ICS 203: Digital Image Editing  
Credits: 3  |  CRN: 64215  
Days & Time: Online Asynchronous

Instructor: Michael Kato  
Office: Palanakila 144  
Office Hours: TBA (by appointment: online, face-to-face)  
Telephone: (808) 236-9296  
Cell: (808) 256-7650  
Email: katomich@hawaii.edu  
Effective Date: Fall 2018

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Ko‘olau region of O‘ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Catalogue Description

Introduction to the terminology, tools, features and techniques of digital image editing.

Recommended Preparation

Intermediate Computing Skills, which include the following:

- File management
- File compression
- Upload/download files
- Internet search skills
- Troubleshooting skills

Activities Required at Scheduled Times Other than Class Times

Because this in an asynchronous online course, it is crucial to log into Laulima regularly and checking the weekly announcements. They will contain the weekly work schedules as well as the due dates for upcoming assignments. You will be notified well in advance regarding course work that will be due from week to week. Be prepared to spend 1-3 hours each week to complete the Laulima discussions, assignments. Important Note: Be sure to check your email regularly.

Student Learning Outcomes

1. Use photographic practices and concepts to demonstrate the merits of digital photography.
2. Implement skills for digital image capture and manipulation with a variety output formats and input devices.
3. Apply the visual elements of line, shape, value, color, texture, space, time and motion as well as the design principles of balance, rhythm, emphasis, contrast, variation and unity in the creation of digital art works.

4. Complete the creative process from concept development through revisions to final output using problem-solving strategies.

### Assignment and Student Learning Outcomes

<table>
<thead>
<tr>
<th>Course Content</th>
<th>Percent of Final Grade</th>
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<tbody>
<tr>
<td><strong>Projects:</strong> There will be a total of 4 Projects assigned in this course, which will account for up to 32% of your final grade. All projects must be completed by the assigned due dates. Late work will not be accepted.</td>
<td>32%</td>
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<tr>
<td><strong>Assignments</strong> – There will be various Assignments administered throughout the semester that will account for up to 44% of your final grade. All Assignments must be completed by the assigned due dates. Late work will not be accepted.</td>
<td>44%</td>
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<td><strong>Discussions &amp; Class Exhibits:</strong> There will be a total of 6 Class Discussions posted in Laulima. The Discussions will account for up to 24% of your final grade. All discussions must be submitted by the due dates. Late work will not be accepted.</td>
<td>24%</td>
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**Total** 100%

### Grading

Your Final Grade will be calculated from a 100-point grading system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90%-100% of 100 possible points</td>
</tr>
<tr>
<td>B</td>
<td>80%-89% of 100 possible points</td>
</tr>
<tr>
<td>C</td>
<td>70%-79% of 100 possible points</td>
</tr>
<tr>
<td>D</td>
<td>60%-69% of 100 possible points</td>
</tr>
<tr>
<td>F</td>
<td>Below 60% of 100 possible points</td>
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### Attendance & Active Participation

Attending class regularly is essential to succeeding in this course. If you are absent, check the Announcements page in Laulima to see what was covered on the day/s you missed. For distance learning courses, attendance consists of logging into Laulima at least once a week to check the weekly announcements. **Important Note:** At the end of the semester, students bordering in-between grades will automatically be given the higher grade if they have attended class regularly and have been actively participating during class discussions.

### Incompletes & N grades

Incompletes or N grades will NOT be given in this course. **You must take responsibility to complete the course or withdrawal.**
**Important Dates**

- August 20, 2018 - *First Day of Instruction*
- September 3, 2018 - *HOLIDAY - Labor Day*
- October 29, 2018 - *Last day to with a “W” grade*
- November 6, 2018 - *HOLIDAY – General Election Day*
- November 12, 2018 - *HOLIDAY - Veterans’ Day*
- November 22, 2018 - *HOLIDAY - Thanksgiving Day*
- December 6, 2018 - *Last Day of Instruction*

**Learning Resources**

**Adobe Photoshop Elements (PSE):** Adobe Photoshop Elements 2018 is a digital imaging/editing software application that will be used for completing various assignments and projects in this course. Adobe Photoshop Elements can be purchased and downloaded from Adobe.com for approximately $79-$119.

*Important Note:* Adobe frequently offers Student/Teacher discounts on their software bundles. These bundles are often $10 more in price, but include an additional software application.

**Adobe Photoshop Elements Available for use of Campus:** There will be Photoshop Elements installed in on 2 computers on the second floor of the Library. Computer #15 for PC and Computer #45 for the Mac. Please ask a librarian for assistance in locating these computers. There will also be a Photoshop Elements installed on 2 computers in Palanakila 124. Please contact me for the lab hours if you are interested in using a computer in the lab.

*Additional Notes:* You do not have to use, download, or purchase PSE to complete this course. You may use an application that you have access to and/or are already familiar with, please be aware that the majority of the course Modules, Assignments, Tutorials, and Projects are based around the software applications mentioned above. Although there are numerous free online photo editors, they do not contain the features (e.g. layer masks, advanced selection tools, guided edits) that will be required to complete the assignments and projects for this course. If you choose not to use PSE, you will be responsible for learning the skills necessary to complete the requirements of the course using the software you have chosen to work with.

**Cameras:** It would be beneficial to have access to a stand-alone digital camera to get the most out of this course. However, a camera on a smartphone will be more than adequate to complete the Assignments and Projects for this course.

**Laulima:** Laulima is an online course management system and will be used to post the Course Schedule, Assignments, Discussions, Projects, Modules, Announcements, and any relevant information pertaining to the class. [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal) Please check the Laulima Announcements regularly to make sure you are keeping up with the pace of the course and are aware of any upcoming deadlines.

**Technical Support**
Due to the online format and the countless variables (e.g. computer platforms, OS) from computer to computer, you will be responsible for resolving any technical issues you may occur throughout the
semester. The following online forums are excellent resources for resolving technical issues and learning various production techniques.

- *Adobe Photoshop Elements*
  - Adobe Support: [https://helpx.adobe.com/contact.html?step=PSE](https://helpx.adobe.com/contact.html?step=PSE)
  - Forum Support: [https://forums.adobe.com/community/photoshop_elements](https://forums.adobe.com/community/photoshop_elements)

### Policies

**Late Work Policy**
All Course Work must be completed by the assigned due dates. Late work will not be accepted. *Exceptions will be made at the discretion of the instructor in the event of unforeseen circumstances (e.g. illness, housing, death in family) that may occur during the semester.*

**Academic Dishonesty—Cheating and Plagiarism**
Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted files, work, examinations, reports, and projects must be that of the student's own work. See the Windward Community College catalog for details. Students shall be guilty of cheating if they:

- Represent the work of others as their own (plagiarism).
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

**Important Note:** If you are caught cheating in any area of the course, you may be placed on probation for a semester.

**Community Guidelines**
Although we will not be posting any material on YouTube, students in ICS 203 will be expected to follow the *Community Guidelines of Youtube* when participating in class Discussions and submitting Assignments and Projects for this course. [https://www.youtube.com/t/community_guidelines](https://www.youtube.com/t/community_guidelines)

**DEVIACTIONS FROM THESE GUIDELINES WILL BE CONSIDERED A VIOLATION OF THE WCC STUDENT CONDUCT CODE.** [http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

### Disabilities Accommodations
If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, [lemke@hawaii.edu](mailto:lemke@hawaii.edu), or you may stop by Hale ‘Akoakoa 213 for more information.

### Title IX

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: [https://windward.hawaii.edu/Title_IX/](https://windward.hawaii.edu/Title_IX/).
Windward Community College (WCC) is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, WCC has resources to support you. To speak with someone confidentially, contact Karla Silva-Park, Mental Health Counselor, at 808-235-7468 or karlas@hawaii.edu or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator at 808-235-7393 or wcctix@hawaii.edu.

Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakai 121
- Phone: (808) 235-7422
- Email: wccaa@hawaii.edu

Additional Information

Note from Instructor: Please feel free to contact me anytime during the semester (email is best) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and respond to all emails promptly. I am also available to meet through face-to-face, over the phone, and through online appointments. Please let me know if there are unforeseen circumstances (e.g. illness, housing, death in family) that may occur during the semester. If I do not have the knowledge or resources available to help you, I will refer you to a specific department or faculty member that does.