



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

ICS 203 Digital Image Editing

Credits: 3 | **CRN:** 64435

Days & Time: Online Asynchronous

Course Dates: 8/26/24 - 10/18/24

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: Fall 2024

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 to be Successful in this Course

Communication is *vital* to succeeding in this course. Because this is an online course, it is *crucial* to log into Lulima regularly and check the weekly Lulima 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 Lulima 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 of 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	Lulima 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 of 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	X	X	X

Student Learning Outcomes	Assignments	Projects	Laulima Discussions
final output using problem-solving strategies.			

Assessments - Course Tasks - Grading

Course Tasks	Percent of Final Grade
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 **9/2/24** 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

- August 26, 2024 - First Day of Instruction
- August 27, 2024 - *Last Day for 100% refund fall 2024*
- September 2, 2024 - Last day for complete an assignment to meet terms of UH's Verification Policy.
- September 4, 2024 - *Last Day for 50% refund fall 2024*
- September 4, 2024 - *Last day to drop (No "W" on transcript)*
- September 26, 2024 - *Last day to withdraw from class ("W" on transcript)*

Learning Resources

Adobe Photoshop Elements (PSE): Adobe Photoshop Elements 2024 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 2024 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](#)
 - [Forum Support](#)

How to Seek Academic or Technical Support

Academic Support

- [Windward Community College Library](#)
- [Library eResources](#)
- [Ka Piko Writing Lab](#)
- [Ka Piko Speech Lab](#)
- [Ka Piko Math Lab](#)
- [Evening and Online Learning at Windward Community College](#)
- [STAR Balance](#)

Technical Support

- [UH ITS Help Desk](#) – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Lualima and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La‘akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lualima – Click on the [Request Assistance](#) link at the bottom of any Lualima Page to fill out and submit a question and get your answer via email.
- [Information Security for Students](#)

College & Course Policies

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with [Executive Policy 7.209](#), all students in the University of Hawai‘i system are required to establish “participation” to ensure that they are not dropped from their class(es). Effective fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

[Due to UH's Student Verification Policy](#), the first Lualima Discussion must be completed by **9/2/24**. If you fail to complete this discussion by **9/2/24**, you will automatically be dropped from the class.

Late Work Policy

- All remaining Coursework must be completed by the last day of class **10/18/24**.

- **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.](#)

Academic Integrity—Cheating and Plagiarism

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

[Windward CC Student Conduct Information](#)

[UH System Student Conduct Policy EO 7.208](#)

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.

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)

Deviations from these guidelines will be considered a [violation of the](#)

[wcc student conduct code.](#) http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Support Service & Policies

Disabilities Accommodations

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

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. Roy Inouye can be reached at (808) 235-7448, email: royinouye@hawaii.edu or you may stop by Hale Kāko'o 105 for more information.

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation, among others. Student basic needs security is critical for ensuring strong academic

performance, persistence and graduation and overall student well-being. If you or someone you know are experiencing basic needs insecurity, please see the following resources: [UH System Basic Needs](#).

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the [WCC Mental Health & Wellness website](#).

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit [UH Alerts website](#) for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or [online](#).

Title IX - Sex Discrimination And Gender-Based Violence Resources

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, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952

Email: advocate@hawaii.edu
Office: Hale Kāko‘o 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kāko‘o 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kāko‘o 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ‘Alaka‘i 120

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 Course 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: Alaka‘i 121
- Phone: (808) 235-7422

A Note from the Instructor

You are part of the WCC Ohana. Please do not hesitate in contacting me ([email is best](#)) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and pride myself in responding to all emails promptly. I am here to support you and see you succeed in this course. If you are dealing with extenuation circumstances, please contact me ASAP. I will do everything in my power to help you get through the course and direct you to the proper resources on campus to support you.

