# Course Information

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|---|---|
| Semester & Year: | Fall 2024 |
| Course Title: | Adobe Photoshop Level I: Digital Imaging |
| Course Prefix & Number: | CIS120DF |
| Section Number: | **11962** |
| Credit Hours: | 3.0 |
| Start Date: | 09.03.2024 |
| End Date: | 12.15.2024 |

# Course Format

The course format for this course is **online**.

# Instructor Information

| | |
|---|---|
| Instructor: | Sara Beakley-Mercill |
| Email: | [sara.beakley@scottsdalecc.edu](mailto:sara.beakley@scottsdalecc.edu) |
| Phone: | 480.425.6737 |
| Physical Office Location: | **CM416** |
| Virtual Office Location: | **Big Blue Button** ([https://cislab.scottsdalecc.edu/rooms/p4c-cv3-aga-gje/join](https://cislab.scottsdalecc.edu/rooms/p4c-cv3-aga-gje/join)) |

Office Hours:

- Monday 12:00 pm to 2:00 pm (in person and virtual)
- Wednesdays 1:30 pm to 3:30 pm (in person and virtual)
- Friday 9:00 am to 10:00 am (virtual only)

Virtual Study Lab: **CIS Study Lab** ([https://cislab.scottsdalecc.edu/rooms/aai-rj7-iqz-50b/join](https://cislab.scottsdalecc.edu/rooms/aai-rj7-iqz-50b/join))

Physical Study Lab Location: **CM446**

Sara's Study Lab Hours

- Tuesday, Wednesday, and Thursday 12:30 pm to 1:30 pm

Online Live Learning (OLL): **CIS120DF OLL Virtual Space** ([https://cislab.scottsdalecc.edu/rooms/jka-itx-hif-33i/join](https://cislab.scottsdalecc.edu/rooms/jka-itx-hif-33i/join))

Online Live Learning Hours:

- Mondays 2:30 pm – 3:30 pm
- *Note – the first OLL will occur on Tuesday 9/4/24 from 2;30 to 3:30 due to the Labor Day holiday on Monday 9/3/24*

# Course Description

Focuses on entry-level skill expectations for digital imaging using Adobe Photoshop. Helps students prepare for the Adobe Certifications related to Photoshop.

# Prerequisites

None

# Course Competencies

- Add and modify type within an image.
- Select color modes.
- Correct color.
- Identify elements of the user interface and describe their functions.
- Effectively employ layer, measuring, drawing, selection, channel, and mask tools.
- Manipulate, transform, adjust and correct images using a variety of tools.
- Select design elements and composition appropriate to project.
- Prepare images for web, print, and video.
- Select and apply appropriate filters.
- Select and apply appropriate video tools.
- Draw and paint with appropriate tools.

- Describe project management tasks, responsibilities, and communication workflow.
- Understand and comply with copyright rules for image creation and image use.
- Identify the purpose, audience, and audience needs for preparing images.

# Texts and Course Materials
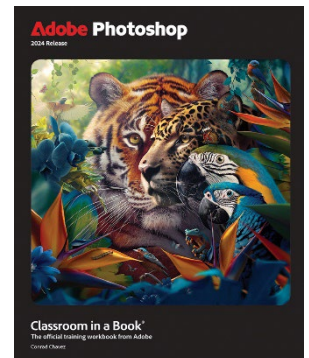
Adobe Photoshop Classroom in a Book (2024 release)
Authors: Conrad Chavez
Publisher Website: [Adobe Press](#)

ISBN-13:   978-0-13-826252-5
ISBN-10:       0-13-826252-7

*Note – I encourage the purchase of the Web Edition of the book which has additional videos and knowledge checks.*

# Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

The following list of technologies is required for this course:

- Adobe Photoshop CC 2023 (Version 24.6 or later)
  - [There is educational pricing available for students](#)
- [System Requirements for Photoshop CC 2023 (or later)](#)
- Google Chrome
- Canvas
- YouTube Account (optional)
- Web Camera or Smartphone Camera (optional)
  - Students may participate in discussion questions by recording a video and uploading their video answers. To do so, students will need access to a camera for recording videos. This is optional and is not required.

## Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

### Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Big Blue Button

### Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

### Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Google Products
- Microsoft Office 365
- Adobe Creative Cloud

# Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

## Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as "a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more."

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

## Some Generative Artificial Intelligence (AI) Allowed in Specific Circumstances

There are situations and contexts within this course where you may be permitted to use generative AI tools. In these cases, specific guidelines will be provided in the assignment details. If you are unsure if the tool or website you are using is a generative AI tool or if it is permitted on a specific assignment, please contact the instructor for further clarification before submitting your work.

## Late Work Policy

Assignments are due by 11:59 pm on the assigned due date in Canvas. Late assignments will be accepted **within 48 hours of the original deadline**. A 10% deduction in points will be applied per day for a total of two (2) days (maximum 20% deduction) to assignments submitted late. Assignments submitted more than 48 hours late will receive a score of zero (0). **The following assignments will not be accepted late**:

- Extra credit assignments
- Exam 1
- Exam 2
- Exam 3
- Discussion Questions
- Critique Postings
- Final Project
- Final Reflection Exam

## Discussion Questions

Discussion question topics will focus on related concepts as they apply to real-world practices in web design and digital graphics as well as broaden your knowledge about the industry and related trends. There are no "right or wrong" answers to these discussion questions. I am only seeking your thoughts and ask that you contribute to a public forum.

## Participation

**Active** participation by all students in online and hybrid courses provides an opportunity to learn from each other, network with each other, and gain support (help beyond what the instructor can provide). Connections with your peers will help you to be more successful in an online environment. You will have the opportunity to share your experiences with others and to learn from and about others in a virtual environment. For these reasons, participation is expected in this course and will affect your final grade.

Adhere to the following list of best practices for active participation to earn maximum points:

- Participation is defined as contributing at least three (3) substantive messages
  - One (1) initial posting to the original question
  - Two (2) reply postings to peers
- Respond to other students' questions or comments. Responses to the instructor only will not result in participation points.
- Spell and grammar check postings to avoid a loss in points.
- Students who post only on the due date (one day only for all three required postings) will lose participation points.
- **Read the discussion boards daily.** Checking the boards daily will help to generate dialog over the course of a week so that you can reflect and participate substantially.

## Academic Conduct

In addition to the general college Academic Honesty policy stated in the Canvas course under the Course and College Policies section, the following additional policies apply to this course:

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the College or other sanctions as specified in the Scottsdale Community College Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities. Specific examples of academic misconduct relating to this course include:

- Copying another student's work and turning it in as one's own.
- Submitting another student's file as your own.
- Working jointly on an assignment, with each student turning in a copy of the joint product, creating the impression that each student completed the work independently.

Each student must complete his/her own work on his/her own computer with his/her own data files. If you are caught turning in another student's work, **both students will receive a zero and may be withdrawn for academic misconduct from the class with a grade of 'Y'. Cheating on an exam will result in immediate withdrawal for academic misconduct from the course with a grade of 'Y'.**

# Grading Standards & Practices

## Grade Scale

Changes, additions, or deletions of assignments are at the discretion of the instructor. Grading will be based on the following scale:

| Grade | % Range |
|-------|---------|
| A | 100 % - 90% |
| B | 89% - 80% |
| C | 79% - 70% |
| D | 69% - 60% |
| F | 59% or less |

## Final Grade Calculation – Grade Weighting

**You must complete the Applied Final Project for this course as it is required. If you do not complete the Applied Final Project, you will receive a failing grade (F) for this course.**

Although the total amount of points earned in the class may vary, your final grade will be weighted as follows:

| Requirement | % Weight of Final Grade |
|-------------|-------------------------|
| Assignments | 55% |
| Discussion Questions and Participation | 10% |
| Exams | 15% |
| Applied Final Project | 20% |
| **Total** | **100%** |

Students cannot earn more than 100% in this class as a final grade.

# CIS Study Lab

We urge CIS students to utilize the **CIS Study Lab.** This lab is used for hands-on classwork and is staffed with CIS instructors. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor-assigned times and locations is posted in your Canvas course.

We urge CIS students to utilize the CIS Study Lab located in CM446. This lab is used for hands-on classwork and is staffed with CIS instructors

## Online Live Learning (OLL)

Online Live Learning (OLL) is live teaching + tutoring that occurs weekly in your Canvas classroom. This live session will give students an opportunity to learn from their online professor as well as receive individualized and group tutoring. All OLL sessions will be recorded and held in the virtual classroom for 14 days for students to view at their convenience.

# Response Time

Students can expect a response time of **24 to 48 hours** for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within **7 days** of the assignment's due date.

# Attendance Policy

Weekly participation is required in this course. Students are expected to log into the Canvas classroom regularly and participate per assignment instructions. Students who do not participate regularly will be subject to the course withdrawal policy.

Because you have chosen to "attend" this course in an **online** environment, you must be motivated, self-disciplined, and eager to participate. To realize the full benefits of this course, you should adhere to the deadline schedule for course assignments.

## Withdrawal Policy

In addition to the general college Withdraw policy, the following additional withdrawal policies apply to this course:

- Students must participate in this online course within the **first three (3) days** of the start date, or they will be withdrawn.

- Students who do not participate for **two (2) weeks consecutively (or for one (1) week consecutively during an 8-week course)** will be withdrawn for attendance. Participation is defined as follows:
    - Submitting homework on or before due dates
    - Participating in discussions/critiques over the course of a due date
    - Completing exams/quizzes on or before due dates
    - Just logging into the Canvas course does **NOT** count as participation
- Failure to complete the **CIS120DF Policy Acknowledgement assignment with 100% mastery** within the required timeframe.

The official date to request a withdrawal from your instructor in this course is: <mark>Friday, November 29th, 2024.</mark>

# Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly. Accelerated courses will require additional time per week.

# Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the Tutoring & Learning Centers page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the SCC Online Tutoring Services Through Brainfuse page (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject

5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

# Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.