



**Division of Media Arts
Digital Communication Department**

<http://www.hccs.edu/programs/areas-of-study/art--design/>

ARTC 1302: Digital Imaging I | Lecture & Lab| #16171

Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)

Online | Canvas |

3 Credit Hours | 96 hours per semester

Instructor Contact Information

Instructor: Russ Armstrong, MFA
Office: West Loop, Room 139B
HCC Email: russell.armstrong@hccs.edu

Office Phone: 713-718-7903
Office Hours: T-R 8:30-10:00 a.m.
Office Location: WLOP/Alief

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please contact me using the Eagle Online Canvas "Inbox". I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

Adobe Photoshop is the central tool for designers, animators, 3D artist, web developers, graphic artists, photographers, and creative professionals throughout the world. It is widely used for image editing, retouching, creating image compositions, website mockups, adding affects, and much more. It has even become so popular in everyday culture that it has created its own verb in "photoshopped". In this course you'll not only learn the "nuts and bolts" of the software but also the design skills that will help you take your creativity to the next level.

My Personal Welcome

Hello and welcome to Digital Imaging I. My name is Russ and I'll be your instructor for the semester. I have been using Photoshop for over twenty-five years (I know that makes me sound really old but I'm not) and have been teaching it for over 15 years.

As you're learning photoshop you may find it challenges you, but I want you to know I am available to support you. The fastest way to reach me is by my Canvas email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

Prerequisites and/or Co-Requisites

ARTC 1302 requires college-level reading and writing skills. Frequent requisites for this class are MATH 0306 (Basic Math Pre-Algebra), GUST 0341 (7th -9th Grade Reading), and ENGL 0300 or 0347. **Basic computer skills** are required to enroll in ARTC 1302. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of ARTC 1302 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. I will post weekly activities and instructional resources for you to learn from that include videos to watch, textbook readings, assignments, and web sites that you should study materials from. HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Total Course 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 x 16 weeks = 48 hrs

TOTAL hours = 144 hours

Instructional Materials

Textbook Information

The textbook listed below is **required** for this course.

"Adobe Photoshop CC Classroom in a Book" (2019 release) by Adobe Press. ISBN-10: 0135261783, ISBN-13: 9780135261781

The book is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from publisher. Order your book here: [HCC Bookstore](#)

Temporary Free Access to E-Book

For the first couple weeks of the semester I will provide the first chapters from the textbook while you're making plans to get your own copy. However, you will need to buy your own copy of the text as soon as possible to complete this course.

Other Instructional Resources

Equipment Needed for Class

- Access to the Adobe Photoshop software either through a personal subscription or using the labs at HCC.
- USB storage device (16 gigs minimum).

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

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.

Core Curriculum Objectives (CCOs)

Course Goals

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.

Program Student Learning Outcomes (PSLOs)

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.

Course Student Learning Outcomes (CSLOs)

Upon completion of ARTC 1302, the student will be able to:

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 a page layout software documents.

Learning Objectives

Learning Objectives for each CSLO can be found at: [Learning Objectives for ARTC 1302](#)

Student Success

Expect to spend at least 6 hours a week studying the course content and working on assignments and projects in Photoshop. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Using materials from the class online
- Completing assignments, projects, quizzes, an exam, and discussions.
- Participating in class activities
- Watching Videos
- Creating and editing images in Photoshop

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide

Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Quizzes

Students will have quizzes frequently in this course. The quizzes will be online. Please check our course online area frequently for quizzes. The quiz questions will come from learning materials that include: the textbook, videos, instructor lectures and demonstrations.

Textbook & In-class Assignments

Students will be asked to complete exercises from the text book and from instructor assignments. You are to complete these and then submit them to the proper assignments area of the Eagle Online Classroom by the specified due dates. The instructor will not accept work submitted in any other way. You must submit your work to the proper area of the Eagle Online Classroom to earn credit.

Projects

Throughout the semester students will assigned major projects to evaluate your creative and technical skills in design and photoshop. These projects will encompass real world concepts that designers are asked to address in their daily work. Make sure to turn work in for each major project as these make up a great deal of your course grade.

You will be asked to turn in the source files that you build your projects from as well as the finished project. If a student does not submit the source files with the finished project the highest grade that can be earned is a 70.

You are to complete these and then submit them to the proper assignments area of the Eagle Online Classroom by the specified due dates. The instructor will not accept work submitted in any other way. You must submit your work to the proper area of the Eagle Online Classroom to earn credit.

Final Exam

All students are required to take a final exam for this course. The exam will consist of questions taken from the weekly quizzes taken throughout the semester. Students who are absent from the final exam without discussing their absence prior to the exam with the instructor will receive zero points for the exams.

Grading Formula

Your instructor will conduct assessments to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus.

Projects	1600 points
Homework	1200 points
In-Class Assignments	300 points
Exams & Quizzes	600 points
Class Participation	300 points

Grade	Total Points
A	3600+
B	3200-3599
C	2800-3199
D	2400-2799
F	<2400

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

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 85%) 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.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Dates	Topic / Assignments Due
1		Syllabus Chapter 1: Introduction to Photoshop Project 1: Self Portrait
2		Chapter 2: Basic Photo Corrections Project 2: CD Cover Design
3		Chapter 3: Working With Selections
4		Homework: Coloring a Black & White Photo Project 3: Coloring a Black & White Photo
5		Chapter 4: Layer Basics
6		Chapter 5: Quick Fixes Project 4: Travel Poster Design
7		Chapter 6: Masks & Channels
8		Chapter 7: Typographic Design Mid-Term Project
9		Chapter 8: Vector Drawing Techniques
10		Homework: Photo Retouching Project 6: Photo Retouching
11		Chapter 9: Advanced Compositing
12		Chapter Working with Camera Raw Project 7: Advanced Text
13		Chapter 13: Preparing Files for the Web Final Project
14		Chapter 11: Editing Video
15		Chapter 14: Producing & Printing Consistent Color
16		Final Exam

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.

Instructor's Practices and Procedures

Missed Assignments

Class attendance and participation in class critiques and presentations is an important component of this class. **You will lose points if you miss presentations and not participate in class critiques.**

Late Assignment Policy:

Any assignment turned late will lose 25% each day it is not turned in. (For example, if the deadline is 9:30 AM and you turn it in 9:40 AM and your final graded scored is 100% your assignment will automatically lose 25% off reducing it to 75%. An additional 25% will be deducted each day it is not turned in.) Please reference chart below

0-24 hours late = -25% off final graded score

24-48 hours late = -50% off final graded score

48-72 hours late = -75% off final graded score

72-96 hours late = -100% off final graded score

Academic Integrity

All textbook lessons, class 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 and scholastic dishonesty will result in a referral to the Dean of Student Services.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Attending class regularly is the best way to succeed in this class! Attendance is taken within the first 15 minutes 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, OR 4-two hour sessions for classes that meet twice a week).

3 unexcused lateness or leaving early (15 minutes late) = 1 absent session. Participate in class discussions and critiques is required and is graded based and will affect your grades

Student Conduct

Behave well while on campus at HCC. Please use respect when addressing fellow students on message board or email associated with our canvas online course.

Instructor's Course-Specific Information

As your instructor and as a student in this class, 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.

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 on 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. Work turned in 4 days past the due date will receive a zero. 25% will be deducted for each day a project is late.
5. 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.

6. 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.
7. ALL mobile devices and cell phones to be switched to silent mode. If you need to take a call, please leave the classroom without disrupting your instructor or classmates. (You may use the cell phone to photograph the instructor's notes from the whiteboard – you may not video or audio record the instructor at any time.)
8. Plagiarism is inexcusable and will result in a zero for the assignment and possible expulsion from the class.
9. 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.
10. Students are expected to attend class regularly and be on time for the start of class. Students may be dropped for missing more than 12.5 % of the class meetings.
11. You may not video or audio record the instructor in class or during office hours at any time. It is ok to take pictures of the notes on the whiteboard yet let the instructor get out of the frame before taking your picture. If you need more time to photograph the board, please ask the instructor.

If you schedule an appointment for assistance with me be on time – I will wait 5 minutes after our scheduled meeting time and then will leave if you do not arrive. As a rule, I keep meetings to a maximum length of an hour and fifteen minutes as that is a productive amount of time for tutoring. If you cannot make a meeting, please give me 24 hours' notice that you cannot make our meeting to stay in good standing for future assistance meetings and tutoring.

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.

Digital Communication Program Information

As full-time faculty member I am available to meet with you in person to advise you on your academic planning to earn a degree or certificate. Please contact me for an appointment if you would like to be academically advised on courses at HCCS.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity

- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

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-your-rights/>

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
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