

**Nashville State Community College
English, Humanities, and Creative Technologies
Visual Communications**

COM 1230 Digital Imaging I

Syllabus

Course Information:

Course Title: COM 1230 Digital Imaging I

Credits: 3

Class Hours: 2 Lecture 2 Lab

Course Description:

An introduction to basic digital imaging using Adobe Photoshop®. Topics include navigation of the interface, the tools, using layers, adjustment layers, layer styles, filters, creating and manipulating selections, masking principles, cropping, image size and resolution, and image compositing of raster images.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Required Textbook(s) & Other Materials:

Textbook: Visual Quickstart Guide Photoshop CC 2015 Release, by Weinmann, Lourekas

ISBN: ISBN-10: 0134308891

Supplies: USB Flashdrive (4 GB or larger) 3 Ring Binder with inside pockets to keep notes and handouts

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes:

Upon successful completion of this course, students should be able to:

- Navigate the Photoshop interface with basic keyboard shortcuts and properly identify the standard icons of the interface, tools, panels and explain their function.
- Apply knowledge of selection techniques, layer masking, and layer control to execute a montage.
- Creatively apply knowledge of adjustment layers, layer control, and filters to produce derivative imagery.
- Apply basic knowledge of exposure correction and image repair to a set of images.
- Given specific parameters of size, color mode, file format, and resolution, execute a multi-layered document that includes the use of type.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- Without notes or other materials, demonstrate proficiency on the MAC basic skills checklist.
- With notes or other materials, categorize the differences between raster and vector images and identify examples of raster and vector illustrations.
- Without notes or other materials, identify icons of the interface including specific tools, palettes, and menus.
- Without notes or other materials, locate and open specified images from the hard drive or server using Bridge.
- Without notes or other materials, connect to the NSCC server to download/upload specified class files.
- Without notes or other materials, draw a simple illustration using various brushes and selection tools and apply color to the illustration.
- Without notes or other materials, create, rearrange, delete, organize, duplicate, name, and link layers when executing a multi-layered class project with specific parameters.
- Without notes or other materials, demonstrate resizing an image for print and email purposes.
- Without notes or other materials, calculate the resolution requirements for different output devices.
- Without notes or other materials, determine the different color modes and file formats required for specific jobs.

- Given specific images and without using notes, demonstrate how to select parts of images using various selection tools.
- Given specific images and without using notes, create and manipulate simple layer masks according to specific parameters.
- Given specific images and without using notes, execute a simple multi-image collage utilizing selections and layer masks.
- Given specific images and without using notes, demonstrate the ability to save Photoshop master files in a variety of file formats and to different file destinations.
- Given a specific image, execute simple repair and touchup on an image, using the Spot Healing Brush and Patch tools.
- Given a specific image, demonstrate the use of the Crop tool.
- Given a specific image, demonstrate how to straighten a crooked image.
- Given a specific image, demonstrate the use of Levels to correct the tonal exposure of an image.
- With notes or other materials, produce derivative imagery with creative use of adjustment layers and filters.
- Without notes or other materials, create and perform basic type manipulation.
- With notes or other materials, create and perform advanced type manipulation.
- Without notes or other materials, recall and identify 20 keyboard shortcuts to increase productivity.
- Without notes and without instructor's assistance, execute a promotional piece given specific parameters.

The following are general education competencies intended to support the course outcomes:

- Given certain course assignments especially the content videos, students will use and adapt current technologies to complete the assignments.
- Students will locate, evaluate and use multiple sources of information to find additional sources of tutorials and information on Photoshop.

Topics to Be Covered:

Topics include navigation of the interface, the tools, using layers, adjustment layers, layer styles, filters, creating and manipulating selections, masking principles, cropping, image size and resolution, and image compositing of raster images.

Course Assessments:

Quizzes will be given to assess their knowledge of the terminology and program content taken from reading assignments in their textbooks, handouts, and videos. Students will execute weekly assignments and two projects. These projects are graded individually using a point system within a rubric specific to each project. Midterm and Final exams will be given.

Grading Policy:

Letter Grade	Percentage Range
A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

Semester Grade Breakdown:

Weekly Assignments	30%
Weekly Quizzes	20%
MidTerm Exam/Hands On	20%
Projects (2)	20%
Final Exam	10%

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Students are responsible for all material covered and projects assigned according to the established deadline dates. A zero will be recorded for any missing assignments. There are no make-up exams or projects accepted past the due dates unless a doctor's excuse can be provided. If you stop participating in the class for any reason, you should officially withdraw from the course. Lack of participation on a weekly basis could affect your final grade. Standard NSCC policies are also adhered to —provided in the content below.

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. You 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 daily 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.

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. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "FA" if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

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 measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Plagiarism is a violation of the NSCC Student Code of Conduct. You are expected to submit only work that you do yourself. Copying or downloading files from the Internet unless sources are documented is also copyright infringement.

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied 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.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nscc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

Notice of Right to Retain Student Work:

The Visual Communications program reserves the right to retain certain selected examples of student work for teaching purposes, promotional purposes, and as part of the permanent collection.