability and creativity in using computer-based technology in communicating, solving problems and acquiring information.<br>• Accept responsibility for personal understanding of course requirements and degree plan. |
| CC Grading Scale | |

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| 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 |
| F = 59 and below | 0 points per semester hour |

:: ARTC 1325 INTRO TO COMPUTER GRAPHICS: Semester Syllabus • Reggie Leathers

| IP (In Progress) | 0 points per semester hour |
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| W (Withdrawn) | 0 points per semester hour |
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| 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.
For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

| Instructor Grading Criteria | Students will be graded on their ability to complete the assignments and/or projects. Students will submit assignments/projects via the Internet or as instructed for a particular assignment. Assignments are due according to the course schedule. *Due dates are subject to change*. It is the *student's responsibility* to check the course schedule for changes.<br><br>Anyone who is not able to submit the work by the deadlines is advised to drop the course. **Incompletes (I) will not be given in this class.**<br><br>Grades will be broken down as follows:<br>•  Assignments (Weekly Projects & Mandatory Discussion Questions, Participation & Critiques) 40%<br>•  Final Project and Quiz Evaluation 60%<br>(Details of each section will be posted on the discussion forums) * Your participation grade will come from your contributions (feedbacks) to the discussion boards. You will be expected to check the Discussion Forum often and post substantial comments or create new topic for discussion during the semester. This is in addition to the comments you may post that pertain to specific assignments. |
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| Instructional Materials | |
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| | Textbook – This course does not require a textbook. All materials are online. |

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| | <ul><li>Lynda.com – You need apply to Lynda.com via Houston Public Library membership. Access will be free. http://houstonlibrary.org/lyndacom</li><li>**Software:** Microsoft Office Applications, Adobe Creative Cloud (Applications must contain Photoshop, Illustrator, Fireworks AND InDesign. Software may be purchased ONLINE at https://hccs.onthehub.com/</li><li>External USB/FW Hard drives to transport and store files</li><li>Office stationery: Pen, Pencil, folder/binder for storing class handouts Paper, Blank DVD/CDs, etc</li><li>A good notebook for collecting ideas, concepts, and developing your style!</li></ul> |

**Syllabus Modifications**

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

**Electronic Devices**

You may not video or audio record the instructor in class or in meetings. Keep cell phones on silent / vibration in class. If your cell phone makes noises that disrupt the class you will be asked to leave that evening. You are welcome back the next class in good standing. When on vibrate feel free to leave the class quietly to check messages from family/children during our class in the hallway.

**Campus Carry Link**

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

**Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.
This will enable HCC to provide any resources that HCC may possess.

**Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/

**Disability Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an

interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

**Title IX**

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
Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-yourrights/

**Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.
https://www.hccs.edu/about-hcc/procedures/student-rights-policies-procedures/student-complaints/speak-with-the-dean-of-students/

**Department Chair Contact Information**
Department Chair's name: Andre Hermann
Email address: andre.hermann@hccs.edu

Office phone number: 713-718-7891

**HCC Policy Statement:**
**Attendance**
The 2017-18 HCCS Catalog (Page 27) states the following:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Instructors will check class attendance daily. Although it is the responsibility of the student to drop a course for nonattendance, the instructor has the authority to drop a student for excessive absences.
A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (**including lecture and laboratory time**). For example:

> 1.     For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student may be dropped after six hours of absences.
> 2.     For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), a student may be dropped after 12 hours of absences"

**ONSITE CLASS** - Attendance is taken within the **first 10 minutes** of the class session. **You will be marked absent for unexcused lateness**. 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, OR 4-two hour sessions for classes that meet twice a week).

**ONLINE CLASS** – Attendance is monitored by online discussions and assignment submissions.

**Withdrawal Policy**
The State of Texas has begun to impose penalties on students who drop courses excessively. That is, if you repeat the same course more than twice, you have to pay extra tuition. In addition, as of FALL 2008, students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance. Contact your Professor or a Counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**In order to withdraw from your class, you MUST contact a Counselor <u>or</u> your Professor and this must be done PRIOR to the withdrawal deadline to receive a "W" on your transcript**. If you do not withdraw before the deadline, you will receive the grade that you have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade ("F"). Please do **not** contact both a Counselor and your Professor to request a withdrawal; either one is sufficient.

**AGAIN NOTE:** IT IS THE RESPONSIBILITY OF THE STUDENT TO WITHDRAW OFFICIALLY FROM A COURSE. **Administrative drops are at the discretion of the instructor.** Failure of a student to withdraw officially **could result** in the student receiving a grade of "F" in the course.

**The final withdrawal deadline for regular term and second start classes is listed in the course calendar section.** However, classes of other duration (mini-term, flex-entry, 8-weeks, etc.) have different final withdrawal deadlines. Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email or telephone with a Professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*

**Academic Honesty & Plagiarism Policy**
A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles.

You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. 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 students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- 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.

**Use of Camera & Recording Devices**
Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**ADA Statement**
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Dr. Becky Hauri at 713-718-7910 in the Southwest College Disability Support Services Office at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and click on the words Disability Information. **http://www.hccs.edu/district/students/disability- services/**

> *"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."*

**EGLS3 -- Evaluation for Greater Learning Student Survey System**
At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction.

The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

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| Access Student Services Policies: | http://www.hccs.edu/district/about-us/procedures/student-rights |
| Access Distance Education (DE) Policies: | http://de.hccs.edu/student-services/ |
| Access Continuing Education (CE) Policies: | http://www.hccs.edu/continuing-education/students/ |

**SPECIAL NOTE**

"Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Student for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess."

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**IMPORTANT!**

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**PLEASE COMPLETE THE FOLLOWING:**
- Student Profile/Syllabus Acknowledgment Form
- Digital Communication - Release for Use Agreement

Then return to your instructor via email.

NOTE: By returning the **Student Profile/Syllabus Acknowledgment Form** you are confirming that you have read and understood the contents of the course syllabus. Further, you will comply with the IMED 1341 Interface Design Syllabus guidelines & State Requirements for the semester.

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**HOUSTON COMMUNITY COLLEGE**

**Acknowledgement of Syllabus**

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*Please fill in the following information and return this page to the instructor via email.*

I have read and understood the contents of the course syllabus.

I will comply with the ARTC 1325 Course, College and Department Syllabus guidelines & State Requirements for FALL 2020.

Houston Community College System • Southwest College • West Loop Campus Program:
Digital Communication

**ARTC 1325 Intro to Computer Graphics**
Fall 2020| CRN: 17255 weeks
| Type: ONLINE


Instructor: Reggie Leathers
Telephone: 713-718-7896
Email:reginald.leathers@hcc.edu
Office Hours: M/W:TBA

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|---:|---|
| Student Name: | |
| Student ID: | |
| Home Phone: | |
| Work/Cell Phone: | |
| Email : | |

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| Website (If applicable): | |
| Student Signature: | |
| Date: | |



**Digital Communication - Release for Use Agreement**

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

_____          _____

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Date

_____

Division Chair,
Digital Communication