



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

ICS 203 Digital Image Editing
Credits: 3 | **CRNs:** 61249 & 61407
Days & Time: Online Asynchronous
Course Dates: 10/16/23 - 12/8/23

Instructor: Michael Kato

Office: Palanakila 144

Online Office Hours: Monday-Friday by appointment through phone, email or [Zoom](#)

Zoom meeting ID: 879 100 6658 - **Zoom Password:** wcc_kato

Telephone: (808) 236-9296 | **Email:** katomich@hawaii.edu

Effective Date: Spring 2023

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

Communication is *vital* to succeeding in this course. Because this is an online course, it is *crucial* to log into Laulima regularly and check the weekly Laulima Announcements. The Announcements will contain the work agenda for each week as well as the due dates for assignments. Please be prepared to spend 1-3 hours each

week to complete the Laulima discussions, assignments and Simnet activities (see page 4). It is also *crucial* to check your email multiple times a day. **Important Note:** Please be sure to use your UH email address when communicating within the UH system. If you use a non-email address your email may end up in the recipient's SPAM folder.

Note from the instructor: Excluding weekends and holidays, I check my email multiple times a day and will reply in a timely manner (within 24 hours, **usually much sooner**).

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

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

Assessments - Course Tasks - Grading

<i>Course Tasks</i>	<i>Percent of Final Grade</i>
Projects: There will be 1 Final Project that will account for up to 12% of your final grade. <i>All projects must be completed by the assigned due dates.</i>	12%
Assignments: There will be Weekly Assignment for each week that will account for up to 73% of your final grade. <i>All projects must be completed by the assigned due dates.</i>	73%
Discussions & Class Exhibits: There will be a total of 3 class discussions posted in Laulima. The Discussions will account for up to 15% of your final grade. <i>All Discussions must be completed by the assigned due dates.</i>	15%
Total	100%

Grading

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

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

Attendance & Active Participation

Because this is an online course, attendance consists of logging into Laulima at least once a week to check for the weekly announcements, assignments, and due dates.

- **Important Note/UH's Student Verification Policy.** You must complete at least 1 assignment (e.g., Discussion, Laulima Syllabus Assignment) by **10/17/23** or the UH system will automatically drop you from this class.
- At the end of the semester, students bordering in-between grades (e.g., 3 points or less) will automatically be given the higher grade if they fully completed and have actively participated in all the Laulima discussions.

Important Dates

- October 17, 2023 - Last day to register and to receive 100% tuition refund
- October 25, 2023 - Last day to receive 50% tuition refund
- October 25, 2023 - Last to drop with no "W" on transcript
- November 10, 2023 - *HOLIDAY - Veterans' Day*

- November 17, 2023 - Last to drop with "W" on transcript
- November 23, 2023 - *HOLIDAY - Thanksgiving Day*
- December 8, 2023 - *Last Day of Class*

Learning Resources

Adobe Photoshop Elements (PSE): Adobe Photoshop Elements 2023 is a digital imaging/editing software application that will be used for completing the assignments and projects for this course. [Adobe Photoshop Elements can be purchased and downloaded from Adobe.com for approximately \\$79-\\$99.](#)

Important Adobe Notes

- The Adobe prices have been known to change weekly.
- Adobe frequently offers Student/Teacher discounts on their software bundles. At the time of this posting, the bundle for Premiere & Photoshop Elements 2023 is \$79.99. **Important Note:** In many instances, Adobe offers the bundle for the same price as the individual software (PSE) alone.

***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 **Photoshop Elements**. If you do not use **Photoshop Elements**, you will be responsible for learning the software skills necessary to complete the requirements of the course using the software you have chosen to work with.*

Computers: You should not be taking this class if you will not have regular access to a computer (with the appropriate software) installed throughout the semester.

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> 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) with each student in the class, 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

'Ao Kahi

'Ao Kahi is a Native Hawaiian Career and Technical Education project sponsored by ALU LIKE, Inc. and funded through a grant from the U.S. Department of Education."

Hawaiian students have an opportunity to receive class and career support through 'Ao Kahi. 'Ao Kahi support includes career readiness training, internship opportunities, class supplies, textbook loan, professional networking events, and much more.

Interested eligible computer science students may request an online application from jodieyim@hawaii.edu before the end of the first semester week. Pending application completion, textbook loans and IDAP fees will be handled through 'Ao Kahi.

Academic Integrity & Policies

Late Work Policy

- [Due to UH's Student Verification Policy](#), the first Laulima Discussion must be completed by **10/17/23**. If you fail to complete this discussion by **10/17/23**, you will automatically be dropped from the class.
- All remaining Coursework must be completed by the last day of class **12/8/23**.
- **Exceptions for late work will be made due to extenuating circumstances** (*e.g. illness, housing, death in family*) [upon the approval of the instructor and the Vice Chancellor of Student Affairs](#).

AI & ChatGPT

Using AI language models such as Chat GPT or other similar models to complete assignments is considered academic misconduct and is a violation of the student code and conduct. Any student caught using such models will be subject to disciplinary action, which may include expulsion from school.

FERPA

This course space is being shared by students in the following CRNs (61249 & 61407) and if you do not wish to be in a shared course space, please drop this section and register for another section or alternate course.

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](https://www.youtube.com/t/community_guidelines) 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/). 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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Jodie Asato can be reached at (808) 235-7472, jodiaka@hawaii.edu or you may stop by Hale Kāko‘o 105 for more information.

See Discrimination & Gender-Based Violence Resources (Title IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, Confidential Advocate
 Phone/Text: ((808) 348-0432 or (808) 341-4952
 Email: advocate@hawaii.edu
 Office: Hale Kāko‘o 107
confidentiality is limited

Desrae Kahale, Mental Health Counselor & Confidential Resource

Phone: (808) 235-7393

Email: dkahale3@hawaii.edu

Office: Hale Kāko‘o 101

Karen Cho, Title IX Coordinator

Phone: (808) 235-7404

Email: kcho@hawaii.edu

Office: Hale Alaka‘i 120B

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources and the University’s Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

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

A Note from the Instructor

Please feel free to contact me 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 face-to-face, over the phone, and through online appointments. I am dedicated to support you and see you succeed in this course. If you are dealing with extenuation circumstances, I will do everything in my power to help you get through the course and direct you to the proper resources to support you. You are part of the of the WCC Ohana.