## CAOT 113
### SAMPLE SYLLABUS
Spring 2011 (Section 0845)

| Instructor: | **Prof. Felipe Payán**  
Office LL207-Office Hours: TBD  
E-mail: [payanf@lasc.edu](mailto:payanf@lasc.edu)  
[http://lasc.edu/business/faculty_pages/fpayan.html](http://lasc.edu/business/faculty_pages/fpayan.html)  
[http://www.needcollegehelp.com](http://www.needcollegehelp.com)  
[http://www.flickr.com/groups/caot113/](http://www.flickr.com/groups/caot113/) |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Class Format</td>
<td>Hybrid-Meet in class and online. Class dates posted online.</td>
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</tbody>
</table>
| Software: | Adobe Photoshop CS4 or CS5, Elements, Iphoto  
Online Photo editing software, Picasa, Flickr, Facebook, Piknic  
Iphone or Android camera apps. |
| Class Web Site: | This class will use a web site to communicate the requirements, schedule and to post resource material. All of your assignments will be submitted using the class web site.  
The class web site [http://online.lasc.edu](http://online.lasc.edu) |
| 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 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 similar online photo 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:  
1. Use various color modes and know what mode should be applied to each type of intended media.  
2. Navigate the Photoshop working environment.  
3. Change the document view to enhance selection techniques.  
4. Make successful selections and image transformations using a variety of tools and techniques.  
5. Use layers and navigate the Layers Panel to apply layer styles to create special effects.  
6. Use channels and masks in conjunction with layers to develop detailed, complex artwork.  
7. Use the painting tools.  
8. Delete, clone, and correct portions of images using the eraser tools.  
9. Use mobile image apps to enhance your images  
10. Use filters judiciously to enhance artwork. |
| 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 have assignments due each and every week.  
Assignments are to be submitted each week. You will submit your assignments as a file.  
More on this in the [how this class works](#).  
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.  
Check the class News forum often for changes to the schedule, pop quizzes and other... |
announcements.
If we are to get through this material each session you need to be prepared. Please read
the material carefully prior to trying your assignments. If you are unprepared, you will
be penalizing the entire class, not just yourself.
I will ask you to grade my performance at the final.
We are a team. I can only succeed if you are successful.

Assignments: This is a hands-on course. You will learn by doing assignment that reinforce skills from
each chapter. You must do all the assignments to be successful in this course.

Late Assignments: I do not accept late assignments.
The assignment schedule is published on the class web site each week. If you contact
me before the due date an arrangement can be made, after the due date the policy will
apply.

Evaluation: Your grades will be posted on the class web site. Only you can see your grades. It is
your responsibility to insure you have received the proper grades for your assignments,
quizzes and tests. Please bring any discrepancies to my attention ASAP
Your grades will be based on these items:

<table>
<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>15%</td>
</tr>
<tr>
<td>Design Projects</td>
<td>10</td>
<td>20</td>
<td>200</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
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<td>10</td>
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<td>Intro</td>
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<tr>
<td>Chapter</td>
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<td>300</td>
<td>60%</td>
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<tr>
<td>Final Project</td>
<td></td>
<td></td>
<td>200</td>
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<tr>
<td>Total Points</td>
<td></td>
<td></td>
<td>1000</td>
<td>100%</td>
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Professor Felipe Payán
Computer Applications and Office Technologies
http://lasc.edu/business/faculty_pages/fpayan.html
Email 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 and set up one ASAP!

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*

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 Quizzes and assignments may be presented at any time during the class session.

If you miss class it is your responsibility to get any missing information.
I do not give any makeup tests or quizzes and I do not accept late assignments.

**Grade Criteria:**
Absolute scale

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<tr>
<th>Points</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>900 - 1000</td>
<td>A</td>
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<tr>
<td>800 - 899</td>
<td>B</td>
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<tr>
<td>700 - 799</td>
<td>C</td>
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<tr>
<td>600 - 699</td>
<td>D</td>
</tr>
<tr>
<td>0 - 599</td>
<td>F</td>
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</table>

**Make-up Quizzes, Tests and Exams:**
I do not give make-up quizzes, tests or exams.
The schedule for quizzes and tests is published on the class web site 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 quizzes or 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](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:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter or Topic</th>
<th>Assignments</th>
<th>Quiz</th>
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<tr>
<td>1</td>
<td>Introduction</td>
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<td>Practice Quiz</td>
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<td>Post Introductions</td>
<td>Practice Quiz</td>
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<td>Upload Practice File</td>
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<td>Update Profile</td>
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Color Management (page 1-17)

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<th>2</th>
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<tr>
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<td>Design Projects</td>
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<table>
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<tr>
<th>3</th>
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<tbody>
<tr>
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<td>Chapter 2 Design Project</td>
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<tr>
<td></td>
<td>Chapter 3 Bridge</td>
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<th>4</th>
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<th>Chapter 3</th>
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<tbody>
<tr>
<td></td>
<td>Chapter 3 Design Project</td>
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</table>
Chapter 4 Workspaces

5  Chapter 4  Chapter 4 Design Project

Chapter 5 Panels

6  Chapter 5  Chapter 5 Design Project

Chapter 6 Pixel Basics

7  Chapter 6  Chapter 6 Design Project

8  Spring Break

Chapter 7 Layer Basics

9  Chapter 7  Chapter 7 Design Project

Chapter 8 Select

10  Chapter 8  Design Project

Chapter 9 Combine Images

11  Chapter 9  Design Project

Chapter 10 History

12  Chapter 10  Design Project

Chapter 11 Tonal Adjustments

13  Chapter 11  Chapter 11 Design Project
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<td>15</td>
<td>Chapter 13 &amp; 14</td>
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<td>17</td>
<td>Final Project</td>
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<td>Final Project</td>
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