Course and Section Number:
ARTC-1302-93404: Digital Imaging I
ARTC-1302-83433: Digital Imaging I
ARTC-1002-82008: Digital Imaging I

Semester:
Spring 2016 Online Flex Term Classes: January 25, 2016 – May 12, 2016

Credit Hours:
3 credit hours

Class Meeting Days and Times:
Class is held online using eCampus: http://ecampus.dcccd.edu/

Room:
Class is held online using eCampus: http://ecampus.dcccd.edu/

Instructor Information:
Instructor's name: Linda Lum
E-mail address: llum@dcccd.edu
Office and Mail Box Location: A110 - ACCESS Office
Richland phone: 972-238-6140 (ACCESS Office) - leave message
Work phone: 214-458-0863

Prerequisite:
None

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

End-of-Course Outcomes:
Identify terminology, advantages and limitations of image editing software; distinguish bit-mapped resolutions for image acquisitions and output devices; use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web; specify appropriate file formats.

SCANS Skills:
The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Richland College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:

- Interprets and Communicates Information
- Visualize (Seeing Things in the Mind's Eye) - organizes, and processes symbols, pictures, graphs, objects, and other information
- Applies Technology to Task - understands overall intent and proper procedures for setup and operation of equipment
Creative Thinking - generates new ideas

Required Lab Hours:
Should a student taking an online class need a computer, the Multimedia lab, T246, has computers available for accessing the on-line Class system, Blackboard.

Multimedia Learning Center Information and Hours of Operation:
The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia and Game students to use for Multimedia and Game class work and projects.

Lab assistants and faculty are usually in the lab to answer questions, however multimedia tutoring is not available in the lab.

For the current lab hours, call the Multimedia Learning Center at 972-238-6001.

The other computer labs on campus for credit student use are in Del Rio, D229 and Wichita, WH159.

All Multimedia (credit and continuing education) students must show a Student ID Card to use the lab and check out any equipment. IDs are available at the Office of Student Life in El Paso Hall, E040.

Textbooks:
Required:
Adobe Photoshop CC Classroom in a Book (2015 release)
Adobe Creative Team
9780134308135
Peachpit

Supplies:
Required Supplies for all Courses: headphones and some kind of external storage: jump drives, external hard drives, blank CD-Rs/DVDs or cloud storage like Dropbox.

Course Outline:

<table>
<thead>
<tr>
<th>Lecture/Unit</th>
<th>Chapter (Classroom in A Book)</th>
<th>Quiz</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT 1</td>
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<tr>
<td>Digital Image Essentials. Image Research, Selection and Editing Tools and Image Manipulation</td>
<td>Getting to Know the Work Area Chapter 1</td>
<td>UNIT 1 QUIZ</td>
<td>Unit 1 Project PHOTO MONTAGE Due Feb 14</td>
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<tr>
<td>Assignments</td>
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<tr>
<td></td>
<td>Working with Selections Chapter 3</td>
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<tr>
<td>UNIT 2</td>
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<tr>
<td>Tone and Color with Adjustment Layers Retouching Essentials Image Cloning, Sharpening and Details</td>
<td>Layer Basic Chapter 4</td>
<td>UNIT 2 QUIZ</td>
<td>Unit 2 Project CREATIVE RETOUCHING Due March 11</td>
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<tr>
<td>Assignments</td>
<td></td>
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<tr>
<td>Retouching techniques</td>
<td>Correcting and Enhancing Digital Photographs Chapter 5</td>
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<td>Mask and Channels Chapter 6</td>
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### UNIT 3
Essential Filters, Vector Tools, Path, Text, Type Usage and Special Effects Project

**Assignments**
Type Basics and Specialty Type
Vector Based Shapes in Photoshop
Using the Shape and Pen Tool
Shape Layers vs. Regular Layer
Working with Type
Creating Layer Effects and Style
Using Adjustment Layer
Creating Special Effects and Filters

**Typographic Design**
Chapter 7
Vector Drawing Techniques
Chapter

**UNIT 3 QUIZ**

**SPECIAL EFFECTS IMAGE**

**D**
due
**April 10**

### UNIT 4
Digital Painting and Composite Imagery

**Assignments**
Applying Painting Techniques in Photoshop
Turning Photos to Painting images
Color Interaction

**Painting with the Mixer Brush**
Chapter 11

**UNIT 4 QUIZ**

**DIGITAL PAINTING**
Due May 12

**Points Breakdown**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100 points</td>
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<tr>
<td>B</td>
<td>80 – 89 points</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79 points</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69 points</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59 points</td>
</tr>
</tbody>
</table>

**Assignments** - 30 points

**Tests/Quizzes** - 20 points

**Midterm Project** - 20 points

**Final Project** - 30 points

**TOTAL** - 100 points

*PLEASE NOTE! Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to eConnect or call Touch Tone Services. Web Site address: [http://econnect.dcccd.edu](http://econnect.dcccd.edu) Telephone number: 972-613-1818.*

### Academic Calendar:

**2016 Spring Multimedia/Game Calendar**

**Online Flex Term Classes**

**January 25, 2016 – May 12, 2016**

Online Flex Term courses.
MW, TR, MWF, M, T, W, R, F, Spring RCHS classes and Saturday Only courses have a different calendar.

**January 18 (M) - Martin Luther King, Jr. Day Holiday.**

**January 25 (M) - Saturday Only classes begin.**

First Saturday the Multimedia Lab will be open.
February 6 (Sa) - 12th Class Day for Online Flex Term classes.
Last day to drop a course without receiving a "W" grade on transcript.

February 26 (F) - Faculty Development Day.
Friday day classes Will Not Meet. Friday evening and Saturday classes Will Meet.
The Multimedia Lab WILL be open Friday.

February 27 (Sa) - Saturday and Sunday classes Will Meet.
The Multimedia Lab WILL BE OPEN Saturday during regular business hours.

March 14 - 20 (M-Su) - Spring Break.
College buildings & offices (including the lab) will be closed for the week.

March 25 - 27 (F-Su) - Spring Holiday.
College buildings & offices (including the lab) will be closed.

April 18 (M) - Last Day to withdraw with a grade of "W" for Online Flex Term classes.

May 7 (Sa) - Last Saturday Multimedia Lab is open for the semester.

May 12 (R) - Last day of classes/Final Exam Day for Online Flex Term courses.
Semester Ends. Last day lab is open for the semester.

Drop Date:
February 6 (Sa) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.

Withdrawal Date:
April 18 (M) is the last day to withdraw from this course with an automatic "W".

Academic Progress:
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check 7Steps2Success for more details.

Institutional Policies:

Classroom Policies:
Please read the following classroom policies listed below.

Attendance Policy:
In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the missed lessons and assignments.

If you are unable to attend class, please email the instructor or leave a message for the instructor at the ACCESS Office at (972) 238-6140 BEFORE THE CLASS BEGINS.

It is imperative students arrive to class on time and remain in class the entire session each week.
Food and Drink Policy:
Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

Web Server Posting Policy:
The Richland Student Web Server is open to all users of the World Wide Web. Any information students or instructors place in their files is readable by any user of the World Wide Web.

Computer/Internet Use Policy:
Currently enrolled Richland College Multimedia and Game students have access to the Multimedia Lab and classroom computers for Multimedia/Game educational and instructional purposes only. Please use the Del Rio Computer Lab (D229) or the Wichita Computer Lab (WH159) for other school-related assignments and non-Multimedia activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and cannot use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window: http://www.richlandcollege.edu/conduct/

Safety Policy:
Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students’ backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

Handheld Devices Policy:
Please turn OFF all electronic devices during class.

Participation Policy:
Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

End of Each Class Policy (for face-to-face classes):
When you leave class for the day, please...

1. Delete all your files from your workstation and empty the trash.
2. Shut down your computer using Windows Shut Down.
3. Turn off your monitor after computer has COMPLETELY shut down.
4. Pick up and throw away any trash around your seat.

Attention Continuing Education Students:
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

Multimedia and Game Web Sites:
http://www.richlandcollege.edu/multimedia
http://www.richlandcollege.edu/game/

The Multimedia Learning Center is part of the Richland College School of Engineering, Business and Technology. Office: Bonham 101 • Phone: 972.238.6210.

**Disclaimer reserving right to change syllabus:**
The instructor reserves the right to amend this syllabus as necessary.

**Student Acknowledgement:**
Please download, read and sign this [Student Acknowledgement](http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf) and turn it in to your instructor. Or you can paste this URL into your browser window:
http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf