



ARTC 1302.101C3 – Fall2025 - Collins
Digital Imaging I / Fall 2025
Tuesday & Thursday 8:00am - 10:50am, STEAM Bldg. #22, Room 145

Instructor Information

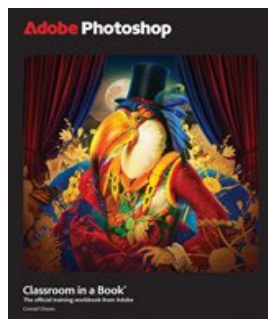
Instructor Robin Stone Collins
E-mail rcollins8@com.edu
Phone 281.794.6366 cell
409.938.1211 main **college number**
1.888.258.8859 **toll free**

Office hours and location:

Student office hours Before and after class in the STEAM Building, Room 145.

Office Hours Tuesday and Thursday, 7:30 – 8:00 am and 2:00 - 2:30 pm and by appointment.

Required Textbook/Materials:



**Adobe CC 2025 Release,
Classroom in a Book, Author: Conrad Chavez**

ISBN 13: 978-0135376324

ISBN 10: 0135376327

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.

Required Supplies:

1. **Flash Drive or External Hard Drive (at least 128GB)**
2. Headphones for listening to tutorials in class
3. Sketch Book/Pad
4. X-acto Knife with # 11 blades
5. Bainbridge Black on Black Mounting Boards (3) 11 in. x 14 in.
<https://www.texasart.com/group/1555/bainbridge-black-on-black-board.html>

Coursework:

- **Project 1: Photo edit and restore (100 points)**
Students will demonstrate proficiency in Healing Brush, Healing Spot Tools, Adjustment Layers and Clone Stamp Tool via restoration of 4 damaged photographs
- **Project 2: Postcard (100 points)**
Students will apply Photoshop skills and knowledge of design principles and elements to produce a 4in x 6in postcard
- **Project 3: Event Poster (200 points)**
Students will apply Photoshop skills and knowledge of design principles and elements to produce an 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 a Multiple Image Composite
- **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:

Assignment	Points
Project 1 - Photo Restore	100
Project 2 - Magazine Ad	100
Project 3 - Postcard	200
Project 4 - Collage	200
Textbook Exercises	300
Participation	100
Total Points	1000

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.)

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 could 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.

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

You are NOT required to have access to [LinkedIn Learning](#) (formerly Lynda.com), an on-demand learning platform used throughout this course. But, it offers professional video tutorials and is mobile-friendly for viewing on smartphones and tablets. **Headphones are required** for watching these tutorials during class.

Access to LinkedIn Learning is **free** with a **Houston Public Library card**, which is available at no cost to all Texas residents. To obtain a card, fill out the form at the link above and your library card will be emailed to you. Instructions for setting up your LinkedIn Learning account are posted in Brightspace.

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.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Identify terminology, advantages and limitations of image editing software.
Distinguish bit-mapped resolutions for image acquisitions and output devices and specify appropriate file formats.
2. Use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print.
3. Use digital editing and painting tools; manipulate, create, and edit digital images for the web.

Student Learner Outcome	Maps to Core Objective(s)	Assessed via this Assignment
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: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving a proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

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 you continue to have questions after discussing your concern with me, please contact Dr. Kristina Jantz, Fine Arts Department Chair at kjantz@com.edu or 409-933-8255.

COURSE SCHEDULE

Week #	Activities/Chapter Readings	Due
1	8/19 - Intro to course 8/21- Photoshop Workspace. Basic tools overview. Understanding resolution & picture size.	Purchase textbook and supplies
2	8/26 - Basic photo editing and retouching. Project 1 introduction 8/28 - Saving/Exporting from Photoshop.	<ul style="list-style-type: none"> ● Chapter 1 ● Chapter 2
3	9/2 - Selections 9/4 - Adjustment Layers	<ul style="list-style-type: none"> ● Chapter 3
4	9/9 - Smart Layers & Liquify Filter 9/11 - Project 1 workday	<ul style="list-style-type: none"> ● Chapter 4
5	9/16 - Perspective 9/18 - Bleeds & Project 2 Document setup	<ul style="list-style-type: none"> ● Chapter 5 ● Project 1 before 9am
6	9/23 - Principles of Design/Sketches Presentation 9/25 - Layer Masks, Dodge and Burn, & Brushes	<ul style="list-style-type: none"> ● Project 2 thumbnail sketches ● Chapter 6
7	9/30 - Typography & Clipping Masks 10/2 - Project 2 workday	<ul style="list-style-type: none"> ● Chapter 7
8	10/7 - Project 2 workday 10/9 - Project 2 Presentation & Discussion	<ul style="list-style-type: none"> ● Project 2 before 9am ● Chapter 8
9	10/14 -Advanced Skin Retouching & Project 3 Intro 10/16 - Sketches Presentation	<ul style="list-style-type: none"> ● Project 3 thumbnail sketches and Chapter 9

10	10/21 -Project 3 workday 10/23 - Project 3 workday	<ul style="list-style-type: none"> ● Chapter 10
11	10/28 - Project 3 workday 10/30 - Project 3 Presentation & Discussion	<ul style="list-style-type: none"> ● Chapter 11
12	11/4 - Project 4 Intro & Image Compositing Tips 11/6 - Sketches Presentation	<ul style="list-style-type: none"> ● Project 3 before 9am ● Project 4 thumbnail sketches and Chapter 12
13	11/11 - Mounting Process 11/13 - Printing & mounting work (projects 2 &3)	<ul style="list-style-type: none"> ● Chapter 13
14	11/18 - Printing & mounting work (projects 2 &3) 11/20 - Project 4 workday	<ul style="list-style-type: none"> ● Chapter 14 & 15
15	11/25- Project 4 Presentation & Discussion -Printing & mounting project 4 11/27 THANKSGIVING HOLIDAY	<ul style="list-style-type: none"> ● Project 4 before 9am
16	12/2 - Printing & mounting project 4 12/4 - Printing & mounting project 4	<ul style="list-style-type: none"> ● Files Removed from Lab Computers

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

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 1st 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 2nd 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 or 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.