



ARTS 2348 088 – Digital Media

Course Syllabus: Fall 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Daniel Luna Yanez

Office: Online

Phone: email

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Weekday	Office Hours
Monday	4:45 PM – 6 PM by appointment
Tuesday	None
Wednesday	4:45 PM – 6 PM by appointment
Thursday	None
Friday	None

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

3 Credit Hours/4 Contact Hours (32 lecture hours & 32 lab hours)

Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media.

Prerequisite(s): None

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Apply tools and technologies used in digital media. (create a digital art project)
2. Apply the elements of art and principles of design within the realm of digital media. (create a digital art project)
3. Demonstrate creative skill in aesthetic problem solving within assigned parameters. (create a digital art project)
4. Employ discipline-specific vocabulary in the evaluation of still and time-based design problems. (critiques)
5. Demonstrate an appropriate level of professional practice. (prepare for and participate in student art show) (Digital Portfolio)

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
5%	Discussions
5%	Quizzes
10%	Critiques
15%	Terminology Exam
20%	Portfolio
50%	Creative Projects

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %–89%	B
70 %–79%	C
60%–69 %	D
59.9% and below	F

All grades will be posted to the student gradebook on Blackboard within one week of the due date, or submission. Please review the tentative course outline for course due dates.

Required Instructional Materials:

Adobe Creative Cloud Pro (Photoshop, InDesign, Illustrator) – No textbook Required

Publisher: N/A

ISBN Number: N/A

Adobe Creative Cloud Pro: We will use Photoshop, InDesign and Illustrator.

You must have access to the Adobe Creative Cloud plan to complete the assignments in this course. The plan is available for purchase by subscription at adobe.com and is also available in the Learning Commons computer labs. Student pricing is available; you must provide your institutional affiliation to Adobe during your purchase transaction to obtain the student discount.

Note: Please visit the Adobe CC system requirements link at adobe.com to view specific system requirements for your computer or laptop. Please note that Chromebooks do not allow any third-party downloads and will not allow you to install any Adobe products.

Optional Instructional Materials:

None

Minimum Technology Requirements:

Students must have their own personal laptop/desktop with Adobe software. Campus labs and classroom computers are available as well. Note that kiosk computers for checkout do not have Adobe software. Adobe software is not compatible with Chromebooks. Please check your personal device for compatibility. Daily high-speed internet access and portable storage devices such as a USB drive/thumb drive are highly recommended.

Required Computer Literacy Skills:

Adobe processing skills, MS Word processing skills, Email communication skills

Course Structure and Overview:

This is an asynchronous online class which means classwork is completed online via the learning management system Blackboard. You must have reliable internet access to complete this class. Students are expected to complete all discussion assignments, creative projects as well as critiques and quizzes. You should expect to spend a minimum of 4-6 hours a week on this course. Late work will be penalized per the late work policy. A due date assignment schedule is listed at the end of the syllabus for the entire semester, please check it weekly so that you know what is due and don't miss anything. As part of the art curriculum students are also expected to participate in the Student Art Show. Furthermore, students are encouraged to participate and enter their work to local/state galleries/museums. Submission of quality work(s) and attendance to these events is required for this course. Artwork submissions to Lagniappe, the NTCC literary and art magazine, is also required. Critiques for this class will include two high quality digital media projects from the semester. Work turned in within two days of the due date will not be considered late: life happens, but communicate accordingly. Work turned in past the two day window is considered late and will receive a maximum score of 70. Work turned in after nine days, two day grace period plus one week, is not accepted and will receive a score of 0.

Communications:

All teacher/student communication is to be conducted by NTCC email. I will not reply to personal email addresses. I respond to emails in a timely manner within 24-48 hours. You can access student email through the myEagle Portal. Make sure that you check your student email on a daily or regular basis to access course announcements and other important college announcements.

Institutional/Course Policy:

The last day to withdraw with a grade of "W" is Nov. 17, 2026 for 16-week sessions.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature

through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Schedule:

Unit 0 – Introduction to Digital Media

Syllabus Acknowledgement - Due 8/26

Week 1 - due 8/30

Discussion - Introduction

Project - About Me Page Design

Quiz - Design Elements and Principles Quiz

Unit 1 – Introduction to Photoshop

Week 2 - due 9/6

Project prompt released

Week 3 - due 9/13

Discussion - Digital Collages

Discussion - Photoshop

Week 4 - due 9/20

Project - Photoshop Collage

Critique #1 - Due 9/23

Unit 2 – Introduction to Illustrator

Week 5 - due 9/27

Project prompt released

Week 6 - due 10/4

Week 7 - due 10/11

Project - Illustrator Portrait

Discussion - Illustrator reflection - Due 10/14

Digital Portfolios

Week 8 - due 10/18

Discussion - Portfolio planning

Portfolio - Initial portfolio link

Terminology Exam

Unit 3 – Introduction to InDesign

Week 9 - due 10/25

Discussion - InDesign Project Planning

Week 10 - due 11/1

Project - Indesign Project

Week 11 - due 11/8

Project - Photoshop Ad for magazine

Project - Illustrator Logo Design for magazine

Week 12 - due 11/15

Project - Magazine Package InDesign

Discussion - Cohesive Design - Due 11/18

Feedback Implementation and Portfolio Finalization

Week 13 - due 11/22

Week 14 - Thanksgiving Break (No assigned work)

Finals

Week 15 - due 11/29

Project - Submit edited project

Portfolio - Submit link to portfolio website

Week 16 - due 12/6

Critique - Evaluating Portfolio Websites

You did it!