COM 1020, Basic Web Graphics

3 Credits
3 Class Hours
Course description: An introductory class using a graphics program, scanner, and other digital devices to create and edit graphic images for Web pages. Projects will be included to allow students to demonstrate mastery of the use of a graphics program. This course is taught using Photoshop®.
Prerequisites: COM 1000, Beginning HTML with a grade of “C” or higher
This course is not part of a Tennessee Transfer Pathway

Instructor Information
Name:
Email:
Office Phone:
Office Location:
Office Hours:

Textbook and Other Materials
Textbook: There is no physical textbook for this class. Instead, students are provided with links to required articles and written learning materials. Students will also need a subscription to Lynda.com to view a specific “class set” of videos, including:
- Photoshop CS6 for Web Design
- Photoshop CS5 for the Web
- Photoshop CC Essential Training
- Illustrator CS5 for Web and Interactive Design
- Typography for Web Designers

Software Requirements:
Officially, the course is taught using Photoshop® CC.
You can complete the assignments with Photoshop® Elements 3 & up, but the lessons do not support these versions of the software. If you choose not to purchase Photoshop®, you may come to the Nashville State Community College campus to the Open Lab to complete the Photoshop® projects. Call for their hours (353-3678). Note that there is no technical assistance provided in the Lab.
Text editing software (free programs for HTML and CSS editing):
- Notepad++ for PCs (http://notepad-plus-plus.org/download/v5.9.8.html)
Web Resources:
- Citation Styles Online (http://www.bedfordstmartins.com/online/cite6.html)

Library: The John E. Mayfield Library (http://www.nscc.edu/library/) is available to all students enrolled at NSCC. The library provides access to electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, other Internet resources and librarian support.

Supplementary Materials: It is strongly recommended that you make regular backups of your work for this class in case the hard disk in your computer fails.

Specific Course Requirements
The course is designed with the expectation that students will enter with the following basic computer skills:
- A basic knowledge of the World Wide Web and computer navigation is necessary.
- How to name and create folders on a computer.
- How to navigate folders on a computer.
- How to create text files in a text editor or Word®.
- How to navigate the hard drive to find and/or save files through dialog boxes or windows.

For a list of System and Software requirements visit http://ww2.nscc.edu/lyle_l/ST/software.htm

Course Objectives
Upon successful completion of this course, students should be able to:
- construct and modify a CMS Website.
- use image and text editing software to create basic Web graphics.
- use Adobe Photoshop to prepare images to use on Websites.
- demonstrate an understanding of file protocols and structure as it relates to Website construction through group discussion and by passing quizzes.
- identify multiple ways of creating Websites through group discussion and by passing quizzes.
- demonstrate an understanding of Copyright and Creative Commons laws through group discussion, passing quizzes, and appropriate image selection.
- identify defining characteristics of good and bad Website design through written evaluation and group critique.
- identify the quality of optimized images through written comparison and analysis.
- use color effectively in Website design by applying a color scheme and creating background images.
- compare and contrast, in writing, the variety of tools available for creating graphics for Websites.

Course Assessments
Grades are based on participation in 6 Graded Discussions, 9 Homework Assignments, 7 Graded Quizzes, 1 Midterm Exam, 1 Final Exam, 1 Report, 1 Website project with Midterm review and Final review. All of these should reflect students' understanding of the readings, assignment videos, and on-line materials.
Graded Quizzes will be online. Midterm and Final Exams will be Proctored so please arrange your schedule according to the hours of the Testing Center at NSCC or an instructor-approved Proctor.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Number</th>
<th>Category</th>
<th>Points (ea.)</th>
<th>TTL Points</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Discussions</td>
<td>25</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>9</td>
<td>Homework</td>
<td>20</td>
<td>180</td>
<td>18%</td>
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<tr>
<td>7</td>
<td>Quizzes</td>
<td>21.5</td>
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<td>15%</td>
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<tr>
<td>1</td>
<td>Report</td>
<td>100</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>1</td>
<td>Midterm Website Review</td>
<td>100</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>1</td>
<td>Final Website Review</td>
<td>120</td>
<td>120</td>
<td>12%</td>
</tr>
<tr>
<td>1</td>
<td>Midterm Exam</td>
<td>100</td>
<td>100</td>
<td>12%</td>
</tr>
<tr>
<td>1</td>
<td>Final Exam</td>
<td>100</td>
<td>100</td>
<td>10%</td>
</tr>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
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**Point conversion to Letter grade**

A grade of C or above must be earned in all COM and PHO courses to meet prerequisite and graduation requirements.

A = 930–1000
B = 850–929
C = 770–849
D = 700–769
F = 0–699
FA or FN = Failure to attend

**Topics to Be Covered**

- Concepts of FTP and HTTP
- Concepts of file structure and hierarchy
- Differences in WYSIWYG, hand coding, and CMS
- Web fonts to create text based graphics
- Create visual meaning by implementing font tags
- Optimize graphics for the Web using Adobe Photoshop
- Create and implement a Website color scheme
- Use Adobe Photoshop to slice a layout of images to be used in an HTML document
- Use Adobe Photoshop to create a wire frame mock-up
- Create and implement background graphics
- Use Adobe Photoshop to create icon and button navigational graphics
- Use Adobe Photoshop to create Web banners
- Research the variety of tools available to create graphics for Websites
- Use Adobe Photoshop to create simple animations


**Attendance Policy**

Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. Students are responsible for all material covered and assigned regardless of absences. It is the student’s responsibility to explain any non-participation to the instructor. A doctor’s excuse should be provided when appropriate.

For students in an online class, attendance will be determined by email, and by online communications or submissions. Online students must send the instructor an email (just saying "here") if there is no assignment due to be sent submitted that week. If you miss 2 weekly email contacts in a row, you will receive a FA (Failure to Attend).

On-site students are expected to attend all classes, to be on time, and to stay until class is dismissed: absences or tardiness for any reason will affect your participation grade. Any student arriving late or leaving early will be considered tardy: two such occurrences will count as one absence. Students missing more than one-third of any class will be counted absent—even if they attend the remainder of that class session.

If you have been absent from an on-site class, you must check with the instructor for permission to make up any missed tests or homework. If permission is denied, a zero will be recorded. Students who enroll in class but never attend will receive a grade of FN (Failure, Never attended). If your instructor does not hear from you for a period of two weeks (either by e-mail, phone, or by submission of projects or quizzes) you will fail the class with a grade of FA (Failure, Attendance related). If you stop attending class for any reason you should officially withdraw from the course by notifying the Records Office before the deadline for withdrawals.

**Class Participation**

Interaction with other students is an important component of the course. Students must participate by posting discussions on the topics assigned in a timely manner. Deadlines for discussion posts are included in the Modules. Students are also expected to communicate with the instructor as a learning resource and to check the course bulletin board frequently for announcements.

**Punctuality**

Students need to consult the course Events/Calendar for due dates for graded assignments and discussion posts. Grade for assignments will be lowered if late. Midterm Exam Final Exam will be available only on the announced dates.

**Expectations**

Students are expected to:

- Read all assigned material for each unit before continuing on to the next one
- Learn how to navigate within NS Online
- Keep current on all course announcements
- Use the assigned college e-mail address as opposed to a personal e-mail address
- Address technical problems immediately
- Observe course etiquette at all times

**Student Communication Channels**

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible
for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Communication Guidelines

E-mail:
- Always include a Subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your e-mails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members.

Discussions:
- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather than starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in discussions.
- Respond in a thoughtful and timely manner.

Chat:
- Introduce yourself to the other learners in the chat session.
- Be polite. Choose your words carefully. Do not use derogatory statements.
- Be concise in responding to others in the chat session.
- Be prepared to open the chat session at the scheduled time.
- Be constructive in your comments and suggestion.

Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. Prior to granting accommodations the instructor must receive written verification of a student’s eligibility for specific accommodations from the Disability Services office at NSCC. It is the student’s responsibility to initiate contact with the Disability Services office and the follow the established procedures for having the accommodation notice sent to the instructor. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at (615) 353-3721.
Classroom Misconduct
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)
Discussion posts, quizzes and exams, and the graded homework assignments must be your own work. Books and notes are not to be used during quizzes or exams. Plagiarism, cheating or other student misconduct are grounds for receiving an “F” or zero in the course. You are expected to submit work completed only by yourself.

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference, 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a Web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy
In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements.
Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus. The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

**Syllabus Changes:**
The instructor reserves the right to make changes as necessary to this syllabus. The NS Online version of the Syllabus (available inside of the course) is the official version. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual e-mail communication and posting both notification and nature of change(s) on the course bulletin board.