



**Digital Communication  
Houston Community College**

---

**ARTC 1302 – Digital Imaging I (CRN 11426) Spring 2017  
Central Campus - FAC 232 | Mondays | 5:45-10:00pm  
3 hrs. lecture; 5 hrs. lab course / 96 hrs. per semester/ 12 weeks**

**Instructor**

Ruben Duran

Phone: 713.718.6272

Email: [ruben.duran@hccs.edu](mailto:ruben.duran@hccs.edu)

URL: [learning.hccs.edu/faculty/ruben.duran](http://learning.hccs.edu/faculty/ruben.duran)

**Office Location & Hours**

Central Campus, Theater One room 109 (Hours by appointment)

*You can contact me for any questions or concerns you have regarding your success in this course. Don't wait if you are having trouble with the course material or don't understand why you received a certain grade for an assignment or project. We'll work together to try and resolve any issues. My goal is your success.*

**Course Description**

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

**Co-requisites**

ARTC 1305 and ARTC 1325

**Frequent Requisites**

ENGL 0300 or 0347; GUST 0341; MATH 0306

## **Course Semester Credit Hours (SCH)**

Credit and Lecture 96.00 hours; External Hours: 48 hours

Course Length: 12 Weeks

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 lessons from the book, discussions, projects, and quizzes. *Example: 2 Lecture, 3 Lab hours*

Lecture 3hrs x 12 weeks = 36 hrs

Lab hours 5hrs x 12 weeks = 60 hrs

External Hours 4hrs x 12 weeks = 48 hrs

TOTAL hours = 144 hours

## **12-Week Course Calendar**

This is a tentative outline of class activities for the semester. This calendar is subject to change. You will be made aware of any changes to our schedule both in class and online in the learning management system. Complete instructions for all assignments will be posted in Eagle Online.

**Week 1:** Course Introduction & Photoshop Work Area

**Week 2:** Selections

**Week 3:** Layer Basics

**Week 4:** Digital Photo Editing

**Week 5:** Compositing, Part I: The Basics

**Week 6:** Compositing, Part II: Advanced Techniques

**Week 7-8:** Midterm Project

**Week 9:** Camera Raw

**Week 10:** Final Project: Visual Narrative

**Week 11-12:** Final Project

## **Type of Instruction**

Hybrid course: This means that 50% of the course will be on campus in a classroom and 50% will take place online in Eagle Online.

## **Student Learning Outcomes**

The student will be able to do the following by the end of the course:

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.
7. Identify terminology, advantages and limitations of image editing software

## **Learning Objectives**

Students will:

1. **Identify terminology, advantages and limitations of image editing software**  
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 the optimization of images going onto the Web.
2. **Use digital editing and painting tools**  
Colorization of black and white images using various image editing tools and color adjustment commands.
3. **Use basic half-tone theory in production of images**  
Students are taught the use of half-tones and the basic theory of offset-printing
4. **Manipulate, create, and edit digital images for print and for Web**  
Students taught various techniques and tools for preparing images to print and when necessary optimizing said images for the web.
5. **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.

## **SCANS**

Credit: 3 (2 lecture; 4 lab)

1. Identify terminology, advantages and limitations of image editing software

- Distinguish bit-mapped resolutions for image acquisitions and output devices
- 2. **Use digital editing and painting tools**
  - Workplace Competencies - Technology -Applies Technology to Task
- 3. **Use basic half-tone theory in production of images**
  - Workplace Competencies - Resources -Allocates Time
- 4. **Manipulate, create, and edit digital images for print and Web**
  - Workplace Competencies - Information -Organizes & Maintains
  - Workplace Competencies - Information -Uses Computers to Process
  - Workplace Competencies - Systems -Understands Systems
  - Workplace Competencies - Systems -Monitors & Corrects Performance
- 5. **Specify appropriate file formats**
  - Identify terminology, advantages and limitations of image editing software

### **Instructional Materials**

- Mass storage device (Required 16 GB or higher)
- REQUIRED TEXTBOOK (in the first week of class) *Adobe Photoshop CC Classroom in a Book (2015 release)* by Andrew Faulkner, Conrad Chavez. Published August 26, 2015 by Adobe Press.

### **Instructional Methods**

There are two prevalent work environments in which creative professionals will find themselves. One is the studio environment, where several staff work together in a common space. The other is the freelance environment, where work is done alone from home, a single office, or maybe a coffee shop. As a hybrid course, in which 50% of your instruction takes place outside the classroom, you will get to work in both worlds.

Our class time will function mostly like a studio environment where we will all work together on activities and projects. Although there will be some lecture material, I feel that in a course like this, it is my responsibility to demonstrate the concepts of the course for you and then allow you to learn by doing. You will have as much time as possible to work in class. I will guide the class activities and provide my own knowledge and experience to help you as you develop your own expertise.

Outside of class, you will need to learn to work like a freelance professional. Establish a consistent time to work on the course, at least 6 hours per week. And get into the habit of checking for deadlines and making sure you organize your time to meet them. If you have

any issues or questions about an assignment or to get feedback as you progress, you can contact me, your client.

## **Instructor Requirements**

As your Instructor, it is my responsibility to:

- Create an effective learning environment
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and calendar with a description of all assigned activities
- Provide clear instructions for all graded activities
- Provide the grading scale and grading formula explaining how grades are calculated
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class regularly and participate in class activities
- Participate weekly in Eagle Online web-based activities
- Read and comprehend the course materials
- Complete all assigned activities
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Ask for help when there is a question or problem

## **Student Assignments**

This course involves both learning how to work with digital images and learning how to do that using Adobe Photoshop CC. The assignments in this course have been developed to provide you with opportunities to encounter new concepts, practice towards mastery, and to apply your knowledge and skills towards your own creative goals.

### **Classroom in a Book Lessons (10% of your final grade)**

This course uses the *Adobe Classroom in a Book* series. Each week you will work through one or more lessons from the book. These will be uploaded and submitted through the assignment tool in Eagle Online.

### **Online Forums (20% of your final grade)**

As a hybrid course, 50% of instruction takes place online. Each week you will be participating in online forums where you will discuss your work and that of your classmates as well as other topics that may be assigned.

### **Weekly Design Assignments (30% of your final grade)**

Each week, you will have a design assignment where you will be given source materials or provide your own to create a design project that will help you develop your skills in working with digital images. Instructions for each week's project will be provided in class and in Eagle Online. Submission will be made through Eagle Online.

### **Midterm Project-Collage (20% of your final grade)**

The midterm project for this course is a collage combining shapes, selections from multiple image sources, and typography. There will be special emphasis placed on using layers, layer masks, 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.

### **Final Project-Visual Narrative Project (20% of your final grade)**

The final project will be an opportunity to demonstrate what you have learned in the course by creating a visual narrative, telling a story through digital imagery. As this is the last assignment in the course, you will be given much more freedom to develop a concept and choose how the work will be presented. Detailed information will be given out in class as well as posted in Eagle Online.

## 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.

## Grading Criteria

Instructions will be provided in class for each assignment. Additional information, including any assignment source files, will be available in Eagle Online. Rubrics with detailed information about how your grade will be assessed will also be provided for both the midterm and the final. Use the rubric as your guide to understanding what is most important for the successful completion of each assignment.

All coursework will be submitted through Eagle Online. The final project will also be presented in class on the last day of the course.

Late submissions of any assigned work will be deducted 25% per day and will not be accepted after the fourth day.

The final project will not be accepted after the due date. Therefore, contact me immediately if you are concerned that you will not meet the project deadline. We will work together to see what can be done to help you finish on time.

### **Classroom/Lab Policies:**

It is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

- Students are responsible for adhering to all guidelines, procedures and requirements indicated in assignments and project handouts for the course.
- Information covered in class will not be repeated for students who are tardy or absent. Students are responsible on getting lectures and assignments missed from other students.
- The student must complete all assignments and projects. 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.
- 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.
- References and credits (such as images, text information, media files, etc.) used must be documented in each assignment/project where applicable.
- Work turned in past the dateline will receive a lowered letter grade or possibly an F.
- 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.
- Student must either call or email the instructor if they cannot make it for 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.
- ALL mobile devices should be switched to silent mode. If you need to take a call, please leave the classroom without disrupting your instructor or classmates.

### **HCC Policy Statements**

Access Student Services Policies on their Web site:

<http://hccs.edu/students/student-rights>

## **Student Handbook**

To access an electronic copy of the Student Handbook, go to:  
<http://www.hccs.edu/district/students/student-handbook>

## **Personal Ethics, Honor, and Integrity**

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**

Cheating 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 a non-administered test;
- Bribing another person to obtain a test that is to be administered

### **Plagiarism**

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**

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

Because an important part of being a college student is academic honesty, it is the expectation in this course that you will complete all academic work without cheating, plagiarism, lying and/or bribery, and collusion. Penalties for academic dishonesty (as outlined in the student handbook) could include receiving a failing grade for this course and/or being suspended from school.

## **Withdrawals**

Students may withdraw from courses prior to the deadline established by the institution. Before withdrawing from a course, students should meet with the instructor to discuss the

decision. There are services available to students you may be referred to assist in completion and success in the course.

Deadlines to withdraw are printed in the schedule of classes and on the HCC website. Be sure you adhere to the rules and deadlines in order to receive a 'W' otherwise a grade of 'F' will be given in the course by the instructor.

Students should take care in dropping a course, as the third or future attempt to retake a course will result in a higher rate of tuition at HCC.

Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than "3" days before the deadline.

If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

**HCC Spring Academic Calendar 12-Weeks**

<b>FEBRUARY 2017</b>		
Date	Day	Event
<input type="checkbox"/> Feb 13	Monday	Spring 2017 2nd Start: Classes Begin
<input type="checkbox"/> Feb 23	Thursday	Spring 2017 2nd Start: Official Day of Record
<input type="checkbox"/> Feb 27	Monday	Spring 2017 2nd Start: Last Day for 70% refund
<b>MARCH 2017</b>		
Date	Day	Event
<input type="checkbox"/> Mar 2	Thursday	Spring 2017 2nd Start: Last Day for 25% refund
<b>APRIL 2017</b>		
Date	Day	Event
<input type="checkbox"/> Apr 11	Tuesday	Spring 2017 2nd Start: Last Day to withdraw
<b>MAY 2017</b>		
Date	Day	Event
<input type="checkbox"/> May 14	Sunday	Spring 2017 2nd Start: Semester Ends
<input type="checkbox"/> All	<div>Add to My Calendar</div> <div>Email Reminder</div> <div>More Event Actions ▼</div>	

Digital Communication - Student Profile & Syllabus Acknowledgement Form

**This is MANDATORY FOR ALL CLASSES as of this semester - FALL 2015.**

**Students are required to fill out the web form at the following address and also print and hand turn in the paper copy to the instructor.**

<http://swc2.hccs.edu/digicom/pages/profile.php>