

# CIS 134 Graphic Imaging

## **Instructor**

Christie (Chrissy) Hughes

## **Contact Information**

[hugheschristil@jccmi.edu](mailto:hugheschristil@jccmi.edu) (for a quicker response)

p: 517-796-8517

Office Location: William Atkinson 226-D

## **Office Hours**

Tues: 10:00-3:00pm

Wed: 12:00-2:30pm

Thurs: 9:00-12:00pm online

Fri: 10:00-2:30pm by appointment

\*Office hours subject to change.

## **Online Office Hours**

24-48 hour response

## **JCC Distance Learning Support**

[distancelearning@jccmi.edu](mailto:distancelearning@jccmi.edu)

Or, call 517.796.8408 or 888.522.8744

## **Course Description**

This course covers the basics of digital image editing and scanning. Topics include digital photography, scanning techniques, photo retouching and manipulation, electronic color theory, and special typographic effects. Additional topics touched on include web graphics and basic animated GIFs. Upon completion of this course students should be able to utilize layers, channels, filters, and masks as they apply to photo imagery.

## **Course Outcomes**

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

- To demonstrate the ability to produce publications utilizing scanning devices and imaging software.
- To analyze and evaluate existing product promotions and create an advertisement using those product promotion techniques
- To learn and use graphic imaging software.
- To learn and use scanning software.

## **Topics**

Topics include: Layers, Selections, Color Adjustment, Painting, Filters, Clipping Masks, Paths, Shapes, Type, Web optimization, Animation, etc.

## **Course Text & Other Requirements**

Text Book Zero - There is no textbook required for this course, we refer to Adobe Help X for guided learning. More information regarding Textbook Zero is available at the following link:  
<https://www.jccmi.edu/academics/tbz/>

For this class, you will need to have (preferably) cloud storage, or a flash drive. These are available on central campus. You also need to have continual access to Adobe® Photoshop® CS6/Creative Cloud – which is also available on central campus in the library.

## **Teaching Strategies**

The teaching strategies for this course include online instructor lead facilitation (with visuals as needed), video demonstration, peer/instructor feedback.

## Academic Calendar Fall 2017

**Classes Begin** Sept 25<sup>th</sup>

**Last Day of Term**

December 23<sup>rd</sup>

Fall 2017		
Event	Dates	Notes
<b>REGISTRATION BEGINS FOR ALL STUDENTS</b> <i>New students must contact Admissions at 517.796.8425 prior to registering for classes.</i>	April 5, 2017	<a href="#">Register for Classes</a>
<b>Day and evening classes begin</b>	Sept. 5, 2017	
<b>Semester Dates</b>	Sept. 5 – Dec. 21, 2017	
<b>In-Service Day</b>	Sept. 19, 2017	No classes
<b>Pathway Showcases Day</b>	Oct. 6, 2017	No classes
<b>Thanksgiving Break</b>	Nov. 22 – 26, 2017	No classes
<b>End of Fall Semester</b>	Dec. 21, 2017	
<b>Grades Due</b>	Dec. 23, 2017	

### How to be Successful in this Course

- 1. Plan your schedule >>** Plan ahead to determine times that you can set aside for coursework. Be present for class weekly. Log in to the class website a minimum of **2-3 times** per week to stay up to date on any additional announcements. Announcements will be posted in JetNet.
- 2. Read and complete text assignments >>** The resources provided and Adobe online help are key resources for this class; use them regularly. Exhaust your solutions to become a better problem solver. Read and follow the step-by-step instructions for each exercise, before relying on a partner/instructor to hold your hand.
- 3. Be professional in your work >>** The assigned non-textbook projects can be excellent portfolio pieces for further education and/or employment interviews; plan extra time for these projects and put forth your best effort. Sloppy work is not given full points.
- 4. Turn in assignments on time >>** Homework assignments and class exercises will be accepted up to **one** week after the due-date with a 20% penalty; any work submitted after this grace period will not be accepted. Turn in your work via JetNet and check your grades frequently.
- 5. Back-up your work.** We all know technology can be unpredictable, so save copies of your assignments. Create a file/folder on your desktop/hard drive called CIS134.

**Unit Exercises**

You will be following the instructions in each Adobe PDF/video resource each week to learn new techniques, and completing each step using Adobe® Photoshop®. Furthermore, you will complete the assigned work each week in class. Please be present in class to follow the direction of this course and read the Weekly Assignments/Announcements located on JetNet for any updates. Save all files with the author’s suggested file name and submit them to me via JetNet as required. (Do not include spaces in your file names!) At times you may have more than one file to upload, you can upload the files individually or place the files in a folder, zip that folder and then upload the zipped folder.

**Projects**

Projects will be delivered in class and will be listed in JetNet. A calendar at the end of this syllabus guides you through what is expected. Projects should be completed using techniques covered to date.

**Exams**

Exams given will cover all techniques covered to the date of the exam. You will be notified as to when and how to take the exams. All exams are accumulative in nature, that is, you are responsible for all material previously covered or assigned. There will be two parts to each exam, a hands-on part where you complete a small project using Photoshop and a written component with True/False and Multiple Choice questions.

**JetNet Course Flow & Forum Requirements**

Assignment links in JetNet are available Monday morning of the current week, and will be open as the course continues each Monday and due Sunday, by midnight. See the course assignments for the due dates.

Contribute in the forums. No contribution will have an affect on your final grade. Contribute meaningful discourse within the forums. Only proper grammar is allowed, speak from an objective standpoint, and exercise respect at all times. Forums can only be completed the week in which they are assigned. The forums are for you as classmates to support each other in sharing the creative and troubleshooting process. I observe, but I do not respond unless necessary. Feedback for projects is always provided for in JetNet privately.

**How to Submit Work via JetNet**

1. After entering our course in JetNet, click the icon relating to the assignment you wish to upload.
2. Locate the name of the class assignment in the center of the screen or press Grades on the left side of the screen.
3. Click **Edit** when typing in a message/note for the instructor and/or **Browse** to send a file (navigate to where your work is located, select/highlight it, and then click **Upload this File**).
4. Click on the Send for Marking button and finally click Yes for the final submission.
5. If you are submitting multiple files, click the Browse button again for each file you wish to upload. *(It’s better to zip multiple files so you can submit as one file.)*

**At the End of Each Course, Each Student is Assigned a Final Grade as Follows:**

<b>Grade Criteria:</b>	
Image Forums	40 points each (est.)
Unit Exercises	25 points each (est.)
Additional Practice <i>(to be announced in Weekly Assignments)</i>	
Projects <i>(Posted throughout the semester)</i>	200 points each (est.)
2 Exams	80 points (est.)

**TOTAL = 500-600 pts (est.)**

*\*Assignments listed above are subject to change at any time.*

**Grading Scale (based on accumulated points/percentages):**

<b>Grade</b>	<b>Percent</b>	<b>Points</b>
4.0	94 - 100%	(559-600)
3.5	88 - 93%	(523-558)
3.0	82 - 87%	(487-522)
2.5	76 - 81%	(451-486)
2.0	70 - 75%	(415-450)
1.5	64 - 69%	(379-414)
1.0	58 - 63%	(349-378)
0.5	52 - 57%	(312-348)
0.0	below 52%	(0-311)

**Grading**

Students are responsible for completing and submitting the material and assignments covered each week. Notify your instructor if you are going to miss class, or any work.

**Grading Procedure**

In class work is due at the end of each class or as otherwise directed by instructor. If you are absent, you cannot make up in-class assignments unless you have prior approval from the instructor. Late assignments & projects will be accepted up to one week after the due date, but will incur a 20% penalty for each week over due, not to exceed two weeks. Makeup Policy: Missed exams can be made up if arrangements are made with the instructor prior to the exam date. If you will be absent for reasons beyond your control, please contact the instructor as soon as possible.

**Course Completion Requirements**

Students must achieve a passing grade of D or above by completing all required examinations, submitting all required exercises and projects, and meeting the standards of the school attendance policy.

**Withdrawal**

Because courses vary in length, it is critical that you check the last day to drop or withdraw by going To [www.jccmi.edu](http://www.jccmi.edu) , under 'Quick Links' choose "Drop Classes". If you receive financial aid, call 517-796-8410 to discuss the impact of dropping or withdrawing. Students who stop attending class without completing a withdrawal form will receive a grade of 0.0. It is the student's responsibility to withdraw from a course. The instructor cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any JC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

**Incomplete**

No incomplete grades will be given in this class except under extenuating circumstances and if the student has completed at least 75% of the work and has a grade of at least 2.0 in the course. The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

**Audits**

Students who do not wish to receive a grade from the course may opt for an "audit," which means they will not receive a grade. They may turn in their work and take tests for evaluation. Students who sign up to "audit" and now wish to receive a grade must contact the Registrar's Office at main campus or personnel at the extension centers by **the drop/add date** listed in Academic Calendar within this syllabus.

**Extra Help**

Tutors (plus additional services for academic success) can be accessed by calling 517-796-8415 or by stopping by the Center for Student Success, Bert Walker Hall. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

**Attendance and Participation Policies**

Since regular participation is necessary for successful college work, students should be present on a weekly basis and should be submitting their work. Student work will be evaluated on effort and accuracy. If you miss work, you may still submit the work for evaluation as long as it is submitted within one week of the due date—remember work submitted over one week late will not be accepted for credit. Participation is important to your success in this course. Up to three times, I will review your progress and provide feedback, accessible via e-Services as follows:

**H-** you would benefit from additional assistance and you will be referred to Foundation Studies for academic tutoring.

**Q-** your consistent lack of participation may prevent your success and recommend to the registrar that you be withdrawn from the course.

**V-** confirms that you are participating regularly.

**IMPORTANT DATES TO REMEMBER**

**HQV 1 – 10/1/17**

**HQV 2 – 10/17/17**

**HQV 3 – 11/04/17**

**Academic Honesty Policy**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution. Plagiarism is the failure to give credit for the use of material from outside sources. Cheating means obtaining answers/material from an outside source without authorization. Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors will document instances of academic dishonesty in writing to the Dean of Faculty. In the event of a student dispute, both student(s) and faculty should follow the Conflict Resolution Policy. This policy is presented in Student Rights and Responsibilities (student handbook) and the faculty Master Agreement.

**Copyright Guidelines**

Feel free to visit a website of interest, but **do not upload any copyrighted material in JetNet** — anything from an article to a cartoon—without the permission of the copyright owner. **YOU MUST CREDIT THE AUTHOR OR ARTIST AT ALL TIMES.**

**Collaboration**

While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

**Consequences/Procedures**

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors should document instances of academic dishonesty in writing to the dean of Faculty. Anyone caught cheating on an assignment or exam will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class.

**Discussion Forum + Critique Guidelines**

A critique (or crit) is an assessment of your work. Assessing your solution forces you to evaluate how well you used the design medium and to see if you fulfilled your objectives. Use the following guidelines to evaluate the work during a critique:

- 1) Does the composition meet the stated objectives?
- 2) How well does the solution fulfill the stated objectives?
- 3) Are the design choices appropriate for the purpose or goal of the project?
- 4) Is the composition visually compelling? How could it improve? (avoid using the approach, "I think")
- 5) Does the composition accomplish its call to action?
- 6) Under no circumstances will one resort to attacking another in the forums. Always operate out of respect and in the spirit of helping others to succeed.

**Student Appeal Process**

In the event of a dispute, both students and faculty should follow the Conflict Resolution Policy. This policy is represented in Student Rights and Responsibilities (student handbook) and the Master Agreement.

**General Education Outcomes & Essential Competencies**

In addition to the GEOs required to earn a credential at JC, the college is committed to helping students develop three Essential Competencies. These skills are embedded in each program of study, and are shaped by the program focus and the pathway within which the program is hosted.

**Essential Competencies**

1. Think critically and act responsibly
2. Work productively with others, recognizing individual contributions to group success
3. Exhibit technological literacy

**Caveat**

There may be things that would require revisions to the syllabus or in JetNet. Other events may affect the course calendar including typing errors or a due date that must be changed. In any case, the entire class will be notified of any changes to the syllabus or calendar.

<b>JetNet Module #</b>	<b>Topic</b>	<b>Objectives</b>
Week 1	Welcome	Syllabus, Introductions
Week 2	The Photoshop Workspace	Tools, Panels, Keyboard Shortcuts, New Documents
Week 3	Working with Layers	Convert, Delete, Layer Groups
Week 4	Making Selections	Tools, Marquee, Modifying, Vignette
Week 5	Color Techniques	Mask Layer, Adjustment and Properties Panel, Filter, Opacity and Blend Modes
Week 6	Type and Image in Photoshop	Special Effects, Text on a Path, Character & Paragraph Styles
Week 7	Retouching Images	Clone Stamp, Content Aware, Paint and Brush Tools
Week 8	Masking Layers	Non-destructive changes, Clipping Paths
Week 9	Special Effects	Filters, Warped Images, Vanishing Point
Week 10	Selections, Cloning, Channels (Review)	Alpha Channel, Clone Stamp Repairs
Week 11	Animation / Project	Work in Timeline, Edit Frames, Timing and Loop
Week 12	Share Developments on Project & Give Feedback	Project Development
	Final Week – Final Review QUIZ	Critique / Extra Credit
	Course Feedback Survey	