

Graphic Design and Illustration I

Course Syllabus

Dual Credit through South Plains College

ARTC-1302 - Digital Imaging I

Liberty High School

Lubbock-Cooper ISD

Instructor: Cynthia Newlin

2025.2026

Course Description

In this course, you will learn introductory Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image acquisitions.

The course content covers all objectives associated with the Texas Essential Knowledge and Skills for Graphic Design and Illustration 1 Laboratory Course and is a career and technical education (CTE) course. The curriculum helps students develop an understanding of the graphic design industry, focusing on the fundamental elements and principles of visual art and design. The course serves as a prerequisite for more advanced courses like Graphic Design and Illustration II or a related practicum. As a culminating Certification, Students may take the Adobe Certified Professional exam administered by Certipoint. If you will be seeking certification, you can use this learning content to help you prepare.

Class Meetings

We will have 18 weeks of class meetings each semester from 08/25 to 05/26. The class meets for 1.5 hrs bi-weekly in room 130 and lab 131, as indicated by the instructor weekly.

If you are absent for any reason, you are responsible to look into the Google Classroom for our Instruction resources and the required classwork assignments for the day. The LCISD requires you complete any missed work within one day of returning to class.

Course Objectives

By the end of this course, you will be able to:

- Use the computer and the iPad as a graphic tool,
- Understand and manipulate imaging softwares in the Adobe Creative Cloud, focusing on Photoshop,

- Produce digital designs using a variety of imaging techniques and processes,
- Understand and demonstrate the saving, filing, and printing procedures of Digital Designers.
- Articulate terminology of digital imaging as it pertains to the graphic arts industry,
- Create and manipulate a variety of Digital Images using a variety of cameras,
- Analyze a Graphic Design and its purposes and intentions,
- Develop a basic graphic portfolio of your work,
- And much more!

Course Text

There is no textbook for this course. Learning materials will be in the form of handouts or printouts. The instructor reserves the right to require additional materials.

The LCISD will provide students with annual Adobe Creative Cloud subscriptions that are able to be used in Liberty Labs, as well as at home when accessed using the SignIn methods for LCISD as Organization accounts.

Work Standards

- Please arrive on time for each class in the prescribed area for the day. Begin the work posted immediately upon entering. The second class meeting will begin with a review of topics covered during the first day, and each class will build on the previous day.
- Please connect to our Google Classroom for all weekly assignments and instructional resources.
- Attempt every assignment, and turn in all parts of what you complete, by the deadline of the assignment grading period.
- Follow the classroom and lab expectations of the course as outlined below.
Tutorial Periods are available for you each day from 8am-8:35am, 1:35pm-2:10pm, 3:50pm-4:30pm. Should you need one of these times, please notify me you will be coming in

advance in order to avoid my being out for other meetings and not able to help you in person.

Classroom and Lab Expectations

- **Two-Minute Rule:** When you work at the computer, don't struggle with a task that is not working for more than two minutes before asking for help. Use peers and all resources, then inquire of your instructor.
- **NDQ Rule:** There are **no dumb questions** in our classroom. All questions are welcome.
- **GTQ Rule:** **Google that Question** for the information you are searching for. The internet is a vast library right at your fingertips.
- **YTU Rule:** **YouTube University** is the method that most
- **Interruption Rule:** Interruptions are welcome. Feel free to **raise your hand** to ask a question about the instruction at any time.
- **Develop a Vision - have a goal/dream; Be a Learner, not a Finisher; Lean into Struggles; Feed your Passion; Own your Education; Own our Culture (Positive, Helpful, and Growth Minded)**

Evaluation / Grading

Your performance in this course is evaluated based on your performance in all exercises assigned, with the following skills:

- **Introductory skills (Formative grades): 60%**
- **Intermediate skills (Summative projects): 30%**
- **Advanced skill (Tests and Presentations): 10%**

Students may be provided with other extra credit attendance events on and off campus for additional grades at various times.

Assigned work is **DUE ON THE DATE AND TIME ASSIGNED. Late work is not accepted.** Work that is not turned in by the posted due date results in a **zero** for that grade and project. Under extreme circumstances, the instructor has sole discretion whether to accept late work due to circumstances beyond the student's control.

A final exam will be given on the last day of the semester, in accordance with the District Calendar and the SPC Calendar.

A student's final grade is determined by averaging all examinations, projects, and participation grades. All graded projects and exercises will be graded within two weeks of the due date.

Course Requirements

All students must provide their own **16GB USB Flash Drive** to accumulate all their production parts in project folders throughout the course.

All students must provide their own **digital pencil** for use with their iPad throughout the year.

Lab Policy

Our purpose here is to encourage the careful and proper use of the Media Arts computer labs, including equipment, materials, and supplies, to improve the educational opportunities of every student.

Lab equipment is not to be used without the permission and supervision of an instructor. Lab equipment shall be cleaned and left in good condition following each class.

The **Media Arts** computers are set up for specific purposes, especially for exercises and projects. A student **may not** install, add, or delete anything from the computer without the aid of the instructor.

Nothing about the computer may be changed without the permission of the instructor. Students may **NOT** change or alter the screen saver or desktop. Assigned computer stations will be given at the beginning of each semester and adhered to. A crashed computer or no internet is not an excuse for not turning in an assignment. It is normal for computers to crash, and work may be lost. It is the student's responsibility to save on a regular basis. Most assignments are turned in electronically; therefore, it is the student's responsibility to ensure that all assignments have been properly turned in to the location specified by the instructor, with the appropriate heading and file names as provided by the instructor. The project will not be graded if not turned in to the proper location without the proper identification.

NO FOOD OR DRINKS ARE ALLOWED IN THE LAB.

There will be no form of liquid near the computers other than cleaning solutions. Backpacks, purses, and bags should be stored in the location designated by the instructor and not by the computers. No phones, iPads, laptops, headphones, etc. are allowed to be used in the lab without the permission of the instructor for daily lessons.

Daily cleanup: Each student is responsible for cleaning any area of the lab where he/she worked by the end of the class period. Lab equipment and supplies are to be returned to their place. Any paper, drawings, or other materials left in the lab may be thrown away at the instructor's discretion. It is the purpose of this program for all students to work in a quiet, professional environment. Students must show restraint from using the classroom and lab as anything other than a place to learn, work, and explore.

Conduct Information

Distraction is a behavior that prevents a student or students from giving their full attention to a task. Examples of past distractions are excessive talking or visiting, hygiene, inappropriate dress, lack of attentiveness, habitual tardiness, aggressive or combative attitudes, failure to have assignments and supplies when needed, and use of technology that intrudes on another's space or inhibits a student from participating in the activities of the class. It is the expectation for all students to work in a quiet, professional environment, without headphone distractions in class at any time. Students are expected to act as they would in a professional environment. Any failure to do so may result in disciplinary action or dismissal from class. Students must show restraint from using the classroom and lab as anything other than a time to learn, work, and explore.

Disciplinary Actions: Students should report to the instructor if they are prevented from giving their complete attention. Should the instructor identify the activity as a distraction, the student will be asked to stop by being given a written notice that informs the student of the behavior. If the problem persists, the student will be asked to address the problem

with the school Administration. The Administrators will decide all further disciplinary action and whether the student will be allowed to return to class.

Course Outline

Semester 1-

- A. Graphic Design careers**
- B. Creativity, Copyright, and Collaboration Laws**
- C. Digital File Types and Saving Processes.**
- D. Elements and Principles of Graphic Design**
- E. The Ipad v. the Macintosh**
- F. Graphics tablet use**
- G. Layout and Workspaces**

Semester 2-

- A. Digital Imaging – overview**
- B. PhotoShop – overview**
- C. Selection tools**
- D. Painting tools**
- E. Additional tools**
- F. Layers**
- G. Menu options**
- H. Imaging, selection, and painting techniques**
- I. Output formats**

SOFTWARE: Adobe Express & Adobe Photoshop

***The instructor shall introduce Adobe Illustrator and Adobe InDesign following the full development of Photoshop skills.**

Contact Information

You can send me an email at cnewlin@lcisd.net with questions or with late assignments.

Career and Technical Education Methods of Administration (MOA) at LCISD

[Public Notification of Nondiscrimination in Career and Technical Education Programs](#)

South Plains College [Syllabus Statements](#)

This course is designed as a Texas High School full-year course; yet it aligns with the South Plains College and earns Dual Credit on the student's transcript for a 3-hour 1-semester Graphic Arts course as listed on the syllabus heading. These DC courses give Liberty students an opportunity for hands-on training and industry-based certifications to be marketable in the competitive workforce. Any questions regarding dual credit, please refer to your school counselor. All South Plains College students must be provided further information on their syllabus, as found [HERE](#).

Syllabus Receipt

Parent and Student - Please click on the link below and complete this form showing you have read and understand the class syllabus, including all policies and procedures outlined on the previous pages.

Electronic Signature Acceptance on Google form [LINKED HERE](#)