

CIST 1530 – Web Graphics I

****Disclaimer Statements****

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****



CIST 1530 – Web Graphics I

COURSE SYLLABUS

MINI MESTER A – HYBRID

January 11 – March 2

SPRING Semester 2016

TENTATIVE – SUBJECT TO CHANGE

Semester: Semester 2016 FY 201614
Course Title: Web Graphics I
Course Number: CIST 1530
Credit Hours/ Minutes: 3 / 3000
Class Location: Rm 812 Med Tech Bldg Vidalia Campus
Class Meets: Mon & Wed 8:30 am – 11:00 pm (80%)
and Online (20%) for 8 weeks
CRN: 40043

Instructor: Mr. John Taylor
Office Phone: 912-538-3116
Fax: 912-538-3106
Office Hours: 2:00 4:30 Monday – Thursday
Office Location: 810
Email: jtaylor@southeasterntech.edu
Preferred method of contact: STC Owl Mail
Tutoring Hours: Made by Appointment

***This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

REQUIRED TEXTS: Elizabeth Eisner Reding, Adobe Photoshop Creative Cloud Revealed, Cengage Learning, Massachusetts. (ISBN: 978-1-305-26053-5)



REQUIRED SUPPLIES: Must have access to a computer that has Adobe Photoshop Creative Cloud software installed. Available on computers in CIS-Web Lab, Room 812.

PREREQUISITES: None

COURSE DESCRIPTION: Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

MAJOR COURSE COMPETENCIES/OUTLINE: Curves and Adjustment Layers: Use curves to manage colors/Cognitive, Understand and manipulate site; Color, color correction and Balancing: Make exposure, shadow/highlight, channel mix and selective co; Typography and Interpolation: utilize advanced typography and interpolation techniques on a web base; Web Creation Project: Create a web based graphics project, applying scripting techniques.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

HYBRID PROCEDURE: Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

STUDENT REQUIREMENTS (Hybrid): Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. **Assignments will be saved via the Blackboard system.** Assignments are given with numerous days to complete; therefore **no assignment will be accepted late. After the due date a grade of zero will be given.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for policies and procedures included in the *STC Catalog*. **CIST program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

EMAILS: My preferred method of communication is thru **STC OWL MAIL**. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. **For example:** CIST1530 Taylor

CHECKING GRADES: A grade book is made available in the BLACKBOARD course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

SURFING THE WEB WHILE IN CLASS: For each time a student is caught on Facebook or a site that is not approve by the instructor, student will be dismissed from class with an absence given for attendance.

CELL PHONE USING IN CLASS: Cell phone usage is not allowed in the classroom. Any student caught using a phone or answering a call during class will have a 5 point deduction on the next Exam/Test.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley Room 1208 (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. **Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions!** Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. **All Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.**

No Harm No Foul Policy: It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **SPRING semester, that day will be January 13, 2016.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** *If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws.*

DROPPING COURSES BEFORE THE CLASS HAS BEGUN: Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

Grading Policy			Grading Scale	
Chapter Work	10%	A	EXCELLENT	100-90
Skills Review	15%	B	GOOD	89-80
Project Builders	15%	C	SATISFACTORY	79-70
Portfolio Projects	15%	D*	POOR	69-60
Quizzes/Tests	20%	F*	FAILING	59 and below
Portfolio(Appendix)	20%			
Unannounced Quizzes	5%			
Total	100%			
<p>* Grade of D or below results in student repeating the class</p>				

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

CIST 1530 – Web Graphics I
SPRING Semester 2016 Lesson Schedule (Fiscal Year 201614)

Date	Chapter / Lesson	Content	Assignments Tests	Competency Area
Week 1				
Mon Jan 11	1	Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage, Completion of Forms Review Blackboard Course, Work Ethics, Discussion Boards if applicable Getting Started with Adobe Photoshop CC	Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email. Create a CIST1530 folder on your P: DRIVE and copy all files from M:\CIST\CIST1530\Data_Files to it. Read and work thru Chapter 1.	1 a,c
12			Login to the course on BLACKBOARD. Click Course Work – Complete Start Here... items Review BLACKBOARD, IDS, and Discussion Board coverage Do Skills Review pp. 1-33.	
13	2	Learning Photoshop Basics	Read and work thru Chapter 2. Do Skills Review pp. 2-31.	
14			Do Project Builder 2 pp. 2-33. ALL WEEK 1 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 20	
Week 2				
Mon Jan 18	H	HOLIDAY		1,2 a,c
Tues 19	3	Working with Layers	Read and work thru Chapter 3. Do Skills Review pp. 3-25 thru 3-26. Do Project Builder 1 & 2 pp. 3-27 thru 3-28. Test 1 (Chapters 1 - 3) on Blackboard.	
Wed 20	4	Making Selections	Read and work thru Chapter 4. Do Skills Review pp. 4-27.	
Thurs 21			Do Project Builder 2 pp. 4-29. Do Portfolio Project pp. 4-31. ALL WEEK 2 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 27	
Week 3				
Jan 25	5	Incorporating Color Techniques	Read and work thru Chapter 5. Do Skills Review pp. 5-35 thru 5-36.	1,2,3 a,c
Tues 26			Do Project Builder 1 & 2 pp. 5-37 thru 5-38.	
Wed 27	6	Placing Type in an Image	Read and work thru Chapter 6. Do Skills Review pp. 6-31.	
Thurs 28			Do Project Builder 2 pp. 6-33. Do Portfolio Project pp. 6-35. Test 2 (Chapters 4 - 6) on Blackboard. ALL WEEK 3 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 3	

Week 4				
Mon Feb 1	7	Using Painting Tools	Read and work thru Chapter 7. Do Skills Review pp. 7-25.	1,2 a,c
Tues 2			Do Project Builder 1 pp. 7-26. Do Portfolio Project pp. 7-29.	
Wed 3	8	Working with Special Layer Functions	Read and work thru Chapter 8. Do Skills Review pp. 8-35.	
Thurs 4		Midterm A	Do Project Builder 1 & 2 pp. 8-36 thru 8-37. ALL WEEK 4 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 10	
Week 5				
Mon Feb 8	9	Creating Special Effects with Filters	Read and work thru Chapter 9. Do Skills Review pp. 9-35.	1,2,3 a,c
Tues 9			Do Project Builder 1 pp. 9-36. Do Portfolio Project pp. 9-39. Test 3 (Chapters 7 - 9) on Blackboard.	
Wed 10	10	Using Clipping Masks	Read and work thru Chapter 10. Do Skills Review pp. 10-33.	
Thurs 11			Do Project Builder 2 pp. 10-35. ALL WEEK 5 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 17	
Week 6				
Mon Feb 15	11	Adjusting Colors 65% Term A	Read and work thru Chapter 11. Do Skills Review pp. 11-19.	1,2,3 a,c
Tues 16			Do Project Builder 1 & 2 pp. 11-20 thru 11-21.	
Wed 17	12	Using Clipping Masks, Paths and Shapes	Read and work thru Chapter 12. Do Skills Review pp. 12-21.	
Thurs 18			Do Project Builder 1 & 2 pp. 12-22 thru 12-23. Test 4 (Chapters 10 - 12) on Blackboard. ALL WEEK 6 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 24	
Week 7				
Mon Feb 22	13	Transforming Type	Read and work thru Chapter 13. Do Skills Review pp. 13-21.	1,2,3 a,c
Tues 23			Do Project Builder 1 pp. 13-22. Do Portfolio Project pp. 13-25	
Wed 24	14	Liquefying an Image	Read and work thru Chapter 14. Do Skills Review pp. 14-17.	
Thurs 25			Do Project Builder 1 & 2 pp. 14-18 thru 14-19. ALL WEEK 7 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 2	

Week 8				
Mon Feb 29	15	Performing Image Surgery	Read and work thru Chapter 15 . Do Skills Review pp. 15-17.	1,2,3,4 a,c
Tues Mar 1			Do Project Builder 1 & 2 pp. 15-18 thru 15-19. Do Portfolio Project pp. 15-21. Test 5 (Chapters 13 - 15) on Blackboard.	
Wed 2	17	Creating Images for the Web	Read and work thru Chapter 17 . Do Skills Review pp. 17-27 thru 17-29.	
Thurs 3			Turn in Portfolio from Appendix B – All 8 projects. All work due by Noon today!!	

MAJOR COURSE COMPETENCIES

1. Curves and Adjustment Layers: Use curves to manage colors/Cognitive, Understand and manipulate site;
2. Color, color correction and Balancing: Make exposure, shadow/highlight, channel mix and selective co;
3. Typography and Interpolation: utilize advanced typography and interpolation techniques on a web base;
4. Web Creation Project: Create a web based graphics project, applying scripting techniques.

GENERAL EDUCATION CORE COMPETENCIES

- a The ability to utilize standard written English.
- b The ability to solve practical mathematical problems.
- c The ability to read, analyze, and interpret information.

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