ICS 203 Digital Imaging

Instructor: Michael Kato
Effective date: Fall 2016
Credits: 3
CRN: 63473
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Office hours: Face to face or Online by appointment

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

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

ICS 203 DAYS AND TIMES

Course Alpha & No.	CRN	Days & Time	Room	Dates
ICS 203	63473	Online Asynchronous	WWW	8/22/16 – 12/15/16

CATALOG DESCRIPTION

ICS 203 Introduction to Digital Audio and Video (3)
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.

STUDENT LEARNING OUTCOMES & ASSESSMENT

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.

Student Learning Outcomes	Assignments	Projects	Discussions	Modules
1. Use photographic practices and concepts to demonstrate the merits of digital photography.	X	X	X	X
2. Implement skills for digital image capture and manipulation with a variety output formats and input devices.	X	X		X
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.	X	X		X
4. Complete the creative process from concept development through revisions to final output using problem-solving strategies.	X	X	X	X

ASSESSMENT, TASKS, AND GRADING

Course Content	Percent of Final Grade
Projects: 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.*	32%
Assignments – There will be various *Assignments* administered throughout the semester that will account for up to **44%** of your final grade. *All Assignments*	44%

must be completed by the assigned due dates. Late work will not be accepted.	
Discussions & Class Exhibits: 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.*	24%
Total	*100%*

Grading
Final course grades will be calculated from a grading scale of 100 possible points.

Grade	Percentage Points
A	90%-100% of 100 possible points
B	80%-89% of 100 possible points
C	70%-79% of 100 possible points
D	60%-69% of 100 possible points
F	Below 60% of 100 possible points

Attendance & Active Participation
Attending class regularly is essential to succeeding in this course. For distance learning courses, attendance is checking into Laulima at least once a week and completing the assigned work for each week. *Students who are bordering in-between grades will automatically be given the higher grade if they have shown a regular presence in the Laulima and have been actively participating in the online 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.*

MySuccess Tool
At Windward community college we want every student to be successful. MySuccess is a system wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you're having difficulty in my class within the first few weeks of the semester (e.g. missing class, missing assignments, or low test scores) and working together to address your challenges shows that you would really benefit from being connected to resources outside of the classroom, I may refer you to your assigned counselor. Once referred, MySuccess will:

1. *Call you and send an email to your Hawaii.edu account to let you know about my referral; and*

2. *Have a Counselor follow up with you by phone or by email to find out what kinds of help you might need and connect you with the necessary resources to help you devise a strategy for success.*

I will not refer you without telling you. However, if I do refer you, know that I am doing so in an effort to connect you with all of the help you may need to do well this semester as your success is important to me.

IMPORTANT DATES

- August 22, 2016 - *First Day of Instruction*
- September 5, 2016 - *HOLIDAY - Labor Day*
- September 12, 2016 - *Last day to withdraw without a "W" grade*
- November 3, 2016 - *Last day to with a "W" grade*
- November 8, 2016 - *HOLIDAY - Election Day*
- November 11, 2016 - *HOLIDAY - Veterans' Day*
- November 24, 2016 - *HOLIDAY - Thanksgiving Day*
- December 8, 2016 - *Last Day of Instruction*

SOFTWARE, HARDWARE & LEARNING RESOURCES

Adobe Photoshop Elements: Adobe Photoshop Elements 14 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 $69-$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.

In addition, there will be a number of Photoshop Elements (older versions) installed in the computer labs in Palanakila 124. Please contact me for the lab hours if you are interested in using a computer in the lab.

*Additional Note: You do not have to use, download, or purchase **Photoshop Elements** 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. If you do not use **Photoshop Elements**, 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: While it is not required, it would be beneficial to have access to a digital camera to get the most out of this course. *A camera on a smart phone will be more than adequate to complete the Assignments and Projects for this course.* In addition, there are cameras that are available for ICS 203 students to checkout from the library. Please contact me for the policies and procedures if you would like to borrow a camera.

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 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.

COURSE POLICIES

Late Work
Late work will not be accepted. All Course Work must be completed by the assigned due dates. There will be extra-credit opportunities posted throughout the semester to make up for lost points or to add insurance points toward your final grade.

Important Note: Exceptions for accepting late work 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.

Communication
Communication is *vital* to succeeding in this course. You will be notified well in advance regarding course work that will be due from week to week. It is *crucial* that you review the *weekly* Laulima Announcements and check your email on a *regular* basis.

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
  - Forum Support https://forums.adobe.com/community/photoshop_elements

If you are not using Photoshop Elements, it is suggested that you do an online search of user groups that specialize in the software application you are using.

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

DEVIATIONS FROM THESE GUIDELINES WILL BE CONSIDERED A VIOLATION OF THE WCC STUDENT CONDUCT CODE. http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Disabilities Accommodation Statement
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, or you may stop by Hale 'Akoakoa 213 for more information.

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.

A NOTE FROM THE INSTRUCTOR

Please do not hesitate in contacting 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, phone, and online appointments. In addition, *please* contact me during the semester if there are *unforeseen circumstances (e.g. illness, housing, death in family)* that may occur. You are a member of the WCC Ohana and your well-being is of the utmost importance. 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.

ADDITIONAL INFORMATION

Login to WCC Network Computers, UH e-mail, and Laulima	Same as UH e-mail
Password for WCC Network computers, UH e-mail, and Laulima	May be the same as UH e-mail password **unless** you create another 6+character password
WCC's Website	http://www.wcc.hawaii.edu or http://windward.hawaii.edu
Laulima	https://laulima.hawaii.edu
Library Learning Commons	http://library.wcc.hawaii.edu/