



ARTS 255 ADE
DIGITAL PHOTOGRAPHY
Late Spring 8-Week 2025/2026
03-09-2026 - 05-02-2026

Course Information

Location: Online

Credit Hours: 3.00

Catalog Description: With the ever evolving and advancement of digital technology, students will develop their own style and creative vision that is personal and unique. The fundamentals of digital camera operation will be taught through a variety of creative techniques, hands-on assignments, fieldwork and demonstrations. Composition, exposure control, focus and lighting techniques will be practiced as well as exploring thematic ideas and concepts. Image editing software will be used to adjust, enhance and manipulate images. Digital workflow, image-capture, post-processing, printing and storage will be of great importance in understanding the potential of photography. Emphasis will be placed on how current practices and the medium's rich history has shaped its identity in the world on contemporary art. Discussions and presentations will also be conducted on the cultural, societal, ethical, moral and political role photography faces today.

Proctored Exams: None

Required Materials

Short Course in Digital Photography

Authors: London

Publisher: Pearson

Format: e-Text no POD (VS)

Edition: 4

Required (R) or Optional (O): R

Textbook Information

Columbia College provides required textbooks and supplies for undergraduate and graduate courses through [Columbia College's Textbook Program](#). Most textbooks are provided either as an eText linked in the course or as a physical text shipped directly to you. Other instructional materials may be provided in the course Content area.

eText Information: If a course uses an eText, it will be available directly in in the course on or before the first day of class. More information about how to use the VitalSource platform, including offline access to

eTexts, can be found in the course.

Physical Course Materials: If your course requires a physical textbook or other course materials such as a lab kit, it will be shipped automatically to the address on file with the College. The delivery date will depend on your registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on the shipping status.

Returns: If you drop the course or the course is canceled, you are responsible for returning any physical course materials shipped to you. To initiate a return, visit [MBS Bookstore](#) to generate a free return label. You must return materials from dropped courses before 21 days of the package shipped date or 14 days after the class start date, whichever is later. All items must be received in original condition with shrink wrap intact. Bundled items must be returned with all components. Failure to return items from a dropped or cancelled course will result in a charge to your account for all unreturned items.

Note: If you opt out of having your books provided as part of Columbia College's Textbook Program, you are responsible for purchasing your own course materials. You are expected to have the required textbooks and supplies; failure to do so may impact your ability to successfully complete coursework.

Recommended eTexts are available for purchase directly from [VitalSource.com](#).

Technology Requirements

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office
- Access to a webcam and microphone is required to complete any exams proctored virtually. Additionally, a current Chrome or Edge browser is required to complete any virtual proctored exams through Integrity Advocate.

You can find more details about standard [technical requirements](#) for our courses on our site.

Course Learning Outcomes

- Apply camera functionality/technique in fieldwork and in studio practice to demonstrate the basic principles in operating a digital SLR
- Use image editing software and basic digital enhancement techniques to show knowledge of editing procedures
- Relate skills in making photographs in terms of subject matter, composition, principles of design, lighting and craft

- Discover a personal and creative photographic style
- Critically and creatively analyze major developments in the history of photography as well as contemporary practice and trends

Grading Scale

Grade	Points	Percent
A	900 - 1000	90 - 100%
B	800 - 899	80 - 89%
C	700 - 799	70 - 79%
D	600 - 699	60 - 69%
F	0 - 599	0 - 59%

Grading Weights

Assignment Category	Points	Percent
Discussions (16)	240	20%
Assignments (8)	600	60%
Quizzes (8)	160	16%
Total	1000	100%

Schedule of Due Dates

Assignment	Points	Due
Week 1		
Introduction Discussion	N/A	Thursday
Discussion 1	15	Thursday/Sunday
Discussion 2	15	Thursday/Sunday
Assignment 1	75	Sunday
Quiz 1	20	Sunday
Week 2		
Discussion 3	15	Thursday/Sunday
Discussion 4	15	Thursday/Sunday
Assignment 2	75	Sunday
Quiz 2	20	Sunday
Week 3		
Discussion 5	15	Thursday/Sunday
Discussion 6	15	Thursday/Sunday
Assignment 3	75	Sunday
Quiz 3	20	Sunday

Assignment	Points	Due
Week 4		
Discussion 7	15	Thursday/Sunday
Discussion 8	15	Thursday/Sunday
Assignment 4	75	Sunday
Quiz 4	20	Sunday
Week 5		
Discussion 9	15	Thursday/Sunday
Discussion 10	15	Thursday/Sunday
Assignment 5	75	Sunday
Quiz 5	20	Sunday
Week 6		
Discussion 11	15	Thursday/Sunday
Discussion 12	15	Thursday/Sunday
Assignment 6	75	Sunday
Quiz 6	20	Sunday
Week 7		
Discussion 13	15	Thursday/Sunday
Discussion 14	15	Thursday/Sunday
Assignment 7	75	Sunday
Quiz 7	20	Sunday
Week 8		
Discussion 15	15	Thursday/Saturday
Discussion 16	15	Thursday/Saturday
Assignment 8	75	Saturday
Quiz 8	20	Saturday

Assignment Overview

NOTE: You will need an adjustable high-end digital camera for this course. You may use a high-end point-and-shoot or a high-end smartphone camera with a camera emulator app.

Instructional Materials

Each week, you will read 1-2 chapters from the required eText. The course also includes short lectures and videos that are provided weekly. In addition to the required reading, supplemental resources are offered to enrich your learning. Both required and supplemental materials are available in the Instructional Materials topics located in the Content area of the course.

Discussions

There will be one ungraded introduction discussion activity in Week 1. Initial posts are due by 11:59 pm CT Thursday. Response posts are encouraged, but not required.

There will be two graded Discussion topics each week. For each graded Discussion, you will be expected to submit an initial post and make response posts to a minimum of two of your classmates. Initial posts are due by 11:59 PM CT Thursday and responses are due by 11:59 PM CT Sunday of their assigned week (except for Week 8, when responses are due by Saturday). You must post your initial post to the discussion before you can see the posts of others. Weekly discussions are worth 15 points each.

Each initial discussion should include a written response of no less than 200 words to the topical discussion prompt with the required criteria, including one APA formatted in-text citation and reference. If you do need to refer to another photographer's image for the written portion of the post, provide this reference as a URL. Some prompts require a photograph specifically taken for the assignment that is resized and renamed. All images must be taken on or after the start of class.

Assignments

There are eight photography assignments in this course. They are due by 11:59 p.m. CT Sunday of each week, except for Week 8, where it is due by the same time Saturday. Each activity is worth 75 points. Grades will be based on the application of design principles, creativity, effort, and craftsmanship. You must retain the original digital file to submit to the instructor if requested for assessment purposes. Images must be taken on or after the start of class and be your original work. No images may be downloaded from social media, including Instagram and Facebook. You will find additional details about the photo submissions in the Content area of the course.

Quizzes

There are eight quizzes in the course, one assigned each week. Each quiz will be worth 20 points and will open at 12:01 AM CT Monday of the week assigned. Each quiz will be due by 11:59 p.m. CT Sunday, except for Week 8, where the due date is 11:59 p.m. CT Saturday. Quizzes consist of 20 multiple-choice questions that correspond to the required reading material covered during the week. You will have 45 minutes and one attempt to complete each quiz.

Columbia College Policies and Procedures

The policies set forth in the [Policy Library](#) are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see Student Policies. For more information on policies applicable to the entire Columbia College community, see College-Wide Policies.

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Academic Integrity and Plagiarism

Students are responsible for knowing and abiding by the [Academic Integrity Policy and Procedures](#) and may not plead ignorance of this policy as an excuse for academic misconduct. To ensure academic integrity, all papers submitted to this course are subject to review by Turnitin for textual similarity and detection of AI-generated writing. By taking this course, students agree that all submitted papers may be included in the [Turnitin.com](#) reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the [Turnitin.com](#) site.

Artificial Intelligence (AI) Usage

Students are allowed to use advanced automated tools on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the [Student Accessibility Resources](#) office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our [ADA and Section 504 Policy for Students](#).

Notice of Non-Discrimination and Equal Opportunity

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

Title IX and Sexual Harassment

The College is committed to addressing the issues of discrimination and sexual harassment in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the [College's Title IX and Sexual Harassment Policy](#).

Attendance Policy

Students are required to attend courses in the course delivery modality for the section they registered and participate in instructional activities. Location staff and instructors are required to record attendance by modality. Students are responsible for assuring accuracy. It is the students' responsibility to contact their instructor or location staff should they find any discrepancy in their records. Non-attendance may negatively impact a student academically and financially.

Course due dates are based on Central Time Zone. Requirements for each modality are detailed below. Students can see the modality of the course section they are registered for under Approved Course Locations on their course plan in MyPortal.

For Online courses, attendance includes:

1. Submitting an academic assignment
2. Taking or submitting an exam
3. Participating in an online forum about an academic matter.

For more information, please see [Student Attendance Policy](#).

Late Assignment Policy

An online class requires regular participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. Although most of the online communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

- No points will be awarded for late discussion posts.
- Assignments submitted after the deadline will not receive points unless there are extenuating circumstances that have been approved in advance by the instructor.
- No late assignments will be accepted after the last day of the course.

Student Conduct Policy

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's [Student Conduct Code](#) and [Acceptable Computing Use Policy](#). Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the [Student Behavioral Misconduct Policy and Procedures](#), and the Acceptable Computing Use Policy can be found in the Policy Library at ccis.edu/policies. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.

Stafford Library

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: help.ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Tutoring Services

Free academic help in a variety of subjects is available to all Columbia College students on campus and online.

The Academic Achievement Center, including the Seabrook Writing Center, Bruce Math Center, and Tutoring Services, is available for academic help, both remotely for students from all locations and in person for students on the Columbia campus. Students can meet one on one with AAC staff virtually over Zoom for writing help in any subject, and for help with specific course content in math, chemistry, accounting, computer science, biology, physics, finance, ASL, and more. Students can also submit writing content for review and comments by Writing Center staff.

Columbia College also provides real-time online tutoring and homework help for many course subjects, including Math, English and Writing. You are encouraged to take advantage of these free services provided by the College as needed. You can access these resources through the Resources menu in the navigation bar of your D2L Brightspace course.