Course Description
Digital Imaging I teaches the skills required for creating, manipulating, and publishing digital images for both print and interactive media. Students will work with image editing/creation software Adobe Photoshop® as they learn the technical and creative processes concerning image resolution, color modes, image correction, image compositing, and image manipulation. The variety of digital file formats currently available and their appropriate use for both screen and print media is covered.

3 credits: 2 lecture hours and 2 laboratory hours per week.

Course Objectives
Upon successful completion of the course the student should be able to:
1. Alter contrast, color, and resolution of electronic image files
2. Make local corrections using selection tools
3. Identify and create commonly used image file formats/file types
4. Apply filters and special effects to images
5. Assemble and selectively mask layers in digital images
6. Scan existing photographs/art and convert, alter and store them in various file formats.
7. Resize, combine and import images from Postscript applications
8. Acquire and utilize stock photography imagery from the internet and removable media
9. Understand the basics of the copyright laws regarding the use of stock imagery
10. Compress and store large files on removable media.
11. Perform complex image editing/manipulation operations on electronic photographic files.
12. Understand light direction and quality in image creation/manipulation
13. Understand and use color effectively in image creation/manipulation
14. Understand and use spatial techniques in image creation/manipulation
15. Produce electronic files that are calibrated for optimum output quality
16. Optimize images for screen/Web publication using appropriate file formats
Points and Evaluation

- Project 01: Butterfly = 100 points possible
- Project 02: Photo Retouch = 100 points possible
- Project 03: Object Series = 100 points possible
- Project 04: Post Card = 100 points
- Project 05: Robot or Surreal Scene = 200 points possible
- Quizzes: 4 @ 50 points each = 200 points possible

TOTAL POINTS POSSIBLE = 800

Code of Conduct and Academic Integrity

During general class time, critiques, lectures, and discussions, it is expected that the students will show each other, and the instructor, the proper professional respect. Insults, unwarranted criticism, or generally inappropriate, disruptive behavior and material will not be tolerated. Any infraction of this rule will result in the offending student(s) being asked to leave for the remainder of class and further, college-related discipline (if deemed serious enough in nature).

To prevent unnecessary class disruptions cell phones are to be silent during class sessions.

Copying of work and claiming it as your own will not be tolerated. Any work that is found to be directly copied (unless direct copying is explicitly part of an activity) will result in the offending student(s) receiving and automatic grade of ‘F’ on the offending material, completely forfeiting all Participation points, and further, college-related discipline (if deemed serious enough in nature).

Students are expected to abide by the Code of Conduct and Code of Academic Integrity set forth in the college catalog:

CCBC Code of Academic Integrity

For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical behavior. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Each student has a responsibility to submit work that is uniquely his or her own, or to provide clear and complete acknowledgment of the use of work attributable to others. To these ends, the following actions are expected of students:

- Complete all work without unauthorized assistance.
- Follow the professor’s instructions when completing all class assignments.
- Ask for clarification when instructions are not clear.
- Provide proper credit when quoting or paraphrasing.
- Submit only one’s own work.

Students who do not accept responsibility for the integrity of their own work will experience sanctions, including a written reprimand, failure of the assignment, failure of the course, and/or dismissal from the program. For repeat and extreme offenses, the College reserves the right to suspend or expel students. Suspension and expulsion are actions taken only by the chief student development officer on campus, or a designee.

Services for Students with Disabilities

CCBC is committed to providing equal access to educational opportunities for all students by arranging support services and reasonable accommodations for students with disabilities. A student with a disability may contact the appropriate campus office for an appointment to discuss reasonable accommodations. An appointment must be scheduled within a time period which allows staff adequate time to respond to the special needs of the student. The student must provide the appropriate office with proper documentation supporting the need for reasonable accommodations.
Archiving Policy
Students should maintain an archive of all sketches and projects – digital and non-digital. It is the students’ responsibility to keep all items in the digital archive backed-up in a timely manner. Neither the instructor nor the college can be held responsible for students’ loss of work due to poor archiving procedures. Also, the instructor will not excuse any work deadlines due to poor archiving procedures. Students must maintain back-up copies on removable media.

Snow / Cancellation Policy
College closings and cancellations are posted on the college website (www.ccbcmd.edu) at the bottom closings, as well as through campus alert which will notify you via email or text message in the event of a closing. In addition, it is also recommended to check the instructor’s website for any additional information on your class. The official CCBC snow policy states if the college has a delayed opening, then classes resume at the time the college opens (e.g. If a class is scheduled from 9am – 1pm, and the college opens late at 10am, you will be expected at your class at 10am for the portion of class time remaining). Should more than 75% of class time be lost due to a delayed opening, please check the class website and/or contact the instructor to confirm if the class will meet or be cancelled. Weather is not considered an excused absence if a class is not completely cancelled. It is your responsibility to check on the status of delays/cancellations and attend class accordingly.

Attendance Policy
It is expected that the students will attend class at each session’s regularly scheduled time and place. It is also expected that each student will be on time for each class session and prepared to work. Attendance will be taken at each class session and will be recorded. In class work including quizzes, tests extra credit opportunities, and/or additional course materials missed from an unexcused absence cannot be made up and lecture materials will not be repeated.

If a student should miss 3 or more classes of a 7-week class it will be the instructor’s recommendation that the student drop the course.

Absence Policy
When absent from class it is the student’s responsibility to follow up on any missed work, including obtaining any missed information from lectures, demonstrations, or assignment details. If an absence does occur, it in no way negates the student’s responsibilities for the following classes, including specific deadlines. Please keep in mind that lectures, demonstrations, and assignment details will not be repeated unless deemed appropriate by the instructor. If the student knows they will miss a class session, he or she should make a reasonable effort to contact the instructor in advance through email, phone, or during office hours on campus.

An excused absence includes absence due to illness or family emergency. All other absences are unexcused.

Late Submission / Resubmission Policies
Any project submitted beyond the due date will lose ten points per day until the total possible points reaches a fifty percent ceiling. Projects not submitted before the fifty percent ceiling will automatically receive a zero. For example, if a project should be worth 100 points and it is submitted three days late,
the total points possible will be reduced to a maximum of seventy. If a project that is worth 100 points is submitted six days late it will receive a zero.

Each project, except for the final project, may be resubmitted once for reevaluation. The project must have been submitted in its entirety by the initial deadline to be eligible for resubmission. A project that is resubmitted can only gain points; its point total will not be further reduced. To resubmit a project, the original grade from must be returned with the material that is to be reevaluated.

Quizzes

All quizzes will be given 10 minutes after the class for which they are scheduled begins. There is a 30-minute time limit on each quiz. If a student is late, he or she will be able to begin the quiz upon arrival but will still be held to 30-minute time limit from the original quiz starting time. If a student is late and misses the entire quiz time limit, the quiz cannot be made up.

Quizzes will be unannounced and administered at the beginning of class sessions. Any books and notes will be allowed open for the student’s use during these quizzes. Should a student arrive late, they will not be given any extra time to finish the quiz. Should a student be absent and miss a quiz they will not be allowed to make up the quiz unless their absence is an official excused absence. If their absence is excused, they must contact the instructor prior to the next class session to make up the quiz outside of class.

Grading

The evaluation of student course work will be based on three specific questions:

- Is there evidence of technical understanding and/or mastery with the chosen medium?
- Does the submitted work make an obvious attempt to creatively solve the assigned problem?
- Can the process, from initial idea/vision to actualized solution, be observed in the work?

The scale of grades for official record is:

- A: Excellent work (greatly exceeds requirements) = 90 – 100 %
- B: Good work (exceeds requirements) = 80 – 89 %
- C: Satisfactory work (meets requirements) = 70 – 79 %
- D: Poor work (doesn’t meet requirements) = 60 – 69 %
- F: Unsatisfactory work (little or no effort shown) = 0 – 59 %

Emailing Work

Emailing of student work in-progress for instructor review is an acceptable practice as long as the contents of the email are of a manageable file size (no larger than 1 MB in size) and the student realizes that the instructor will not be responsible for system malfunctions, network downtime, or a specific time frame to reply that is considered unreasonable. Submission of any finished project through email is unacceptable unless specifically requested by the instructor.

General Course Policies

Policies will follow those outlined by The Community College of Baltimore County. The following additional policies are unique to this class:

- Don’t leave class early unless dismissed; if you do you forfeit the right to ask for help until the next session.
- If you’re absent, it’s your responsibility to catch up on any missed materials.
• Respect our fellow students and the instructor; lack of proper respect and you’ll be asked to leave the class for the rest of the session.
• If you come to my office hours, come ready with specific needs of the instructor.
• You can email me work for review, but please make sure it’s not larger than 1 MB in size.
• Email/voicemail will be answered in a timely manner; please be patient.
• Use of the Internet in the classroom is a privilege and not a right; it can be taken away at any time if it is disruptive to the classroom environment.
• Any graded/submitted work not picked up after 2 weeks may be discarded.
• I reserve the right to show your work to others for academic purposes.

Texts and Supplies
Required Texts:
None

Required Supplies:
USB flash drive, memory stick, or external drive
Journal/sketchbook or drawing paper

Calendar
Calendar details, beyond those listed here, will be posted on the class/faculty website weekly. Please use the website as your guide for assignments, homework, and deadlines.

Session 01: June 21st
• Course Overview
• Intro to Photoshop
• Tour the Interface
• Photoshop Basics (Part I)

Session 02: June 23rd
• Resolution
• Image Size
• Photoshop Basics (Part II)

Session 03: June 28th
• Making Selections

Session 04: June 30th
• Retouching and Healing

Session 05: July 5th
• Basic Color Correction
• Image Adjustments

Session 06: July 7th
• Tone and Color Correction with Adjustment Layers

Session 07: July 12th
• Type
• Blending Modes

Session 08: July 14th
• More selections
• Basic Masks

Session 09: July 19th
• Guest artist Erik Miller
• Brushes

Session 10: July 21st
• Guest artist Erik Miller
• Painting in Photoshop
• Intro to Compositing

Session 11: July 26th
• Dodge and Burn
• Layer Effects and Styles

Session 12: July 28th
• Overview of Filters
• Saving Images for the Web
• Batch Processing

Session 13: Aug 2nd
• Final Project Workshop

Session 14: Aug 4th
• Presentations / Final Critique
**Additional Note**

The Community College of Baltimore County and the Instructor reserve the right to make adjustments to this syllabus and calendar, with proper notice to students, as dictated by facility need or class progress.

For college wide syllabus policies such as Code of Conduct related to Academic Integrity and Classroom Behavior or the Audit/Withdrawal policy, please go to the Syllabus Tab on the MyCCBC page.