

Coffeyville Community College

**COMP 285-01
COURSE SYLLABUS**

FOR

**Image Manipulation: Adobe Photoshop
Fall 2019
Traditional**

Mrs. Shari Hurlbutt

COURSE NUMBER: COMP-285

FORMAT: 16 weeks, Traditional (Face-to-Face)

COURSE TITLE: **Image Manipulation: Adobe Photoshop**

CREDIT HOURS: Three (3)

TIME/DAYS: 10:30 TR

INSTRUCTOR: Shari Hurlbutt

OFFICE LOCATION: Office 124, Weinberg Hall

OFFICE HOURS: Posted Outside Office Door

TELEPHONE: 620-251-7700, ext. 2024

E-MAIL: sharih@coffeyville.edu

LAST DAY TO WITHDRAW: November 1, 2019

PREREQUISITE(S): None

REQUIRED TEXTS: Reding, Elizabeth Eisner. Adobe Photoshop Creative Cloud Revealed. Delmar Cengage Learning. 2015.

REQUIRED MATERIALS: Will be announced in class.

COURSE DESCRIPTION: This course will expose students to a comprehensive understanding of Adobe Photoshop. Students will develop creative projects through concise instructions, and complete coverage of basic to advanced Photoshop skills to help students create dynamic Photoshop art.

EXPECTED LEARNER OUTCOMES: Upon successful completion of this course, the student will be able to:

1. Navigate and manipulate image editing software.
2. Work with layers.
3. Demonstrate the ability to make selections.
4. Incorporate color techniques.
5. Place type in an image.

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6. Use painting tools.
7. Work with special layer functions.
8. Create special effects with filters.
9. Adjust colors.
10. Use clipping masks, paths, and shapes.
11. Transform type.
12. Liquify an image.
13. Perform image surgery.
14. Automate an image.

LEARNING TASKS AND ACTIVITIES:

This class will meet during the scheduled class time for lecture and discussion of selected topics. Assignments will reinforce the material discussed in class and will be given daily. Students may need to plan to spend additional time in the lab in order to complete all exercises. Open lab times are posted outside the lab doors. Most lectures will be counted towards your folder grade.

ASSESSMENT OF OUTCOMES:

Evaluation

The grading scale for this course will be:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

All documents will be saved into 3 folders

Each folder will be worth 25% of your grade.

Folder 1	= 25%
Folder 2	= 25%
Folder 3	= 25%
Final Project/Exam	= 25%
Attendance Adjustment	

Final Exam

Your final exam is scheduled for Tuesday, December 10, 2019 from 10-11:40 a.m.. All students MUST take the final exam on this date at this time. The final will not be given at any other time. NO EXCEPTIONS. If the final exam is not taken you will receive a zero and then your grade will be dropped one letter grade.

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Attendance

Attendance is of utmost importance in this course because the lectures and assignments will be completed in class at the computer. All students are expected to attend class.

Attendance Adjustment:

Tuesday, Thursday Classes		
Number of Absences	Minutes Missed	Percent Adjustment
0	0 min	+5%
1	80 min	+3%
2	160 min	+1%
3	240 min	-3%
4	320 min	-6%
5	400 min	Must withdrawal from class or if past drop date - 10%

Attendance will be taken at the beginning of the hour each class period. **If you are not present when attendance is taken, you will be counted absent for the day.**

*It is the responsibility of the **student, not the coach/sponsor**, to EMAIL the instructor for makeup work **before** going on college-sponsored events.* College-sponsored events will be counted as excused absences provided students complete all necessary assignments as designated by the instructor. If you do not EMAIL your instructor of your absence **before** you leave, then you will be counted absent.

Any student who has 7 unexcused absences must drop the class for excessive absences and nonparticipation in the class. It is the student's responsibility to take care of this procedure. If it is past the drop date, then -10% will be subtracted from your grade average.

It is your choice to be in this class. If you choose to come to class, the instructor and fellow students

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demand your attention and respect. **The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class.** Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day.

Academic Honesty

Coffeyville Community College expects students to display the highest level of academic and personal integrity. Academic honesty is an expectation in each and every classroom and in all course work. In addition, most instructors list specific policies regarding cheating and plagiarism in their course syllabus. Students can expect disciplinary action for failing to maintain a standard of honesty. *Violations will be filed in the Vice President for Academic Services Office.*

Disciplinary Action

Absolutely no tolerance!

Each student is expected to do his or her own work. Any student who is suspected of using another student's work as their own, doing another student's work, or giving a student his/her work to be used as their own will be dropped from the class. If it is past the drop date, the student will receive an F.

If a student is caught cheating on an exam they will receive an F for the class.

This syllabus is subject to revision with prior notice the the student by the instructor.

Image Manipulation: Adobe Photoshop

Navigate and manipulate image editing software

1. Learn how to open and save a document
2. Examine the Photoshop window.
3. Use the layers and history palettes.
4. Learn about Photoshop by using Help.
5. View and print an image.
6. Close a file and exit.

Work with layers

7. Examine and convert layers
8. Add and delete layers.
9. Add a selection from one image to another
10. Organize layers with layer sets and colors.

Demonstrate the ability to make selections

11. Make a selection using shapes
12. Modify a marquee.
13. Select using color and modify a selection.
14. Add a vignette effect to a selection

Incorporate color techniques

15. Work with Color to transform an image.
16. Use the color picker and the swatches palette.
17. Place a border around an image.
18. Blend colors using the gradient tool.
19. Add color to a grayscale image.
20. Use filters, opacity, and blending modes.
21. Match colors.

Use painting tools

22. Paint and patch an image.
23. Create and modify a brush tip.
24. Use the smudge tool.
25. Use a library and an airbrush effect.

Work with special layer functions

26. Use a layer mask with a selection.
27. Work with layer masks and layer content.
28. Control pixels to blend colors.
29. Eliminate a layer mask.
30. Use an adjustment layer.
31. Create a clipping mask.

Create special effects with filters

32. Learn about filters and how to apply them.
33. Create an effect with an artistic filter.
34. Add unique effects with stylize filters.
35. Alter images with distort and noise filters.
36. Alter lighting with a render filter.

Adjust colors

37. Correct and adjust color.
38. Enhance colors by altering saturation.
39. Modify color channels using levels.
40. Create color samplers with the info palette.

Use clipping masks, paths, and shapes

41. Use a clipping group as a mask.
42. Use pen tools to create and modify a path.
43. Work with shapes.
44. Convert paths and selections.

Transform type

45. Modify type using a bounding box.
46. Create warped type with a unique shape.
47. Screen back type with Imagery.
48. Create a faded type effect.

Liquify an image

49. Use the liquify tools to distort an image.
50. Learn how to freeze and thaw areas.
51. Use the mesh feature as you distort an image.

Perform image surgery

52. Delete unnecessary imagery.

53. Correct colors in an image.

54. Tweak an image.

Automate an image

55. Use default actions.

Student Success and Accommodation Statement:

The **Student Success Center (SSC)** provides free academic support services to all Coffeyville Community College students. SSC is designed to promote and support academic growth and success for all three CCC campuses. The center is committed to offering a wide range of academic services, including one-on-one assistance from a student tutor. Students who are in need of academic accommodations should contact the Student Success Center. Weekday hours are typically 8 a.m. to 5 p.m.

Student Success Center Hours *during the Academic Fall and Spring Semesters* are Monday through Thursday from 8 a.m. till 10 p.m. and Friday 8 a.m. till 5 p.m.

Instructional support for technical education programs/courses are provided by the Learning Lab Coordinators at the respective technical campus location. Learning Labs are available for student use Monday through Friday from 8:00 a.m. till 3:30 p.m.

LAST DAY TO WITHDRAW:

1st 8 week courses: September 25, 2019
Full semester courses: November 1, 2019
2nd 8 week courses: November 22, 2019

Spring 2019 MAIN CAMPUS FINAL SCHEDULE

REGULAR CLASS TIME	FINAL EXAM DATE & TIME
8:00 AM MWF	8:00 – 9:40 Tuesday, 12/10
9:00 AM MWF	10:00 – 11:40 Wednesday, 12/11
10:00 AM MWF	10:00 – 11:40 Monday, 12/9
11:00 AM MWF	12:00 – 1:40 Tuesday 12/10
12:00 PM MWF	12:00 – 1:40 Wednesday, 12/11
1:00 PM MWF	2:00 – 3:40 Monday, 12/9
2:00 PM MWF	2:00 – 3:40 Tuesday, 12/10
3:00 PM MWF	4:00 – 5:40 Wednesday, 12/11
7:30 AM TR	8:00 – 9:40 Wednesday, 12/11
9:00 AM TR	8:00 – 9:40 Monday 12/9
10:30 AM TR	10:00 – 11:40 Tuesday, 12/10
12:00 PM TR	2:00 – 3:40 Wednesday, 12/11
1:30 PM TR	12:00 – 1:40 Monday, 12/9
3:00 PM TR	4:00 – 5:40 Tuesday, 12/10

FINALS FOR TECHNICAL PROGRAM CLASSES, EVENING CLASSES AND ONE CREDIT HOUR COURSES ARE ON THE LAST SCHEDULED DAY OF CLASS. ALL OTHER CLASSES WILL SCHEDULE FINAL EXAMS BY ARRANGEMENT.

COURSE ASSESSMENT AND LEARNING ACTIVITIES SCHEDULE

Day 1: Course Information/Maintenance	<ol style="list-style-type: none"> 1. Login to computers 2. Syllabus 3. Attendance Policy (Sign) 4. Self-Assessment 5. Questionnaire 6. Introductions
Day 2 Getting Started with Adobe Photoshop	<ol style="list-style-type: none"> 1. Make folders for assignments 2. Start Photoshop 3. Open an Image 4. Examine the Photoshop Window 5. Lecture over Toolbox 6. Save an Image 7. Close a File and Exit Photoshop
WEEK 2 Learning Photoshop Basics	<ol style="list-style-type: none"> 1. Use the Layers and History Panels 2. Convert Layers 3. Add and Delete Layers 4. Add a selection from one image to another 5. Organize Layers 6. Complete Chapter 3 assignments on own and save into Completed Work 1 folder
WEEK 3 Making Selections	<ol style="list-style-type: none"> 1. Understand a transparent background 2. Position a selection with the Move Tool 3. Deselect a selection 4. Use the Magnetic Lasso Tool 5. Use the Quick Selection tool 6. Select a Color Range 7. Use the Magic Wand 8. Flip a selection 9. Use the Healing Brush 10. Create a vignette 11. Complete Chapter 4 assignments on own and save into Completed Work 1 folder
WEEK 4 Using Color	<ol style="list-style-type: none"> 1. Set default foreground and background colors 2. Use the color panel 3. Use the Eyedropper Tool 4. Use the Color Picker 5. Use the Swatches Panel 6. Create a border/stroke 7. Use the Gradient Tool 8. Add color to a grayscale image – Colorize 9. Use a filter and blending modes 10. Match Colors 11. Complete Chapter 5 assignments on own and save into Completed Work 1 folder
WEEK 5 Placing Type in an Image	<ol style="list-style-type: none"> 1. Create and modify type 2. Change type color 3. Kern characters 4. Set the baseline shift 5. Use Styles, drop shadow, bevel and emboss 6. Place type on a path

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	<ol style="list-style-type: none"> 7. Complete Chapter 6 assignments on own and save into Completed Work 1 folder. 8. Completed Work 1 folder due.
WEEK 6 Use Painting Tools	<ol style="list-style-type: none"> 1. Use the Sharpen Tool 2. Burn an area 3. Set fade options 4. Paint an area 5. Use the Patch Tool 6. Create a brush tip 7. Paint a border 8. Use the Smudge Tool 9. Paint on different layers 10. Complete Chapter 7 assignments on own and save into Completed Work 2 folder
WEEK 7 Working with Layer Masks	<ol style="list-style-type: none"> 1. Create a Layer Mask 2. Add/delete to Layer Mask 3. Blend Pixels with a Color Range 4. Split sliders 5. Disable and enable a layer mask 6. Remove a layer mask 7. Use adjustment layers 8. Create a clipping mask 9. Complete Chapter 8 assignments on own and save into Completed Work 2 folder
WEEK 8 Using Filters	<ol style="list-style-type: none"> 1. Use a Blur Filter 2. Create a Smart Object 3. Use Artistic Filters 4. Use Stylize Filters 5. Apply a Filter to a Selection 6. Use the Filter Gallery 7. Repeat a Filter 8. Use Noise Filters 9. Use a Ripple Filter 10. Use a Lighting filter 11. Use the Perspective Warp 12. Use Vanishing Point 13. Complete Chapter 9 assignments on own and save into Completed Work 2 folder 14. Completed Work 2 Folder due.
WEEK 9 Enhance Selections	<ol style="list-style-type: none"> 1. Use the Clone Stamp Tool 2. Use the Magic Wand 3. Create Snapshots 4. Create multiple-image layouts 5. Use clipping masks 6. Use the gradient tool to blend objects 7. Complete Chapter 10 assignments on own and save into Completed Work 3 folder
WEEK 10 Adjusting Colors and Using Shapes	<ol style="list-style-type: none"> 1. Use Color Balance 2. Saturate a Color Range 3. Create a Shape 4. Modify a custom shape 5. Use clipping masks

	6. Complete Chapter 11 and 1, assignments on own and save into Completed Work 3 folder.
WEEK 11 Transforming Type	<ol style="list-style-type: none"> 1. Display a bounding box 2. Modify type using a bounding box 3. Create warped type 4. Use effects 5. Rasterize text 6. Complete Chapter 13 assignments on own and save into Completed Work 3 folder
WEEK 12 Liquify an Image	<ol style="list-style-type: none"> 1. Open the liquify dialog box and modify the brush size 2. Use the Forward Warp Tool 3. Freeze areas 4. Distort unprotected areas of an image 5. Turn on the mesh 6. Use the Reconstruct Tool 7. Use the Smooth Tool 8. Use the Twirl Clockwise Tool 9. Use the Pucker Tool 10. Use the Bloat Tool 11. Use the Push Left Tool\ 12. Use the Freeze Mask Tool 13. Use the Thaw Mask Tool 14. Complete the Chapter 14 assignments and save into the Completed Work 3 folder.
WEEK 13	<ol style="list-style-type: none"> 1. Create an evening landscape 2. Save in Completed Work 3 folder 3. Create Working in the Daylight 4. Save in Complted Work 3 folder
WEEK 14	<ol style="list-style-type: none"> 1. Use Quick Mask to Make a Selection 2. Save in Completed Work 3 folder
WEEK 15	<ol style="list-style-type: none"> 1. Complete extra assignments as indicated by instructor. 2. Discuss Final Project. Completed Work 3 due.
WEEK 16	<ol style="list-style-type: none"> 1. Final Project/Exam During Finals Week

This schedule is subject to change by the instructor with prior notice to the student.