

# CAOT 113

## SYLLABUS

Spring 2011 (Section 0845)

Instructor:	<b>Prof. Felipe Payán</b> Office LL207-Office Hours: TBD E-mail: <a href="mailto:payanf@lasc.edu">payanf@lasc.edu</a> <a href="http://lasc.edu/business/faculty_pages/fpayan.html">http://lasc.edu/business/faculty_pages/fpayan.html</a> <a href="http://www.needcollegehelp.com">http://www.needcollegehelp.com</a> <a href="http://www.flickr.com/groups/caot113/">http://www.flickr.com/groups/caot113/</a>
Class Format	Hybrid-Meet in class and online. Class dates posted online.
Software:	<a href="#">Adobe Photoshop CS4 or CS5 Elements</a> , Apple iphoto Online Photo editing software, <a href="#">Picasa</a> , <a href="#">Flickr</a> , <a href="#">Facebook</a> , <a href="#">Picnik</a> Iphone or Android camera apps.
Book	Adobe Photoshop CS5 by Chris Botello Illustrated Series ISBN-10 0-538-47781-4 Get the E-Book for extra credit.
Online	This class will use moodle to communicate the class requirements, schedule and to post resource material. All of your assignments will be submitted using the online learning site: <a href="http://online.lasc.edu">http://online.lasc.edu</a>
Supplies:	USB Drive - >1 Gigabyte or more Computer PC or Apple Mac, high-speed internet, Adobe Photoshop CS4/CS5 Picasa, Flickr other online photo editing websites. Cellphone camera or iPod Touch.
Course Overview:	Emphasizes the introductory concepts of Adobe Photoshop to edit images. Provides instruction in using digital equipment to create images for use with Adobe Photoshop and other online image editing websites. Uses various features of image editing programs – selection tools, layers, channels, masks, painting tools, etc. – to complete specific projects.
Course Objectives:	When you successfully complete this course you should be able to: <ol style="list-style-type: none"> <li>1. Navigate the Photoshop working environment.</li> <li>2. Change the document view to enhance selection techniques.</li> <li>3. Make successful selections and image transformations using a variety of panel tools and techniques.</li> <li>4. Use layers and navigate the Layers Panel to apply layer styles to create special effects.</li> <li>5. Use various color modes and know what mode should be applied to each type of intended media.</li> <li>6. Use filters judiciously to enhance artwork.</li> <li>7. Use channels and masks in conjunction with layers to develop detailed, complex artwork.</li> <li>8. Use the painting tools.</li> <li>9. Delete, clone, and correct portions of images using panel tools.</li> <li>10. Use mobile image apps to enhance your images.</li> </ol>
Expectation:	To succeed in this class you must do all the assignments! This is a college level, fast paced class. We have a lot of material to cover and some of it is frankly difficult. If you allow yourself to fall behind, it will be very difficult to catch up. You will submit your assignments as a file. More on this in the <a href="#">how this class works</a> . This is 'hands-on' material. You cannot learn it by reading about it. You must do the exercises assigned – All of Them! You can expect to work outside of class a minimum of 3-5 hours per week. Daily check the online learning site moodle.

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Assignments:	<p>This is a hands-on course. You will learn by doing assignments that reinforce skills from each unit. You must do all the assignments to be successful in this course.</p>															
Late Assignments:	<p><b><u>I do not accept late assignments.</u></b></p> <p>The assignment schedule is published on moodle each week. If you contact me before the due date an arrangement can be made, after the due date the policy will apply.</p>															
Evaluation:	<p>Your grades will be posted on moodle. Only you can see your grades. It is your responsibility to insure you have received the proper grades for your assignments. Please bring any discrepancies to my attention ASAP</p> <p>Your grades will be based on these items:</p> <table border="1" data-bbox="412 898 1347 1066"> <thead> <tr> <th>Requirement</th> <th>Quantity</th> <th>Points Each</th> <th>Total</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Participation</td> <td></td> <td></td> <td>200</td> <td></td> </tr> <tr> <td>Design Projects</td> <td>10</td> <td>20</td> <td>200</td> <td>15%</td> </tr> </tbody> </table>	Requirement	Quantity	Points Each	Total	%	Participation			200		Design Projects	10	20	200	15%
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**Professor Felipe Payán**  
 Computer Applications and Office Technologies  
[http://lasc.edu/business/faculty\\_pages/fpayan.html](http://lasc.edu/business/faculty_pages/fpayan.html)  
 Email [payanf@lasc.edu](mailto:payanf@lasc.edu)

This class will take advantage of email and the Internet.

You are required to have an email account.

If you do not have one then use [Google GMail](#) or [Yahoo](#)

Need help? See our lab assistant, he/she will help you set one up.

It is your responsibility to make sure that I have your current e-mail address. The best way to do this is to update your profile on the class web page.

The **best way** to communicate with me **is through e-mail, instant message and chat.**

Any email you send should have

1. **CAOT-113 in the subject line** . If not my email system will put your message in the *Junk Mail* file and I will not be able to read it.

2. **Your Full Name - sign your email** with your first and last names- otherwise I will not know who the email is from.

**Attendance Policy:**

A student who does not attend the first class meeting may be excluded from the class by the instructor. A student who does attend the first class meeting but is absent from the second meeting will be excluded from the class unless he or she informs me that he or she wishes to remain in the class. A message must be received by email to

[payanf@lasc.edu](mailto:payanf@lasc.edu)

This class builds your skills from week to week. Students risk losing valuable momentum if online sessions are missed; thus online class attendance is crucial. Assignments may be presented at any time during the class session.

If you miss class it is your responsibility to get any missing information.

**Grade Criteria:**

Absolute scale

<i>Points</i>	<i>Letter Grade</i>
900 - 1000	<b>A</b>
800 - 899	<b>B</b>
700 - 799	<b>C</b>
600 - 699	<b>D</b>
0 - 599	<b>F</b>

**I do not give make-up tests or exams.**

The schedule for class projects is published on moodle each week. If you contact me before the due date an arrangement can be made, after the due date the no make-up policy will apply.

**Testing Rules:**

All tests are open book and open notes. There should be no student interaction during tests.

**Exclusions and Drops****I do not exclude students**

If for some reason you are unable to continue with the class, it is your responsibility to drop the class. Failure to do so will probably result in a grade of "F" on your permanent record. The college calendar for spring can be found on the college website

<http://lasc.edu>

Please pay close attention to the Drop, and W dates.

**Academic Honesty:**

In education, business, and personal life, ethics are of utmost importance. Therefore, academic honesty is expected. Any instance of academic *dishonesty* (cheating) will significantly affect the grade of all individuals involved, and disciplinary action may be taken.

Students are expected to uphold the school's Standards of Student Conduct relating to academic honesty. 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 work; examinations, reports, and projects must be that of the student's own work.

For my classes, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments but are encouraged to offer help and advice. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the lab assistant.

**Disabilities Policy:**

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

We work closely with the [Special Services](#) office and have computer software and hardware available to meet special requirements.

For more information, click on the link above

**College Rules:**

We are members of the LA Southwest College community. I want to leave our facilities in better shape that we find them. There is of course no eating, drinking, or gum allowed anywhere near the computers. LA Southwest College rules apply as well. Anyone not officially enrolled in the class are not allowed in our class and labs. For online class times proper online conduct is expected, including respectful communications with all members of our class.

**Student Conduct Policy:**

The Standards of Student Conduct can be found in the schedule of classes or the college catalog. These policies will obviously apply to this class.

CAOT-64 is a course set up to allow to receive lab time and lab assistance.

**Syllabus-Calendar and Schedule**  
**Calendar -**

See the LASC College Calendar for Spring 2011 at <http://www.lasc.edu/>

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Spring Schedule 2011

**Subject to Change:**

Week	Book	Assignments	Projects
1	Introduction	Set Up Moodle Account Post Introductions Upload Practice File Update Profile	Read syllabus Update Profile
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2	Unit A	Unit A: Getting Started with Adobe Photoshop CS5 Design Projects	Unit A
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3	Unit A	Design Projects	Unit A
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4	Unit B	Unit B: Selecting Pixels	Unit B

Design Projects

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		Design Projects	
5	Unit B		Unit B
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		Unit C: Working with Layers	
6	Unit C		Unit C
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		Design Projects	
7	Unit C		Unit C
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8	Spring Break		
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		Unit D: Working with Type and Gradients	
9	Unit D		Unit D
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10	Unit D	Design Projects	Unit D
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		Unit E: Improving Images with Adjustment Layers	
11	Unit E	Design Projects	Unit E
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		Design Projects	
12	Unit E		Unit E
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Unit F: Working with Brushes and Color Effects

13 Unit F

Unit F

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Design Projects

14 Unit F

Unit F

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Unit G: Creating Special Effects

15 Unit G

Unit G

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Unit H: Improving Productivity

16 Unit H

Unit H

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Final Projects

17 Final Project

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