



**ARTC 1302.201C3 Digital Imaging  
Digital Imaging I  
Fall 2025 (16 week course)  
Monday & Wednesday 6:00 PM - 8:50 PM**

**Instructor Information:** Tom Richard, email: trichard4@com.edu, phone: 409-933-8643

**Office hours and location:** After class in STEAM 145

**Required Textbook/Materials:**



**Adobe Photoshop CC 2024 Release, Classroom in a Book**

ISBN 13: 978-0138262525

ISBN 10: 0138262527

Author: Conrad Chavez

Price tag: around \$50 on Amazon

<https://www.amazon.com/Adobe-Photoshop-Classroom-Book-Release/dp/0138262527>

**Required Supplies:**

1. Flash Drive
2. Headphones for listening to tutorials in class
3. Sketch pad
4. Bainbridge Black on Black Mounting Boards (3) 11 in. x 14 in.  
<https://www.texasart.com/group/1555/bainbridge-black-on-black-board.html>
5. Xacto Knife with additional blades
6. (1) 12 x 15.1/2 Manila Clasp envelope for turning in the projects

**Course Description:** Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image acquisitions. An Advisory Committee of professionals that work within the Graphic Arts industry has determined

goals for this course. This course is designed to introduce or build on the principles of raster images. Students will learn the fundamentals of an industry standard raster application including workspace, menus, palettes, document setup, tools, navigation, and printing procedures. Students will complete all lessons and projects assigned by the instructor and design quality, professional level printed pieces.

### **Course requirements:**

#### **Student Personal Responsibilities:**

1. Participate in course discussions and critiques
2. Purchase the textbook
3. Attend in-class lectures and complete the classroom drills
4. Complete all projects, on time and in a professional manner, with quality and attention to detail.
5. Attend all scheduled classes; attend any field trips or guest lectures.
6. Demonstrate basic computer skills and file management/organization.
7. Students are expected to be college-ready, including the ability to read and comprehend textbook exercises and projects.

#### **Coursework:**

- **Project 1: Photo edit and restore (50 points)**  
Students will demonstrate proficiency in Healing Brush, Healing Spot Tools, Adjustment Layers and Clone Stamp Tool via restoration of a damaged photograph
- **Project 2: Travel Postcard (150 points)**  
Students will apply Photoshop skills and knowledge of design principles and elements to produce a 4in x 6in postcard for a travel destination
- **Project 3: Event Poster (200 points)**  
Students will apply Photoshop skills and knowledge of design principles and elements to produce a 8.5in x 11in event poster
- **Project 4: Artistic Collage (200 points)**  
Students will apply Photoshop skills and knowledge of design principles and elements to produce an artistic collage
- **Textbook Exercises (300 points)**  
Students will be required to complete 15 textbook exercises with a value of 20 points each
- **Participation (100 points)**  
Attend in-class lectures and participate in course discussions and critiques.

## Determination of Course Grade/Detailed Grading Formula: Determination of Course Grade/Detailed Grading Formula:

Assignment	Points
Project 1	50
Project 2	150
Project 3	200
Project 4	200
Textbook Exercises	300
Participation	100
<b>Total Points</b>	<b>1000</b>

## Grading Scale:

Points	Percentage	Letter Grade
900-1000	90-100%	A
800-899	80-89%	B
700-799	70-79%	C
600-699	60-69%	D
0-599	0-59%	F

***Please Note: (grades and projects subject to change)***

*All typos will represent -5 points.*

*(Typos include misspelled words, superfluous words/letters, extra spaces, double returns, etc.)*

In an effort to give back to our community, and give students real-world client experiences, we may take on a "real community" project. This changes from semester to semester, but if the instructor has the opportunity to work with a "real client" we will. Grading will be realigned to the outcomes of that project, and students will be made aware of changes via D2L grade center and class discussion.

In the classroom as in business, the need may arise for students to go beyond the given instructions or directions. Therefore, additional resources will be helpful to the student. These may include additional LinkedIn learning videos, online videos, other textbooks, help from classmates and instructor.

<b>Projects will be graded using the following formula</b>		
<b>Subject Matter (Idea, Creativity)</b>	Proper tone and atmosphere regarding subject matter; clear communication of ideas; creativity in presentation; and engagement quality of subject matter.	20
<b>Planning, Research</b>	Ideas properly conveyed in thumbnail sketches	20
<b>Production</b>	Evaluation of proper photo editing practices, effective layout design ability (if applicable), use of design principles. Evaluation of file organization.	20
<b>Printing, Mounting, Presentation</b>	Evaluation of trimming and mounting. Evaluation of verbal Communication of project ideas and inspirations in a presentation format.	20
<b>Effort</b>	Dedication, Effort, Commitment to refine project; Process, Strategy and Communication	20
		Total 100

**Success Tips:**

Be Diligent: do not fall behind with projects, some cannot be done in a day.

**Communicate with others:** communication with peers as well as the instructor can prevent bad grades, and misunderstood instructions. Communication with peers will also develop interpersonal skills essential in the workplace.

**Lynda.com: [Now called LinkedIn Learning]** Use Lynda.com or other outside resources as necessary to better your understanding of course material.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**Late Work, Make-Up, and Extra-Credit Policy:** Late and/or make-up Exams or Assignments are not allowed without the previous consent of the instructor. Any deviation from this policy would be only for extenuating circumstances, which are substantiated and approved as a special case by the instructor at the request of the student. These circumstances need to be communicated to the instructor as soon as possible.

**Attendance Policy:** Roll will be taken each class period; 100% attendance is expected. More than 6 missed classes may result in a student being dropped from the course. The only exception to this rule is death within the immediate family or a note from the Doctor. Students missing more than 3 class days will drop one letter grade at the end of the semester. For example, an A student will drop to a B, a B student will drop to a C, and a C student will drop to a D.

### **Tardiness**

Tardiness after 20 minutes is considered an absence.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective(s)</b>	<b>Assessed via this Assignment</b>
Identify terminology, advantages and limitations of image editing software.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 1 Chapter 1 & 4

Distinguish bit-mapped resolutions for image acquisitions and output devices.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 2 Chapter 1 & 8
Use digital editing and painting tools	Critical thinking skills Communication skills Empirical & quantitative skills	Project 3  Exercise 1,2,3 6, 7, 8, 9, 10
Use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 3 Chapter 11, 13 & 14
Specify appropriate file formats.	Critical thinking skills Communication skills Empirical & quantitative skills	Project 4 Chapter 13, 14 & 15

**Academic Dishonesty:** Disciplinary actions will be taken for students who exhibit disorderly conduct, cheat on exams, submit plagiarized work (see below), or are involved in collusion (helping others cheat or plagiarize) as defined in the Student Handbook under the heading, “Discipline and Penalties.” The maximum penalty imposed for violations will be an F in the course. The student will also be referred to the Dean of Students for further disciplinary action. Please read through the “Standards of Student Conduct” in the Student Handbook for a more complete discussion of these issues and your rights and responsibilities.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Kristina Jantz, Fine Arts Department Chair, at 409-933-8255 or [kjantz@com.edu](mailto:kjantz@com.edu).

**Course outline:**

Week #	Activities/Chapter Readings	Due
1	8/18 - Intro to course 8/20- Photoshop Workspace. Basic tools overview. Understanding resolution & picture size. Saving files.	Purchase textbook and supplies
2	8/25 - Basic photo editing and retouching. Project 1 introduction 8/27 - Selections	<ul style="list-style-type: none"><li>• Chapters 1 &amp; 2</li></ul>
3	9/1 - Labor Day-COLLEGE CLOSED 9/3 - Layers and Adjustment Layers	<ul style="list-style-type: none"><li>• Chapter 3</li></ul>
4	9/8 - Smart Layers 9/10 - Project 1 workday	<ul style="list-style-type: none"><li>• Chapter 4 &amp; Project 1</li></ul>
5	9/15 - Liquify Tool 9/17 - Layer Masks	<ul style="list-style-type: none"><li>• Chapter 5</li></ul>
6	9/22 - Typography & Clipping Masks 9/24 - Principles of Design & Project 2 Introduction	<ul style="list-style-type: none"><li>• Chapter 6</li></ul>
7	9/29 - Bleeds & Project 2 Document setup 10/1 - Dodge and burn & Brushes	<ul style="list-style-type: none"><li>• Project 2 thumbnail sketches</li><li>• Chapter 7</li></ul>
8	10/6 - Project 2 workday 10/8 - Project 2 Presentation & Discussion	<ul style="list-style-type: none"><li>• Project 2 <b>before 6pm</b></li><li>• Chapter 8</li></ul>
9	10/13 -Project 3 Intro 10/15 - Advanced skin retouching	<ul style="list-style-type: none"><li>• Project 3 thumbnail sketches and Chapter 9</li></ul>
10	10/20 - Cutting out hair 10/22 - Exporting from Photoshop. Digital vs Print	<ul style="list-style-type: none"><li>• Chapter 10</li></ul>

11	10/27 - Project 3 workday 10/29 - Project 3 Presentation & Discussion	<ul style="list-style-type: none"> <li>● Project 3 <b>before 6pm</b></li> <li>● Chapter 11</li> </ul>
12	11/3 - Project 4 Intro 11/5 - Blending modes	<ul style="list-style-type: none"> <li>● Project 4 thumbnail sketches and Chapter 12</li> </ul>
13	11/10 - Mounting process 11/12 - Printing & mounting work (projects 2 &3)	<ul style="list-style-type: none"> <li>● Chapter 13</li> </ul>
14	11/17 - Printing & mounting work (projects 2 &3) 11/19- Project 4 workday	<ul style="list-style-type: none"> <li>● Chapter 14 &amp; 15</li> </ul>
15	11/24- Project 4 Presentation & Discussion 11/26- Printing & mounting project 4	<ul style="list-style-type: none"> <li>● Project 4 <b>before 6pm</b></li> </ul>
16	12/1 - Printing & mounting project 4 12/3 - Printing & mounting project 4	<ul style="list-style-type: none"> <li>● Files Removed from Lab Computers</li> </ul>

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## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html> *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.



**ADA Statement:** Any student with a documented disability needing academic accommodation(s) is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 25.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:** If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:** The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.