



TENTATIVE—SUBJECT TO CHANGE
CIST 2531 Web Graphics II
COURSE SYLLABUS
Hybrid
Summer Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: **3/3000**

Class Location: **Room 812 Medical Technology Building**

Class Meets: **40% HYBRID / 60% F2F Monday & Wednesday 8:15 – 10:05 am**

Course Reference Number (CRN): **60006**

Preferred Method of Contact: **Email – [John Taylor jtaylor@southeasterntech.edu](mailto:John.Taylor@southeasterntech.edu)**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Mr. John Taylor**

Office Location: **Vidalia Campus, Room 810 Medical Technology Building**

Office Hours: **2:00 – 4:30 Monday - Thursday**

Email Address: **[John Taylor jtaylor@southeasterntech.edu](mailto:John.Taylor@southeasterntech.edu)**

Phone: **912-538-3116**

Fax Number: **912-538-3106**

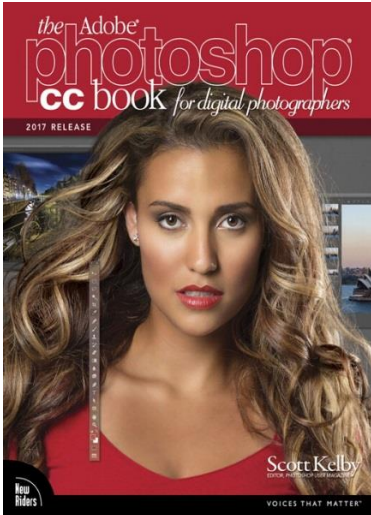
Tutoring Hours: **Made by appointment with instructor**

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.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Book Image	Book Information
	<p>The Adobe Photoshop CC Book for Digital Photographers 2017 Release</p> <p>Scott Kelby</p> <p>ISBN-13: 978-0-134-54511-0</p> <p>©2017 • New Riders • paperback</p> <p>You can purchase from the STC bookstore Southeastern Technical College bookstore (stcbookstore@southeasterntech.edu) or 912-538-3129</p>

REQUIRED SUPPLIES & SOFTWARE

Must have access to Adobe Photoshop CC 2017 or higher release.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (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 take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Students will further explore how to use an industry standard or open-source graphics software program 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.

MAJOR COURSE COMPETENCIES/OUTLINE

1. Curves and Adjustment Layers
2. Color Correction and Balancing
3. Typography and Interpolation
4. Web Creation Project

PREREQUISITE(S)

CIST 1530

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.

3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS(HYBRID)

- **Students are expected to come prepared for each class meeting, focused and ready to learn.** This means that it is necessary to read the book and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible. This is strictly enforced.**
- Students should complete all work shown on the attached tentative lesson schedule by the scheduled deadlines, unless otherwise notified of a change in deadline. 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. For this course, assignments are due at 11:55 PM on Wednesday of each week.
- Homework assignments will be collected for a grade. Assignments should be saved to the students **P:/cist2531/chapter#** folder on the school's network drive. You are given numerous days to complete these assignments; therefore they **will not be accepted after the due date; a zero will be assigned.**
- There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.
- **Unannounced quizzes or in-class assignments are subject to be given every day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments; a grade of zero will be assigned.**
- Please make every effort to be in class every day. However, if you are SICK and CONTAGIOUS, please do not come to class.
- Students are expected to complete all tests, labs, and other assignments on the dates specified on the attached lesson schedule.
- Instructor reserves the right to modify the tentative lesson schedule attached to this syllabus with notice.
- Students should subscribe to remind.com for reminder from the instructor via email or text. Instructions will be provided to students.
- Students are responsible for policies and procedures included in the STC Catalog and Handbook must acknowledge this by completing the PLEDGE Discussion Topic on Blackboard the first day of class.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will

be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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 assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

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 Monday and end on Sunday with assignments due on Wednesday at midnight of the following week. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil

Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Work	35%
Midterm Exam	20%
Final Exam	20%
Final Project	25%
Total	100%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
*D	60-69
*F	0-59

*Grade of D or below results in student repeating the class

CIST 2531 Web Graphics II
LESSON PLAN
Summer Semester 2019 (FY201916)
May 14, 2019 – July 23, 2019

Hybrid work days are Tuesdays and Thursdays and are completed online or open lab

WEEK 1

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Wednesday May 15		Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage Introduction	Login to the course on BLACKBOARD. All students: Click the Getting Started link. Complete all tasks located under the Start Here Items. <u>You must complete the Pledge and Student Introduction tasks within the first 3 days of class. Otherwise, you will be dropped from this class!!!.</u> Review BLACKBOARD, IDS, and Discussion Board coverage. Copy the M:\CIST\cist2531 folder to your P: DRIVE. All your work should be saved in the corresponding chapter folder located in the cist2531 folder.	a,c
Thursday May 16 (hybrid)				

***Week 1 assignments must be completed and turned in before midnight May 22.**

WEEK 2

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday May 20	1	Raw and Un-Kutt	Read and work through Chapter 1.	1 a,c
Tuesday May 21 (hybrid)			Complete Chapter activities in lab or online.	1 a,c
Wednesday May 22	2	Beyond the Reach	Read and work through Chapter 2.	1,2 a,c

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Thursday May 23 (hybrid)			Complete Chapter activities in lab or online.	1,2 a,c

***Week 2 assignments must be completed and turned in before midnight May 29.**

WEEK 3

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday May 27		No class - Holiday		
Tuesday May 28 (hybrid)			Complete Chapter activities in lab or online.	1,2 a,c
Wednesday May 29	2	Beyond the Reach	Continue working through Chapter 2.	1,2 a,c
Thursday May 30 (hybrid)			Complete Chapter activities in lab or online.	1,2 a,c

***Week 3 assignments must be completed and turned in before midnight June 5.**

WEEK 4

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday June 3	3	The Adjustment Bureau	Read and work through Chapter 3.	1 a,c
Tuesday June 4 (hybrid)			Complete Chapter activities in lab or online.	1 a,c
Wednesday June 5	4	Lens	Read and work through Chapter 4.	
Thursday June 6 (hybrid)			Complete Chapter activities in lab or online.	

***Week 4 assignments must be completed and turned in before midnight June 12.**

WEEK 5

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday June 10	5	Special Effects	Read and work through Chapter 5.	1 a,c

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Tuesday June 11 (hybrid)			Continue working on Chapter activities in lab or online.	1 a,c
Wednesday June 12			Continue working through Chapter 5.	1 a,c
Thursday June 13 (hybrid)			Complete Chapter activities in lab or online.	1 a,c

***Week 5 assignments must be completed and turned in before midnight June 19.**

WEEK 6

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday June 17	6	Scream of the Crop	Read and work through Chapter 6.	
Tuesday June 18 (hybrid)			Continue working on Chapter activities in lab or online.	
Wednesday June 19			Continue working through Chapter 6.	
Thursday June 20 (hybrid)			Complete Chapter activities in lab or online. Take Midterm Exam on Blackboard.	

***Week 6 assignments must be completed and turned in before midnight June 26.**

WEEK 7

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday June 24	7	Layers of Light	Read and work through Chapter 7.	1 a,c
Tuesday June 25 (hybrid)			Continue working on Chapter activities in lab or online.	1 a,c
Wednesday June 26			Continue working through Chapter 7.	1 a,c
Thursday June 27 (hybrid)			Complete Chapter activities in lab or online.	1 a,c

***Week 7 assignments must be completed and turned in before midnight July 10.**

WEEK 8

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday July 8	8	HDR	Read and work through Chapter 8.	1,2 a,c
Tuesday July 9 (hybrid)			Complete Chapter activities in lab or online.	1,2 a,c
Wednesday July 10	9	Problem Child	Read and work through Chapter 9.	1 a,c
Thursday July 11 (hybrid)			Complete Chapter activities in lab or online.	1,2 a,c

***Week 8 assignments must be completed and turned in before midnight July 17.**

WEEK 9

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday July 15	10	Special Edition	Read and work through Chapter 10.	1,2 a,c
Tuesday July 16 (hybrid)			Complete Chapter activities in lab or online.	1,2 a,c
Wednesday July 17	11	Sharp Tale	Read and work through Chapter 11.	1,2 a,c
Thursday July 18 (hybrid)			Complete Chapter activities in lab or online.	1,2 a,c

***Week 9 assignments must be completed and turned in before midnight July 24.**

WEEK 10

Date	Chapter	Content	Assignments & Test Due Dates	Competency Area
Monday July 22	12	Dirty Work	Read and work through Chapter 12.	1,2,3 a,c
Tuesday July 23 (hybrid)			Complete Chapter activities in lab or online.	1,2,3 a,c
Wednesday July 24		Final Exam	Take Final Exam on Blackboard. Submit Final Project .	1,2,3,4 a,c

***Week 10 assignments must be completed and turned in before midnight July 24.**

COMPETENCY AREAS:

1. Curves and Adjustment Layers
2. Color Correction and Balancing
3. Typography and Interpolation
4. Web Creation Project

GENERAL CORE EDUCATIONAL 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.