

MASTER SYLLABI

10/1/04

MINNESOTA SCHOOL OF BUSINESS
GLOBE COLLEGE
TECHNICAL COURSE SYLLABUS

COURSE NUMBER: **MM110** COURSE TITLE: INTRODUCTION TO ADOBE PHOTOSHOP
COURSE LENGTH: 12 WEEKS CREDIT HOURS: 3
PREREQUISITE OR CONTACT HOURS: 50 (LECTURE 10/ LAB 40)
CONCURRENT: MM100

TEXT: ADOBE PHOTOSHOP CS CLASSROOM IN A BOOK (Classroom in a Book), Adobe Creative Team
ISBN: 032119375X

COURSE DESCRIPTION: This course introduces the student to Adobe Photoshop, and how to create and manipulate images by using the basic tools and filters. Students will learn to scan images, color balance retouch photographs, resize and crop, resample images and modify file formats.

OBJECTIVES: Upon completion of this course the student will be able to:

1. Identify and use basic tools.
2. Navigate pull down menus.
3. Convert an image using the Mode menu.
4. Adjust image characteristics, canvas size and image size.
5. Apply effects & filters.
6. Use the selection tools and the selection menu.
7. Use floating palettes.
8. Scan images.
9. Resample, resize and crop images.
10. Save files in a variety of formats.
11. Use the selection tools.
12. Use the drawing tools.
13. Use the modification tools.
14. Create and use layers to composite.
15. Apply masks.
16. Using paths and shapes.
17. Using Image Ready to optimize files for web.

COURSE OUTLINE:

Topic/s & Class Activities	Required Reading
Unit 1 How Photoshop operates Setting preferences Opening and closing an image Saving an image Using the menus Opening the floating palettes Keyboard shortcuts The tool palette Image Modes Blending Modes Color management	Reading assignment

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Topic/s & Class Activities

Required Reading

- Unit 2 Scanning
Saving files/formats/new features
Navigating an Image
Resizing a document
Resolution/PPI/DPI/LPI
Changing the image size
Changing the canvas size
Opening multiple images
Raster based programming
Cropping an image
Keyboard commands to move, rotate and adjust a crop
- Unit 3 Using the selection tools
Copy
Paste
Paste into
Paste
Hide selection
Rotate selection
Flip selection
Feather a selection
Sharpening and blurring
Using rulers and guides
- Unit 4 Working with layers
Turn selections into layers
Layer Functions
Layer Transformations
Background layer conversions
Moving layers between documents
Merging & Flattening
Using the History Palette
Using Snapshots
Restoring and erasing
- Unit 5 Adjust commands
Adjustment layers
Blend options
Brightness & Contrast
Posterize
Invert color
Levels, Auto Contrast, and Equalize
Screen back layer/opacity changes
Burn and Dodge tools
Color in Photoshop
Color Picker
Swatches Palette

Reading assignment

Reading assignment

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Topic/s & Class Activities

Required Reading

Creating a custom color
Foreground color
Background Color
Fill Function
Strokes
Color Adjustments w/Hue/Saturation
Color Samplers
Colorize w/Color Balance
Sponge Tool
Channel Mixer
Curves and Levels
Color Mode Conversion
Spot Colors
Alpha Channels

Unit 6 The Tool palette
Create a brush
Modifying a brush
Saving a brush palette
Drawing lines
The eraser tool
Opacity
Creating a calligraphic brush
Editing an image
Using gradients

Reading assignment

Unit 7 More layers
Layer effects
Blending layers
Layer masks
Editing a layer
Move and duplicate layers
Restacking layers
Merge and flatten commands
Clipping Groups
Linking Layers
Masks
Using Channels
Creating a selection
Saving a selection
Editing a selections
Creating a channel
Editing a channel
Deleting a channel
Creating a quick mask
Using a channel as a mask
Using Quick Masks

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Topic/s & Class Activities

Required Reading

Unit 8	Paths and shapes Convert selections into paths Using Pen Tools Magnetic options Pop-up palette Transforming paths Stroking and filling paths Extorting paths Layer clipping paths Shape and shape layers Shape tools Pathfinder options Using the shape picker Rasterizing shape layers Type tools Creating type Editing text Using paragraph settings Special effects with type	Reading assignment
Unit 9	Filters Blur and Sharpen filters Distort filters Stylize filters Noise filters Artistic Filters Pixelate Filters Render Filters Sketch Filters Stylize Filters Liquify Automate Photoshop w/Actions	Reading assignment
Unit 10	Printing File types Compression File conversion Saving with a clipping path Page set-up Preparing files for other applications Producing duotones Color repro basics Intro to Image Ready Convert image to indexed color mode Photoshop to the Web	Reading assignment
Unit 11	Optimizing images for the Web using Image Ready Slicing Rollovers GIF animations Layer effects Background Tiling	Reading assignment

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INSTRUCTIONAL METHODS:

Class sessions will consist of instructor lectures, demonstrations; hands-on computer exercises tutorials, and supervised lab. Students will be assigned reading from required texts and instructor provided handouts. Classes will consist of 10 hours of lecture and 40 hours of supervised lab.

Students should expect homework assignments and to spend about 5 hours per week in unsupervised lab.

EVALUATION METHODS:

Testing	25%
Lab Exercises and Tutorials	15%
Assignments/Projects	50%
Attendance and Participation	10%

SUPPLIES:

REQUIRED:

One removable storage cartridge
Notebook
Pens or Pencils

GRADING:

900 - 1000	= A
800 - 899	= B
700 - 799	= C
600 - 699	= D
599	= F