

**McLennan**  
C O M M U N I T Y  
**C O L L E G E**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**DIGITAL IMAGING I**

**ARTC - 1302 - 88**

**JAN D. ROBERTSON**

**NOTE: This is a 16-week course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

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**Course Description:**

This course is designed to cover the use of presentation software to produce multimedia presentations with an emphasis on graphics in presentation development. More specifically, the course includes terminology and concepts; creating presentation graphics; using effective composition and style; using text and visual elements; and preparing presentations for distribution on computers or hard copy media. Semester Hours 3 (2 lec./2 lab)

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

**Recommendations:** Although there are no catalog prerequisites, I recommend the student have keyboarding ability and be computer literate. (This class does not start with computer fundamentals.) The instructor recommends anyone contemplating taking this course online have a working knowledge of using email, the Internet, and Windows. In addition, the student should be self-disciplined and self-motivated and be able to read and interpret directions easily from Brightspace.

**Instructor Information:**

Instructor Name: Jan Robertson

MCC E-mail: [jrobertson@mclennan.edu](mailto:jrobertson@mclennan.edu)

Office Phone Number: 254-299-8218

Office Location: Business & Technology bldg., Rm 107

Office/Teacher Conference Hours: Posted next to office door; also posted on Brightspace under Staff Information.

**Required Text & Materials:**

Title: Adobe PhotoShop CC, 2022 release, Classroom in a Book

Authors: Andrew Faulkner & Conrad Chavez

Edition: 1<sup>st</sup>

Publisher: Adobe Press (Distributed through Peachpit

Press/Pearson) ISBN-13: 978-0-13-762110-1

A USB Flash Memory Drive holding a minimum of 4 gigabytes is necessary for saving source files and class projects.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/in>

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**Methods of Teaching and Learning:**

The CIS department has online and hybrid courses that are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

***Lessons and Supplementary Assignments.*** Students will work through lessons from the book. They will also complete supplementary assignments independently, which include hands-on activities. Lessons will not be accepted late without written proof of emergency for missing the deadline; however, lessons must still be completed in order to progress in the course. Late supplementary assignments will not be accepted without written proof of emergency. Lessons and supplementary assignments grading consist of -10 pts for each omitted step or error in following directions, spelling errors, etc.

***Discussions/Project Commentaries:*** Students will participate in discussions each week covering a variety of related topics. Discussions cannot be made up without providing the instructor with written proof of emergency for missing their deadlines. Discussions are graded based on comments included, response to at least one other student included, and a source to back up comments (when required). Specific deductions are listed within each discussion.

***Lesson Review Quizzes*** will be required upon completion of each lesson. These quizzes are composed of ten questions based on content of each lesson. Students may use their book on these quizzes, and quizzes are not timed. Additional quizzes will be required when “lecture” material (in addition to the textbook) is required and supplied on Brightspace. Quizzes cannot be made up without providing the instructor with written proof of emergency for missing their deadlines.

***Three projects*** will be required during the semester which allow individual choice of images. The student should begin early collecting pictures, etc., for use in these projects. The only pictures students will be allowed to use will be their own original photographs and drawings, those identified as being in the “public domain,” or those provided by the instructor. Projects should be turned in by their stated deadlines. If a project is submitted one day late, the point deduction will be 10 pts. If a project is submitted up to three days late, the point deduction will be 20 pts. After the three-day limit, a grade of zero will be recorded. (Students who have proof of emergency will not be penalized based. Student who have proof of emergency still must submit projects in a timely manner. Work for those students will be due based on how many class days were missed based on the emergency itself. Use of an image owned by another individual in

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violation of copyright standards discussed in class in a students' project will result in a 25-point deduction. Requirements build by project. Project 2 will have new requirements in addition to those for project 1. Project 3 will serve as a capstone/comprehensive project (much like a final exam).

**Course Objectives and/or Competencies**

- A. Course Objectives: This course provides hands-on experience with a digital imaging software available for personal computers. Raster graphics concepts are applied to realistic business uses.
- C. Course Competencies: Upon successful completion of the course, the student will be able to do the following:

1. Define and use the terms that reflect the basic concepts and language of raster graphics.
2. Perform the following activities:
  - a. Launch the software.
  - b. Organize the work area
  - c. Create, move, and delete layers
  - d. Create and use selections
  - e. Retouch photographs
  - f. Import and adjust images
  - g. Prepare graphics for the Web or print
  - h. Create text and gradients
  - i. Transform and distort objects
  - j. Apply masks and channels
  - k. Work with typographic techniques
  - l. Apply color correction methods
  - m. Apply graphics software for illustration purposes
  - n. Apply the help system for graphics software effectively.

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3. Allocate time to successfully complete lab assignments and meet attendance requirements of his/her instructor.
4. Take responsibility for all materials required for the class and computer work space.
5. Collaborate during labs to provide and receive hands-on assistance with assignments.
6. Interface with others in online classroom from culturally diverse backgrounds.
7. Acquire information from textbooks, from instructor's presentations, from collaborative learning with other students, and from hands-on lab assignments; and apply information to performing functions on the microcomputer.
8. Analyze and evaluate solutions to hands-on lab assignments for completeness and correctness.
9. Utilize microcomputers for hands-on lab assignments.
10. Acquire an understanding of the functions of raster graphics.
11. Explorer and apply the functions of raster graphics.
12. Acquire information on configurations of systems and hardware and raster graphics specifications and how to select technology to apply to a specific task.
13. Perform raster graphics functions on a microcomputer system.

**Foundation Competencies:**

1. Understand written descriptions of the software's features and capabilities, read and interpret written instructions to complete chapters on the computer and access online help systems for reference material.
2. Assis each other by describing and explaining features of the software.
3. Receive verbal instructions for operating the computers and complete assignments.

**D. Evaluation**

1. Discussions and Project Commentaries
2. Practical laboratory hands-on assignments
3. Projects using the software
4. Review Quizzes over assigned lessons

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**Course Outline/Schedule:**

Tentative Schedule for Digital Imaging I -- SP 2023 (Online)

**Week 1:** Orientation to Course (confirmation, orientation quiz, disc 1 due by 6 a.m. Wed, Jan 11)

**Week 2:** Lesson 1 Getting to Know the Work Area (Lesson 1 review quiz, disc 2 due by 6 a.m. Wed, Jan 18)

**Week 3:** Lesson 2 Basic Photo Corrections (Lesson 2, review quiz, disc 3, 1 SupGradedLab due by 6 a.m. Wed, Jan 25)

**Week 4:** Lesson 3 Working with Selections (Lesson 3, review quiz, disc 4, 1 SupGradedLab due by 6 a.m. Wed, Feb 1)

**Week 5:** Lesson 4 Layer Basics (Lesson 4, review quiz, disc 5, 4 SupGradedLabs due by 6 a.m. Wed, Feb 8)

**Week 6:** Lesson 5 Quick Fixes (Lesson 5, review quiz, disc 6, due by 6 a.m. Wed, Feb 15)

**Week 7:** Lesson 6 Masks and Channels (Lesson 6, review quiz, disc 7, 1 SupGradeLab, Project 1 due by 6 a.m. Wed, Feb 22)

**Week 8:** Lesson 7 Typographic Design (Lesson 7, review quiz, project commentary 1, 2 SupGradesLabs due by 6 a.m. Wed, Mar 1)

**Week 9:** Lesson 8 Vector Drawing Techniques (Lesson 8, review quiz, disc 8 due by 6 a.m. Wed, Mar 15)

**Week 10:** Lesson 9 Advanced Compositing (Lesson 9, review quiz, disc 9, 3 SupGradedLabs, Project 2 due by 6 a.m. Wed, Mar 22)

**Week 11:** Lesson 10 Painting with the Mixer Brush (Lesson 10, review quiz, project commentary 2 due by 6 a.m. Wed, Mar 29)

**Week 12:** Lesson 13 Preparing Files for the Web (Lesson 10, review quiz, disc 10 due by 6 a.m. Wed, Ap 5)

**Week 13:** Lesson 14 Producing and Printing Consistent Color (Lesson 14, review quiz, disc 11 due by 6 a.m. Wed, Ap 12)

**Week 14:** Lessons 12 Working with Camera Raw (Lesson 12, review quiz, disc 12 due by 6 a.m. Wed, Ap 19)

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**Week 15:** Project 3 and disc 13 are due by 6 a.m. Wed, Ap 26

\*The professor reserves the right to change the tentative schedule, if necessary. Changes will be conveyed via email, as well as in an announcement in Brightspace.)

**Course Grading Information:**

Lessons from text	= 5%
Supplementary Graded Labs	= 10%
Discussions/Project Commentaries	= 5%
Review Quizzes	= 5%
Project 1	= 20%
Project 2	= 25%
Project 3 (capstone/comprehensive)	= 30%

**Late Work, Attendance, and Make-Up Work Policies:**

All assignments are clearly posted on Brightspace, along with their deadlines. Work will be graded and recorded within 24 hours of its deadline.

**Late Policy for Lessons, Supplementary Graded Labs, Review Quizzes, Discussions, and Project Commentaries:** Lessons, supplementary graded labs, review quizzes, discussions, and project commentaries cannot be made up, unless the student can provide written proof of emergency for missing the deadline listed on Brightspace (barring unforeseen circumstances). Students are expected to complete the lessons anyway, since the course information is cumulative and the student may not understand a lesson unless the student completes the previous one. However, the student's grade will remain a zero. Work submissions will be graded/recorded within 24 hours of their deadlines.

**Late Policy for Projects:** The three projects carry much more weight than other assignments/tasks. The three major projects will be taken late with the following deductions: 10 points off for turning a project one (1) calendar day late; 20 points off for turning it up to three (3) calendar days late; 0 points after the three (3) day deadline (unless the student has written proof of emergency for missing the original deadline listed on Brightspace barring unforeseen extenuating circumstances).

**Student Behavioral Expectations or Conduct Policy:**

All individuals should address each other respectfully in discussions. Students are expected to maintain decorum that includes respect for other students and the instructor, prompt and regular attendance (by submitting work, taking quizzes, etc., by their deadlines), and an attitude that seeks to take full advantage of the education opportunity.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**  
(<https://www.mclennan.edu/highlander-guide/policies.html>)

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Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**Instructor's Attendance Policy:** Students will be counted present if work is received on the listed deadlines on Brightspace. Missing one deadline is the equivalent of missing three (3) hours of class per week. If a student misses more than 25% of the course (4 absences), the student will be withdrawn from the course, barring unusual circumstances. If the student accumulates more than 25% absences after the 60% date for the semester, the student's grade will be averaged and reported at the end of the semester.

**Instructor's Academic Integrity Statement:**

Be honest! Do your own work. Anyone caught completing/submitting work for someone else or anyone submitting work completed on his/her behalf by someone else will receive a "0" for that assignment.

**Changing Student Name and/or Gender Choice:**

Students who would like to update their preferred name should contact Admissions. Students update the preferred name field in Colleague (as well as other data). Within 2 hours, email addresses and other information is updated. The student will receive an automated email informing that student about the change. When Brightspace is updated again, the name gets updated. It takes about 24 hours for the change to happen. This happens automatically after Admissions updates information.

**Contact with Instructor:**

Feel free to contact your instructor whenever you need assistance via phone (254-299-8218) or via email (jrobertson@mclennan.edu). For quickest response use your MCC email account to contact your instructor during office hours. If emails are sent during "regular" business hours Monday-Friday, they will be returned within 24 hours of receipt, except when received over the weekend or during holidays. Those will be returned the first business day the College is open.



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Updated 11/04/2022

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## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 254-299-  
8122  
Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the

crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.