CIS 134 Graphic Imaging

Instructor	Course Dates

Dave Fitzgerald   *May 27 to August 17*

Contact Information and Office Hours

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Distance Learning (JetNet) Support

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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, etc.

Course Prerequisites

None

Course Texts and other requirements

Course Technology, Adobe Photoshop® CS6 Revealed, Elizabeth Eisner, ISBN: 978-978-1133693222. For this class, you will need to have access to a digital camera, a flash drive/online storage area and a scanner. These are available on campus if needed. You will also need to have continual access to Adobe® Photoshop® version CS6 or Creative Cloud.

Academic Calendar

Please visit the following link to view the JCC Academic calendar:
http://www.jccmi.edu/academics/academic_calendar.htm

Teaching Strategies

The teaching strategies for this course include facilitated discussion (with visuals as needed), demonstration, hands-on guided practice, and feedback.

Associate Degree Outcomes

The Jackson Community College Board of Trustees has developed a list of essential skills which all of its associate degree graduates will enhance during their college experience. The Board has said:

JCC's goal is to prepare students to live productive and meaningful lives. Implicit in this goal are efforts to prepare students to: (a) live and work in the twenty-first century, (b) be employed in situations which will require retraining several times during a productive life, and (c) function in a rapidly changing informational society

The highest priority skills include, among others:
1) The ability to communicate clearly, concisely, and intelligibly, using oral skills
2) Use critical thinking and problem solving skills
3) Use computers and other technologies appropriate to the program of study

This course meets ADO7—Developing: Problem solving by demonstrating creativity. Students will synthesize key elements from the course into a final exam and cohesive end of course project.

How to be Successful in this Course

1. **Plan your schedule >>**Plan ahead to determine times that you can set aside for coursework. Be active in class weekly. Login 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 within our JetNet course site.
2. **Read and complete text assignments >>**The textbook and 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 chapter, 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 and is subject to a 50% 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 hard drive called CIS134.

Grading

Students are responsible for completing and submitting the material and assignments covered each week. Overdue work will be accepted up to one week late and is subject to a 50% reduction in points. **No work will be accepted for any reason after the last day of class on August 17.**

Chapter Exercises:
You will be using Adobe Photoshop to following the instructions and in each chapter to learn new techniques. Furthermore, you will complete the assigned work delivered each week in class. It is not guaranteed that you will be following the chapters in numerical order; please be careful to read the Weekly Assignments/Announcements located on JetNet for the weekly activities that you are to complete. Save all files with the author's suggested file name and submit them for grading via JetNet. (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 are listed in JetNet and will be explained in the Projects file. Projects should be completed using techniques covered to date.

Exams:
Exams will cover all techniques covered to the date of the exam. You will be notified as to when and how to take the exams.

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/upload a file (navigate to where your work is located, select/highlight it, and then click **Upload this File**).

4. 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:

Tentative Grading Criteria:	
Forum Posts (6)	60 points
Chapter work & Lessons	275 points
Projects (*Posted throughout the semester*)	350 points
1 Quiz	60 points
Final Project	100 points

Total = 845 points

Grading Scale (based on accumulated points)

Grade	Percent
4.0	94 - 100%
3.5	88 - 93%
3.0	82 - 87%
2.5	76 - 81%
2.0	70 - 75%
1.5	64 - 69%
1.0	58 –63%
0.5	52 –57%
0.0	below 52%

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?

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 , 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. I cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any JCC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

Incompletes

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 participated, 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 Room 123. 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 attendance/participation is necessary for successful college work, work should be submitted on a weekly basis and will be counted as attendance. 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.

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 JCC 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 Web site 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.