



MASTER SYLLABUS

**CMT 245, Image Processing
Section 01
East Mesa Campus, Room 201
Tuesday & Thursday, 4:00 – 5:40pm
Spring 2012**

Last Updated: 1/17/12

**Creative Media Technology
DOÑA ANA COMMUNITY COLLEGE**

Jesse Ramirez	Office Location: N/A
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Office Hours: N/A	
Pre- and/or Co-requisites: N/A	

CATALOG COURSE DESCRIPTION:

CMT 245 Image Processing II 3 cr. (2+2P)

Advanced techniques in editing and manipulation of raster images for digital graphics for print, multimedia and web. Prerequisite: CMT 145. May be repeated for a maximum of 6 credits. Same as OEGR 260.

COURSE RATIONALE:

It's time to take things to the next level. This is where we make the difference between your average Photoshop designer and an excellent one. Just knowing Photoshop will get you a good job, mastering the advanced techniques will get you a great job. As internet and graphic design become a mainstay in world businesses, more talented people are needed every day. Businesses are beginning to pass over people because a higher-level designer is needed. By mastering Photoshop and learning how to incorporate all of your design talents and software you too can land that great job with a great company.

COURSE TEXT AND MATERIALS:

Recommended: Adobe Digital Imaging How-To's: 100 Essential Techniques for Photoshop CS5, Lightroom 3, and Camera Raw
USB Flash Drive

STUDENT LEARNING OUTCOMES:

Students will be able to:

Develop an advanced knowledge of Adobe Photoshop as it pertains to your industry of choice.

Learn the advanced techniques of making the software do what you want and even uncover a few secret tricks.

By the end of the class, you will be able to:

Create a seamless layered image from different multiple images.

Use layers, channels and masks to enhance an image and be able to quickly make changes at a later time.

Quickly adjust the color correction or image quality of any picture.

Easily retouch and fix problem photos to perfection.

And a whole lot more...

TOPICAL OUTLINE:

Strengthen your fundamentals of Photoshop

More Quick Keys

Advanced Color Correction

Smart Objects

Smart Filters

Vector Shapes

Vector Paths

Vector Masks

Automate

•Actions

•HDR

Adobe Camera Raw

Channels Masks

Spot Colors

Color Calibration

COURSE COMPETENCIES:

Upon completion of the course, the student will be able to:

- To demonstrate knowledge of advanced features and advanced navigation in Adobe Photoshop
- Perform advanced manipulations
- Use advanced brushes and text
- To develop skills in using advanced non-destructive techniques to create complex raster images
 - Develop images using advanced, compositing techniques
 - Manipulate images with advanced adjustments
- To use professional techniques in capturing and outputting images
- To interface with Adobe Camera Raw
- To interface with Photoshop using advanced shortcuts
- Save images in correct file formats for print, web, and video
- Apply advanced design and artistic skills in preparing images

METHODS OF INSTRUCTION:

Class time will include lecture and demonstrations, and will provide time to work. Your use of the entire period is an important aspect for your participation grade. Handouts will be given outlining daily discussions, exercises and additional techniques. The textbook will be used as a reference tool and you will complete assignments from it. Tutors are available to answer questions and to assist students, but they do not complete students' homework.

METHODS OF EVALUATION:

Projects will be evaluated by rubric at each stage of the process based on usability, design, composition, legibility, appropriateness, completeness, authenticity and visual communication effectiveness. In addition there will be quizzes, worksheets, design discussions and group critiques.

PROJECTS:

- You will be given exercises in class to reinforce the concepts that we are learning. Take these exercises, apply the concepts discussed, and let your creativity go. Various class exercises will be turned in for a grade.
- The textbook will be used to reinforce concepts covered in class and you will be given exercise from the text to complete and submit through Blackboard. The projects will be graded on Photoshop proficiency, creativity, quality, and overall impression. A project must be turned in on time even if

you are not able to be in class. All work must be your own.

- Two to four quizzes will be given during the semester. These may be theory or application and will be announced the class before the quiz. Quizzes CANNOT be made up except in extreme circumstances where prior arrangements have been made.

For the final project, you will create a complete and detailed computer illustration for a specified use. You will present your project to the class during the exam period and explain how you designed and prepared it. All work must be your own.

CLASSROOM MANAGEMENT:

Students are expected attend all classes as stated in the attendance policy stated in Doña Ana Community College catalog. Attendance will be taken at the beginning of each class. If you are going to be late or absent you must notify the instructor prior to class via phone or e-mail. If you miss class, you are responsible for getting notes, assignments, and special instructions from other students or the instructor. Tardiness after 10 minutes will be considered an absence, unless you contacted instructor and made prior arrangements. If you need to leave class early, please notify instructor prior to class starting, otherwise it will be considered an absence. Instructors may drop a student if the student misses 3 classes. Students should not assume they will be dropped automatically by instructor. It is your responsibility to drop a course or withdraw from school in the event that you will no longer be attending.

NOTES: for more information on policies and procedures, see 2011-2012 catalog, pp. 6-14

DACC CAMPUS SECURITY

Security staff is available to all faculty and students at the various DACC locations. If you have a security matter, need an escort, or a guard for safety purposes, please call Campus Security.

Main Campus-----202-8962

East Mesa Campus----202-9781

Gadsden Campus----915-6954

Sunland Park Center-----915-5728

Workforce Center-----915-6194

Help keep DACC a safe place to learn and work.

Security Office: 153E Main Campus, 528-7029 (M-F, 8-5)

Identity Authentication: DACC reserves the right to verify that you are the person registered for this online course. You may be required to authenticate your identity by attending one or more mandatory meetings. You may be required to provide at least one form of government-issued identification at the meeting(s). Misrepresentation of an academic or non-academic nature is a serious violation of the Student Code of Conduct and will be reported to the appropriate administrative official and adjudicated in accordance with the Student Code of Conduct. If you are found responsible for violating the Student Code of Conduct, disciplinary sanctions will be imposed including disciplinary probation, suspension, expulsion, and/or dismissal. Disciplinary sanctions may appear on your official academic transcript.

Course Transfer Statement for Syllabi

- For “G” Courses:

Transferability: GOVT 100G is a New Mexico General Education Common Core, Area IV Social/Behavioral Science course. It is 3 credit hour course guaranteed to transfer and

meet general education requirements at any public New Mexico college or university. General education courses at NMSU/DACC can be identified by the G suffix. Find out how this course fits into your NMSU bachelor degree by consulting with your academic advisor or the academic department at NMSU that offers the degree. For more information, contact the DACC Academic Advising Center at (575) 528-7272.

- **For Non-“G” College-Level Courses**

Transferability: Find out how this course fits into your NMSU bachelor degree by consulting with your academic advisor or the academic department at NMSU that offers the degree. General education courses at NMSU/DACC can be identified by the G suffix. For more information, contact the DACC Academic Advising Center at (575) 528-7272.

- **No Statement for Developmental Education Courses**

Non-transferability is already addressed in the syllabus.

Academic Misconduct & Disruptive Behavior: Any academic or non-academic misconduct will be reported to the appropriate administrative official and adjudicated in accordance with the DACC Student Code of Conduct.

Online Misconduct Statement: For students taking on-line courses, the DACC Student Code of Conduct is still enforceable. Communication that is threatening, sexual, and/or any other language that is unwelcome is strictly prohibited.

Student Code of Conduct

All students are expected to regard themselves as responsible citizens on campus and in the community. Policies and procedures concerning “Student Code of Conduct” including plagiarism, academic, and nonacademic misconduct are printed in the 2011-2012 DACC Student Handbook.

Grade Appeal: If you have questions or concerns with the final grade you receive in this course, you may file a grievance. You will need to follow the procedure outlined in the 2011-2012 Student Handbook.

Cell Phones: As a courtesy to your fellow classmates, it is important that you refrain from talking during lecture so that others can hear. iPods, CD players, beepers, etc. must be turned off during class. Cell phones are to be either turned off, put on vibrate, or on silent and should only be used during an extreme emergency. If your job requires that you be on call during class time, please speak with me at the beginning of the semester.

Students with Disabilities: If you have, or believe you have, a disability you may wish to self-identify. You may do so by providing documentation to the Office of Services for Students with Disabilities (SSD) located in Room 117 at the DACC Central Campus in Las Cruces (Gregg & Espina, Phone: Voice 527-7548, TTY 527-7647). Appropriate accommodations may then be provided for you. Contact us at ssddacc@nmsu.edu with any questions. Information about SSD can be found on our webpage, <http://dacc.nmsu.edu/serv/dss/>.

If you have a condition which may affect your ability to exit the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the Specialist, Services for Students with Disabilities. A brochure, “Self-Disclose, Don’t Presuppose,” is available in Room 117 at the DACC Central Campus in Las

Cruces. If you have general questions about the Americans with Disabilities Act (ADA), call the ADA Coordinator at 527-7545.

Identity Authentication: DACC reserves the right to verify that you are the person registered for this course. You may be required to authenticate your identity by providing at least one form of government-issued identification. Misrepresentation of an academic or non-academic nature is a serious violation of the Student Code of Conduct and will be reported to the appropriate administrative official and adjudicated in accordance with the Student Code of Conduct. If you are found responsible for violating the Student Code of Conduct, disciplinary sanctions will be imposed including disciplinary probation, suspension, expulsion, and/or dismissal. Disciplinary sanctions may appear on your official academic transcript.

Transferability: Find out how this course fits into your NMSU bachelor degree by consulting with your academic advisor or the academic department at NMSU that offers the degree. General education courses at NMSU/DACC can be identified by the G suffix. For more information, contact the DACC Academic Advising Center at (575) 528-7272 or visit with your advisor to see how this course transitions to NMSU.

Withdrawal /Attendance Policy: Students are expected to attend regularly or if enrolled in an online course, regularly login for all courses which they are registered. When the number of absences or failure to login online, hinders a student's progress in a course, the instructor may initiate a statement of the student's excessive absences including a recommendation of retention or expulsion from a class. Based on the recommendation of the instructor and with the concurrence of the course division head and the Academic Office, a student may be dropped for persistent absences or for persistent failure to complete assignments.

1. Administrative withdrawals can be submitted anytime during the semester.
2. Reasons to submit an administrative withdrawal:
 - a. Persistent absences
 - b. Persistent failure to complete assignments
 - c. Engaging in disruptive behavior (interfering with the educational environment of the class)
3. Students may appeal the decision of the instructor through the Student Academic Grievance Policy as stated in the DACC Student Code of Conduct.

Counseling Assistance: Student concerns can be addressed with the help of the counseling staff. Counselors are licensed by the State of New Mexico and are available by appointment to assist students with academic, personal and career concerns. Counselors are located in room DAMA-117 of the Student Services area, and appointments can be scheduled by calling 527-7548. The counseling website is www.dacc.nmsu.edu/SS/Counseling/.

Financial Aid Notice: You must attend classes to receive Financial Aid. If you stop attending or drop any course(s) you may be required to repay all or part of the financial aid received.

Emergency Alert System

For inclement weather notices or handling of other emergencies, Emergency Alert System (EAS) messages can be found at <http://safety.nmsu.edu/emergency.htm>.

Services – For more information, see 2011-2012 Catalog, pp. 14-16

Tutorial Services/Student Success Center: One-on-one learning assistance is provided for subjects such as math, English, reading, language, test-taking, study skills, and most of the program areas. These services are provided free of charge to students who are already enrolled in programs, as well as those who want to upgrade their skills prior to entering a program (DACC 2011-2012 Catalog). Contact the Student Success Center located in DAMA 83 at the Las Cruces Central Campus or DAAR 201 at the East Mesa Center for more information.

Library Services: The library system offers a variety of resources in both print and non-print formats, and promotes leading-edge technology and electronic resources. The student college I.D. serves as a library

card for checking out books, which are loaned for three weeks. If you would like more information, contact the Library Media Center at 527-7555 or the East Mesa Library at 528-7260 (DACC 2011-2012) or the library at your campus.

Career Services: Through a variety of services, the Career Services Office, located in room DAMA-99, assists students in achieving this goal. Students are advised to contact the office early in their first semester at DACC, in order that they might familiarize themselves with the services available and have adequate time to explore career options. For more information, call 527-7538 (DACC 2011-2012).

Bookstore: The bookstore is open from 8 a.m. to 5 p.m., Monday through Friday and is located in room DACL-170 at the Las Cruces Campus and in DAAR-102 at the East Mesa Campus. In addition to textbooks, the bookstore sells calculators, educational supplies, and other types of merchandise. To receive information on extended hours during registration periods for fall and spring semesters call 527-7692 (DACC 2011-2012).

Campus Security Information

ON DUTY SECURITY OFFICERS CELL NUMBERS:

Main Campus Security - 202-8962

East Mesa Security - 202-9781

Gadsden Campus Security -915-6954

Sunland Park Center Security - 915-5728

Workforce Center Security - 915-6194

Not always do we have a security officer on duty at the time an incident may occur. In an emergency situation a person should call 911 or local police. Then call Stan Ellis or Kathy Reddington via their cell phones so security is informed. We will immediately direct or respond to the various campus needs.(DACC Emergency Phone numbers listed below).

IMPORTANT CONTACT NUMBERS:

All Campus Emergency's - 911

Main Campus; NMSU Police non emergency - 646-3311

East Mesa Campus: Las Cruces Police non emergency - 526-0795

Gadsden Campus: Dona Ana Sherriff non emergency - 526-0795

Sunland Park Campus: Sunland Police non emergency - 589-2225

Workforce Center: Las Cruces Police non emergency - 526-0795

DACC Security Coordinator: Stan Ellis - 680-0258

Facilities Support Manager: Kathy Reddington - 202-2445

Help keep DACC a safe place to learn and work.

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IMPORTANT DATES:

Faculty Report Thursday January 12

Martin Luther King Holiday Monday January 16

Instruction Begins Thursday January 19

Late Registration Thursday January 19

Deadline For Filing Degree Application Friday January 27

Deadline for Registration/Course Addition Monday January 30

Last Day to Drop Course with "W" Monday March 12

Spring Break Monday-Friday March 19-23

Spring Holiday Friday April 6

Last day to Withdraw from University Friday April 20

EXAM WEEK Monday-Friday May 7-11

Last Day of Classes Friday May 11

Commencement Saturday May 12

Final Grades Due Tuesday May 15

TENTATIVE SCHEDULE:

Visit:

<http://www.weaponize.com/dacc/245/calendar245.html>