



## North Central State College

### MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Visual Communications Media and Technology
- C. Course Number and Title: VCMT1050 Imaging I
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 3  
Lecture: 2 hours  
Laboratory: 2 hours
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2025      Origin date: 08/02/2011
- H. Textbook(s) Title:

*White Space is Not Your Enemy*

- Author(s): Rebecca Hagen and Kim Golombisky
- Copyright Year: 2016
- Edition: 3<sup>rd</sup>
- ISBN: 9781138804647

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course will teach the students how to create, edit, manipulate, and manage digital imagery using Adobe Photoshop. Students will also use Adobe InDesign to focus on visual communication through various mediums including print, web, and multimedia. Students manipulate images by improving image quality, adding graphic design elements, and building compositions for the use in other interactive media projects or as their own documents. Raster graphics will be exported using the appropriate output method for their intended use. **(CTAG #CTGRPH001) Raster Graphics.**
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	Quantitative Literacy VALUE Rubric



North Central State College  
SYLLABUS ADDENDUM

Academic Division:	EBC	Discipline:	VCMT
Course Coordinator:	Morgan Baker		
Course Number:	VCMT-1050-01	Course Title:	Imaging 1
Semester / Session:	Fall 2025 / 16 Weeks	Start / End Date:	08/11/2025 thru 12/12/2025

**Instructor Information**

Name:	Morgan Baker	Credentials:	Master of Fine Arts – Media Design
Phone Number:	419-755-4862	E-Mail Address:	mbaker@ncstatecollege.edu
Office Location:	237 - Kehoe	Office Hours:	M-Th 12:00pm – 1pm

**I. Topical Timeline / Course Calendar (Subject to Change):**

Weeks	Topics	Assignment	Due Date
1-2	InDesign basics and Flyer design	Pet Flyer practice exercises	08/21
3	Flyer Design & Layouts	Pet Flyer final	09/02
4	Billboard Research & Sketches	Billboard Research	09/18
5-7	Billboard & Mood board - Photoshop		10/02
8	Color Harmonies, Grayscale, Color Correction in Photoshop	Exercise 4 & 5	10/16
9	Retouching in Photoshop	Exercise 6	10/23
10	Masking in Photoshop	Exercise 7	10/28
11-16	Final Projects in Photoshop	Collage Project and Digital Painting	12/12

**II. Grading and Testing Guidelines:**

Final Grade Calculation

Activity	Percentage
Assignments	15
Homework	5
Projects	40
Exercises	30
Attendance	10

**III. Examination Policy:**

- The reasons for which a student will be excused from taking an examination:
  - Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
- A student who misses an examination for any reason is responsible for:
  - Contacting the teacher and scheduling a time to take the exam outside of class

No makeup opportunity will be given for unexcused absences of quizzes.

#### IV. Class Attendance and Homework Make-Up Policy:

1. **Attendance is required** and essential for your success in this course.
2. You are allowed **up to 2 unexcused absences** without penalty. Each additional unexcused absence may lower your final grade by **2% per occurrence**.
3. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
4. If you will miss class, you must notify the instructor **before class** when possible.
5. Arriving more than **15 minutes late** or leaving early without prior approval counts as **½ an absence**.
6. You are responsible for all material covered during any absence.
7. **Due Dates:** All assignments are due at the start of class (or posted online deadline).
8. **Late Work:**
  - a. Work turned in **within 24 hours** of the due date will lose **10%**.
  - b. Work turned in **1–7 days late** will lose **20%**.
  - c. Work more than **7 days late** will **not be accepted** unless prior arrangements are made.
9. **Excused Absences:**
  - a. If your absence is excused, you may submit work without penalty within **one week** of your return.
  - b. You must communicate with the instructor to arrange make-up deadlines.
10. **Missed In-Class Activities:** Some studio work, critiques, or labs cannot be replicated outside of class. In such cases, alternative assignments may be given at the instructor's discretion.

#### V. Classroom Expectations:

1. **Respect**
  - Treat your peers, instructor, and their work with respect.
  - Listen actively during discussions and critiques.
  - Be open to diverse perspectives and creative approaches.
2. **Engagement**
  - Arrive on time and stay for the entire class.
  - Participate in activities, discussions, and group work.
  - Stay on task during class work time — limit unrelated browsing, texting, or distractions.
3. **Preparedness**
  - Bring required materials, completed assignments, and any necessary technology to class.
  - Check Canvas/email regularly for announcements and updates.
4. **Professionalism**
  - Meet deadlines and follow project guidelines.
  - Use professional and constructive language in all communications.
  - Take responsibility for your own learning — ask questions and seek help when needed.
5. **Collaboration & Feedback**
  - Contribute to a supportive learning environment.
  - Offer feedback that is constructive, specific, and respectful.
  - Accept feedback with an open mind and use it to improve your work.
6. **Academic Integrity**
  - Submit only your own original work unless collaboration is part of the assignment.
  - Give proper credit when using others' ideas, images, or resources.
  - Follow all college policies on plagiarism and copyright.

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
<b>Raster Skills</b>	
1. Identify & compare the advantages and disadvantages between raster and vector images, their uses, and the software used to create them.	Midterm test, final test, all projects & exercises. Throughout the term.
2. Use correct image resolution, file format, and know how to apply appropriate techniques for integrating images in web design, multimedia, video, and print projects. Generate images in the appropriate output format for intended use. (CTAG)	Using correct resolution for raster projects. Applying masking techniques, retouching, and color correction techniques to Photoshop based projects. All projects must be exported correctly for submission and printing. First half of the term.
3. Create and edit raster graphics using industry standard software. (CTAG). Adobe Photoshop used to include retouching, color correction, masking, layout, cropping, file resolution, and color theory.	Exercises done in Adobe Photoshop. 80% or better is required on retouching and color correction exercises. Projects are also done in Adobe Photoshop. First half of the term.
4. Create projects in Adobe Photoshop using non-destructive techniques including color adjustment layers, duplicate layers for retouching, and masks. Apply editing techniques using raster graphics in a layout. (CTAG)	Project #1 Photo Collage at the middle of the term.
5. Apply the principles and elements of imaging and art composition as applied to Digital Art.	Critique & Artist statements for Project 1 and Midterm & Final test. Middle of the term.
6. Explain how problem-solving is used to complete the creative process from concept development through revisions to final output. (CTAG)	All projects must be researched. By creating a cultural event flyer through research of that culture, problems are solved for potential clients who need a way to visually communicate their event to others. Creative brief is formed, sketches are made, revisions, and critique are used to bring the concept from idea to final product. Middle and end of the term.
<b>Color Theory</b>	
1. Apply basic color theory including hue, saturation, and brightness, be able to use different color harmonies, and be able to create and blend colors into different tints and shades in vector based and pixel-based programs.	Midterm test, color exercises, color will be evaluated in creativity portion of each project. Students will complete a color wheel graded exercise to evaluate their understanding of color relationships. Applied to projects, the middle and end of the term.

<b>Art/Design Principles</b>	
1. Apply art principles to projects including form, line, shape, texture, value and gestalt, or graphic design principles including contrast, repetition, alignment, and proximity.	All projects will be evaluated based on creativity and design principles on the creativity portion of the project #1 & #2 rubric. All projects will have artists' statements. Middle and end of the term.
2. Organize and compare vector and raster samples, exercises, and other materials in the class to create a personal reference guide on imaging.	After the completion of the class, students will have a final display of exercises, projects, principles, and samples. End of the term.

Outcomes	Assessments – How it is met & When it is met
3. Apply design principles of outside advertising to create a billboard.	Project #2 Billboard. Second half of course
4. Apply the grid layout principle to create a poster project.	Final Test and Project #3 Poster. Second half of course
5. Develop projects by following the design process and use a design brief to define project goals.	Midterm Test and all projects – require thumbnails, rough comps, and Design Brief turned in with every project. Second half of the course.
<b>Quantitative Literacy</b>	
1. Students will use math/numbers to create scaled down versions of a billboard design. They will also use division and measuring to cut and mount their final projects (centered) on the correct size matte board.	Billboard Project, and all projects that are mounted on matte board.

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00–59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

**<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>**