



**INFORMATION TECHNOLOGY EDUCATION**  
**Digital Media Technology**

<b>Course Title and Number:</b> Raster Graphics - GRA1150C.080		<b>Instructor:</b> Wes Lindberg	
<b>Year and Term:</b> 2017 Fall A	<b>Course Credits:</b> 3.0		<b>Office Location:</b> N-322
<b>Office Phone:</b> (352) 395-5587	<b>Office Hours:</b> Mon., Wed. & Thurs. 7-9:00am		<b>Class Location:</b> N-115
<b>Meeting Time/Days:</b> 9:00-11:50AM Tuesday and Thursday		<b>Email Address:</b> wesley.lindberg@sfcollge.edu	
<b>Web Page Address:</b> <a href="http://home.ite.sfcollge.edu/~wesley.lindberg/">http://home.ite.sfcollge.edu/~wesley.lindberg/</a>		<b>Fax Number:</b> 352.395.4154	

<b>Course Description</b>	In this course students will learn to use a raster image application (currently Adobe Photoshop) to manipulate, enhance and combine their own photos as well as scanned and stock images. Topics include general image editing techniques and photo manipulation, creation of materials for 3-D applications and the web, image scanning and other methods of assessing and using digital and non-digital visual imagery.
<b>Prerequisites</b> Prerequisites:	ADV1210 is the co-requisite for this course.
<b>Course Objectives</b> Reflecting Expected Student Learning Outcomes	<p><b>Learning Outcomes and Objectives:</b></p> <p>This course has the following general course objectives: Problem solving during the creative process, addressing formal design issues in visual communication, and utilizing Adobe Photoshop to resolve both. The student will learn to enhance and alter photos and artwork, and to correctly incorporate those images into additional design applications through the creation of homework assignments, lessons from the text, and projects.</p> <p>Specific Learning Objectives:</p> <ul style="list-style-type: none"> <li>* Become familiar with the basics of Photoshop through the completion of Lynda.com tutorials.</li> <li>* Explore creative abilities using Photoshop with the completion of the projects that will focus on using specific tools with each project.</li> </ul>
<b>Grading</b>	<p><b>Grading Scale and Standards:</b></p> <p>PERCENTAGE SCALE: A=91-100 • B+=89-90 • B=81-88 • C+=79-80 • C=71-78 • D+=69-70= • D=61-68 • F=0-60</p> <p><b>Policies on Missed Exams and Late Work:</b></p> <p>Late work will be considered at a loss of 20% each day late.</p> <p><b>Disclaimer Regarding Grade Changes:</b></p> <p>All grade change requests must be made within 10 days of issue date.</p>

<b>Attendance Policy</b>	<p>Graphic Design, Multimedia and Video Production are demanding fields that emphasize tight deadlines and superior client service; the curriculum and class structure of Digital Media and Graphic design reflect this reality. To prepare you for work, classes are fast-paced and intensive, often involving the creation of projects for real-world business clients. Just like in the working world, there are penalties for poor performance.</p> <p>Technical problems and most personal problems are not considered excuses for late work. Attendance is required. You are expected to attend classes and lab sessions unless prevented by illness or emergency.</p> <p>Arrive to class on time, with the appropriate materials and work through the entire class. It is your responsibility to read and follow the course calendar available on Canvas or by the syllabus given to you by your instructor. Announced changes to the course calendar, demonstrations, or general classroom critiques demand your presence; compensatory work of another kind will not be accepted in lieu of missed instruction. A missed class does not constitute an extension of an assignment!</p> <p>Attending class unprepared for a discussion, critique, workday, or presentation will be considered an absence. Not participating in class discussions, working on other instructor's assignments during lecture, playing games or being on social media can be graded as an absence at the instructor's discretion.</p> <p><b>Universal point system for all Graphic Design / Digital Media classes</b></p> <ul style="list-style-type: none"> <li>• Each class will have a total of 2000 points available for the student to earn</li> <li>• 1600 points (80%) will come from projects, quizzes and assignments</li> <li>• 400 (20%) points will come from attendance and class participation</li> </ul> <p>Missing a critique will count as absence. Excused absences will require a written note from your doctor and will be granted at the discretion of the instructor.</p> <p><b>Any student who misses 4 classes excused or unexcused will fail the class.</b></p>
<b>Text(s)</b>	<p><b>Required Text(s), Title(s), Author(s) and Edition(s):</b>  No textbook, Lynda.com Video Training REQUIRED:</p> <p>Lynda.com Subscription Video Training – Purchase online; <a href="http://Lynda.com">Lynda.com</a>  Optional free access: UF Faculty, staff and students. Alachua County Library card holders - <a href="https://www.aclib.us/research/blog/do-you-know-lynda">https://www.aclib.us/research/blog/do-you-know-lynda</a></p>
<b>Required Course Materials</b>	<p>You will be responsible for providing the following supplies in order to complete this course: External media such as an external HD, jump drive, other digital media, SD cards, CF cards, etc.</p>
<b>Recommended Course Materials</b>	<p>A Sketch pad</p>
<b>Term Calendar</b> <i>(Tentative: The instructor reserves the right to alter dates of presentations and exams/projects.)</i>	<p><b>Due dates for Major Requirements:</b></p> <p><b>Topics to be Covered:</b>  Raster Graphic creation, editing, manipulating, and saving.</p>
<b>File Naming Convention</b>	<p>The Digital Media department has adopted a program wide file naming convention. All your files must be named this way before being handed over to your instructor. Projects not following this file naming convention will not be accepted and your grade will reflect that:</p>

	<p>Files names must be structured this way:  projectID_studentLastNameandInitials_Ver#OrFinal.filetype</p> <p>Where:</p> <ol style="list-style-type: none"> <li>1) 'projectID' stands for the name of the specific project (The project description is up to the instructor.)</li> <li>2) 'studentLastNameandInitials' is of course your last name followed by your initial(s) as one single word.</li> <li>3) 'Rev#OrFinal' is the Revision state or Final (there can be only one final in the folder). Revisions numbers need to start with 0. For instance, the 'project_01" would read: proj_01_lindbergwr_ver01.mov or proj_01_lindbergwr_final.mov</li> </ol> <p>If the instructor does not provide the name, use proj_01, proj_02, etc. No caps or special characters should be used. Caps are used in the description to help illustrate the convention.</p> <p>DMT Server - Chronos video -  <a href="http://dept.sfcollege.edu/graphics/shahboz/chronos.mov">http://dept.sfcollege.edu/graphics/shahboz/chronos.mov</a></p>
<b>List of Important Dates</b>	<p>August 21 - Classes begin  August 23 - Last day to DROP with NO record and receive a refund for Fall A  August 25 - Last day to DROP with NO record and receive a refund for Fall  September 4 - HOLIDAY – Labor Day – MONDAY Campus Closed  September 21 - Last day to withdraw and receive a "W" for Fall A  October 5 - Fall A Classes End  October 16 - Fall B Classes Begin  October 18 - Last day to DROP with NO record and receive a refund for Fall B  October 20- Last day to withdraw and receive a "W" for Fall  November 15 - Last day to withdraw and receive a "W" for Fall B  November 22-24 Thanksgiving Holiday  December 1 - Fall and Fall B Classes End  December 8 – Graduation Ceremony</p>
<b>Availability of Tutoring, Learning Lab, Academic Support</b>	<p>If you need additional tutoring or lab time see your instructor or inquire addition help from lab techs. Note: lab techs are not required to assist students with projects or assignments but can do so if time is available and skillsets are applicable.</p>
<b>Safety Issues</b>	<p>No food or drinks allowed in the labs or classrooms, consume all items in the Production Room N-325, across the hall from N-312.</p>



**SYLLABUS  
INFORMATION TECHNOLOGY EDUCATION**

## Policies and Guidelines

Please note that components marked with asterisk (\*) require specific language.

### **Cell Phone Use Policy**

Given the disruptive potential posed by cell phones, students are required to keep cell phones off during class lectures. Use of cell phones during lab exercises are permissible, but please consider those around you

### **\*Children in the Classroom**

Children represent a disruptive element for the classroom. They also increase the risk of accidents occurring in the lab. For those reasons, children should not be brought to either the classroom or the laboratory.

### **\*Academic Honesty: Plagiarism And Cheating**

Academic honesty is expected, and the instructor reserves the right to respond to cheating, plagiarizing, or other forms of unethical behavior with penalties up to and including removal from the class and/or failure in the course. The instructor also reserves the right to make necessary adjustments to the syllabus.

### **\*Academic Ethics and Confidentiality**

It is the responsibility of everyone engaged in the learning experience to respect the rights and feelings of their fellow learners. Information gathered in the classroom and from on-line discussions and exercises is to be considered confidential. At the same time, students must recognize that the instructor and the College cannot guarantee the confidentiality of what the student may choose to disclose. Students must use their own discretion when engaging in classroom discussion.

### **\*Classroom Behavior**

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Students are required to keep cell phones off during class lectures, unless there is permission in advance from the instructor. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course. Students are expected to be courteous to others and that includes coming to class on time.

### **\*Student Rights and Responsibilities**

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to:

[:http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student\\_rights](http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student_rights)

### **\*Americans with Disability Act – Disability Accommodation Statement**

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see:

[http://www.sfcollege.edu/student/drc/index.php?section=faculty\\_resources/rights\\_responsibilities](http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities)

**\*Discrimination/Harassment Policy**

SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. For further information, refer to College Rule 2.8 at:

[http://dept.sfcollege.edu/rules/content/media/PDF/Rule\\_2/2\\_8.pdf](http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf)