

South Plains College
Common Course Syllabus: ARTC-1302 Digital Imaging I
Semester: Spring 2026
Revised 12/09/2026

Department: Graphic Arts - Creative Arts
Discipline: Technical Education Division
Course Number: ARTC-1302.316
Course Title: Digital Imaging I

Instructor Contact Information:

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I. GENERAL COURSE INFORMATION

A. Course Description: Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image acquisitions.

End-of-Course Outcomes: Identify terminology, advantages and limitations of image editing software; distinguish bit-mapped resolutions for image acquisitions and output devices; use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web; specify appropriate file formats.

B. Course Competencies: Upon successful completion of this course each student will have demonstrated through examination and projects a competent understanding of:

1. The use of the computer as a graphic tool.
2. Image manipulation software
3. A variety of imaging techniques and processes
4. Saving, filing, and printing procedures
5. Terminology of digital imaging as it pertains to the graphic arts industry.

C. Academic Integrity: It is the aim of the Graphic Arts faculty to foster a spirit of complete honesty and high standard of integrity. The attempt of any student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” and “Student Conduct” sections of the college catalog.) At times, working with other students is encouraged for some assignments and meets SCANS competencies C-9 through C-14. If you have any questions as to whether you may work with other students on any assignments ASK YOUR INSTRUCTOR.

D. SCANS and Foundation Skills. This course contains the following SCANS competencies: C-1, C-3, C-4, C-5, C-6, C-7, C-8, C-9, C-10, C-11, C-12, C-13, C-14, C-15, C-16, C-17, C-18, C-19, C-20. The

following Foundations skills apply to this course: F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17. Definition and explanation of scans and foundation skills included at the end of syllabus.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

- A. 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.
- B. **Assignment Policy**
All required work must be turned in on time in order that the student may benefit from the corrections and study for future development. 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.
- C **Grading Policy/Procedure and/or methods of evaluation:** 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 after the due date.
- D. **Grading Defined:**
90-100 A
80-89 B
75- 79 C
70-74 D
0-69 F - Failure
- E. **Cell Phones** Cell phones should be off and put up during class. On occasion, students may use their cell phones to upload photographs for projects.

III. COURSE OUTLINE

- 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: Photoshop

***Instructor reserves the right to add or subtract from software list.**

2025-2026 COURSE SYLLABI STATEMENTS

<https://www.southplainscollege.edu/syllabusstatements/>

[https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3628/Lisd/aaa01571-23dd-43b6-a754-855af053183f/Public-Notification-of-Nondiscrimination-\(updated-06-04-2025\).pdf?disposition=inline](https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3628/Lisd/aaa01571-23dd-43b6-a754-855af053183f/Public-Notification-of-Nondiscrimination-(updated-06-04-2025).pdf?disposition=inline)

[Continuous Public Notification of Non-Discrimination Policy](#)

SCANS COMPETENCIES

C-1 TIME--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules. C-2 MONEY--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives

C-3 MATERIALS & FACILITIES--Acquires, stores, allocates, and uses materials or space efficiently. C-4 HUMAN RESOURCES--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION--Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to Process information.

INTERPERSONAL--Works With Others

C-9 Participates as members of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves clients/customers--works to satisfy customer's expectations.

C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates--Works toward agreements involving exchanges of resources resolves divergent interests. C-14 Works with Diversity--Works well with men and women from diverse backgrounds.

SYSTEMS--Understands Complex Interrelationships

C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them

C-16 Monitors and Correct Performance--Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.

C-17 Improves or Designs Systems--Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY--Works with a variety of technologies

C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.

C-19 Applies Technology to Task--Understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment--Prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION SKILLS

BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing--Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc. F-

4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques

F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues. F-6 Speaking--Organizes ideas and communicates orally.

THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

F-7 Creative Thinking--Generates new ideas.

F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

F-9 Problem Solving--Recognizes problems and devises and implements plan of action. F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

F-13 Responsibility--Exerts a high level of effort and preservers towards goal attainment. F-14 Self-

Esteem--Believes in own self-worth and maintains a positive view of self. F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self control.

F-17 Integrity/Honesty--Chooses ethical courses of action.

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