Nashville State Community College
Business & Applied Arts Division
Visual Communications
Course Syllabus

COM 1230 Digital Imaging I
Credits: 3
Class Hours: 2 Lecture 2 Lab
Course description from catalog including prerequisites and co-requisites:
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.

Prerequisite(s):
This course is appropriate for those who are familiar with the personal computer and
Windows or Macintosh. No previous knowledge of Photoshop is required; however,
knowledge of graphics is recommended.

Semester Availability: Fall, Spring
Not part of a Tennessee Transfer Pathway

Instructor Information:
Name: Pam Hawkins
Email: pam.hawkins@nscc.edu
Office Phone: 615-353-3414   Office Location: C107E
Office Hours: Students should make an appointment to insure the instructor’s
availability.
  • Monday 9-10 am, 1-4:30 pm
  • Tuesday 9-10 am, 1-4 pm
  • Wednesday 12-2 pm and 3:30-5:30
  • Thursday 9-10 am, 2 -3:30 pm

Textbook and Other Materials:
Textbook: Visual Quickstart Guide Photoshop CC 2015 Release, by Weinmann,
Lourekas ISBN-10: 0134308891
1230 Online Students MUST have Photoshop CS6 or Photoshop Creative Cloud

Supplies:
USB Flashdrive (4 GB or larger) 3 Ring Binder with inside pockets
A folder or binder to keep notes and handouts
Homework:
Outside homework is assigned that requires a computer and Photoshop CS6 or Creative Cloud. The labs are equipped with Creative Cloud. Having access to Photoshop is highly recommended. You might consider leasing the Creative Cloud from www.adobe.com. If you do not own a computer or Photoshop, then you can use the Open Computer lab in C-219. You can expect a minimum of at least 3-4 hours a week spent on homework.

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:

• 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:
The following performance assessments will be used to demonstrate students’ understanding, knowledge and skills:

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 three projects. These projects are graded individually
using a point system within a rubric specific to each project. Midterm and Final exams will be given.

**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.

**Grading Scale:**
Letter grades will be calculated according to the following scale. A grade of “C” or above must be earned in all COM or PHO courses to meet prerequisite and graduation requirements.

- **A** = 93-100
- **B** = 85-92
- **C** = 77-84
- **D** = 70-76
- **F** = Below 70
- **FA** (see below)
- **FN** (see below)

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. An FN is awarded to students who never attended class.

**Semester Grade Breakdown:**
- Weekly Assignments 30%
- Weekly Quizzes 20%
- MidTerm Exam/Hands On 20%
- Projects (2) 20%
- Final Exam 10%

**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 that 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.

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.

An FN is awarded to students who never attended class.

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.

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 Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 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 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)**

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.
RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able 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://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 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. 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.