

# **CAB 172**

## **Adobe Photoshop 1 – Course Syllabus**

**Professor Elaine MacAlister Office Hours: Mon 1-2:10pm, Tues & Thurs 10:50-11:50am.  
Tues. night – Skokie Campus 5:30-6:30pm**

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**Instructor Website: <http://www.oakton.edu/~elaine>**

Division of Math and Technologies: Rm. 2180 Phone: (847) 635-1690, Dean Robert Sompolski  
**Computer Apps for Business Dept. (CAB)**

<b>I. Course</b>	<b>Course</b>	<b>Course</b>			
<b>Prefix</b>	<b>Number</b>	<b>Name</b>	<b>Credit:</b>	<b>Lecture:</b>	<b>Lab:</b>
CAB	172	Adobe Photoshop	3	3	3

### **II. COURSE PREREQUISITE:**

Hands-on computer experience using software that runs in a Windows operating system environment.

### **III. COURSE DESCRIPTION:**

An introduction to Adobe Photoshop, an image-editing program. Content includes producing high-quality digital images and manipulating scanned images as well as outputting color separations and halftones. Practical exercises with tools to demonstrate the capabilities of the Photoshop program. We will be using Adobe Photoshop CS5 for the class.

### **IV. LEARNING OBJECTIVES:**

1. Identify the tools and the uses of those tools in the program environment.
2. Identify the option bar and panels
3. Make selections, add to and subtract from a selection, refine selections.
4. Work with layers.
5. Make basic image corrections and adjustments.
6. Add text to an image, then formatting and manipulating the combination.
7. Use paths, vector objects, masks and channels.
8. Demonstrate the ability to use brushes effectively.
9. Use Photoshop for the WEB.

### **V. ACADEMIC INTEGRITY:**

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits: cheating, plagiarism (turning in work not written by you, or lacking proper citation), falsification and fabrication (lying or distorting the truth), helping others to cheat, unauthorized changes on official documents, pretending to be someone else or having someone else pretend to be you, making or accepting bribes, special favors, or threats, and any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

## **VI. OUTLINE OF TOPICS:**

- A. The work area
  - 1. Window components
  - 2. Menus
  - 3. Panels
  - 4. Resolution and image size
  - 5. Toolbox
- B. Using Tools
  - 1. The Tool Options Bar
  - 2. Other tool panels
- C. Selections
  - 1. Working with selection tools
  - 2. Refining selections
- D. Working with Layers
  - 1. Layer Properties
  - 2. Layer Styles
  - 3. Managing layers
  - 4. Layer comps
    - 1. Image correction
    - 2. Adjustments (levels, brightness, hue/saturation, etc.)
    - 3. Straightening and cropping
    - 4. Cloning, Patching, healing, brush tools.
    - 5. Sharpening images
    - 6. Preparing for print
- E. Masks and Channels
  - 1. Creating and refining masks
  - 2. Quick masks
  - 3. Clipping masks
  - 4. Working with channels
- F. Type
  - 1. Placing type in an image
  - 2. Type effects
- G. Vectors, Paths, masks and channels
  - 1. The Pen and Shape tools.
  - 2. Creating, editing, saving, filling a path
  - 3. Creating, editing a mask
  - 4. Working with channels
- H. Image modes
- I. Filters
- J. Photoshop and the Web
  - 1. Saving Files and File Formats for the Web

## **VII. METHODS OF INSTRUCTION:**

Lecture and hands-on computer exercises in the lab; weekly assignments, and a mid-term and final project.

On your own, and as background information for each class, read the assigned sections from the textbook, prepare and turn in the assigned lessons from the book. Feel free to ask questions during the class that will help clarify the material for you.

## **VIII. COURSE PRACTICES REQUIRED:**

- Attend class each day.
- If you miss a class, it is your responsibility to find out what is due.
- Be prepared for class. You will need to spend time outside of class to read, review, study, and do the homework assignments.
- Complete and turn in lessons and assignments on time. Make sure you include a list of the tools and techniques used. Place printed images and lists of steps used in the folder provided. Save an electronic copy of your images to your folder in the drop box.
- No assignment is accepted more than 2 class periods late without my previous approval.
- Be a good participant.
  - Pay attention when others are speaking.
  - Please, do NOT bring cell phones, beepers, or other devices that make noise to class

## **IX. INSTRUCTIONAL MATERIALS**

Adobe Photoshop CS5, Classroom in a Book with CD-ROM, Adobe Press –Prentice Hall Publishing USA ISBN-10: 0-321-70176-3

Storage media such as USB memory stick or travel drive, writeable CD.

Photo Quality Paper for printing assignments.

## **X. METHODS OF EVALUATING STUDENT PROGRESS**

Lessons, Exercises and Homework images 40%

Mid-term and final projects 50%

Attendance and participation 10%

Grading scale: 90-100% = A, 80-89% = B, 70 – 79% = C, 60-69% = D, 0-59% = F

## **XI. OTHER COURSE INFORMATION:**

**\*\* NO ASSIGNMENTS WILL BE ACCEPTED AFTER THE LAST CLASS DAY\*\***

**Do your own work.**

- Since the evaluation of your work (labs and projects) eventually results in a grade recorded on your official transcript, it is expected that you do your own work. It is acceptable to discuss assignment solutions with classmates. **DO NOT COPY** another person's work, **DO NOT SUBMIT THE FINAL IMAGES FROM THE BOOK** as your own. Any work that is not your own is academic dishonesty (cheating) on your part and for the person who helped you. It violates the college's Code of Academic Conduct (see the syllabus section on Academic Integrity) and will be dealt with as such.
- You may not add to or take away from the lab work once it is submitted to me for grading. Check with me if you are not sure exactly what is to be turned in for each lab assignment.

## **SOFTWARE:**

All of the labs at Oakton have the Adobe Photoshop CS5 Software. If you want a copy for your own computer, you may purchase it or download software from the Adobe website for a free trial period:

<http://www.adobe.com/products/photoshop/>

Click on the Download free trial link on the website.

## **COLLEGE INFORMATION:**

CTIS Chairperson and CAB Program Coordinator: Associate Professor Doris Gronseth  
Office: room 2717 Phone: (847) 376-7055 email: dgronset@oakton.edu

## **COLLEGE POLICY ON THE OBSERVANCE OF RELIGIOUS HOLIDAYS**

Oakton Community College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform instructors well in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a make up test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again. *Syllabus Professor Elaine MacAlister* CAB 172 Photoshop 5 of 5

## **COLLEGE POLICY ON DISABILITIES**

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office (635-1658) in the Learning Center (Room 2400 Des Plaines). All students are expected to fulfill essential requirements. The college will not waive any essential skill or requirement of a course or a degree program.

## **RESPONSIBLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY**

Rules for computer use are posted in computer labs as well as available in writing in each of the labs. Lab assistants and tutors are available to assist you in the lab regarding software and hardware questions. If you have a question about an assignment, however, you should contact me. Users of the College's information technology facilities and resources, including hardware, software, networks, and computer accounts, are expected to use computer resources responsibly and appropriately, respecting the rights of other information technology users and respecting all contractual and license agreements.

*Under no circumstances is any of the software used at Oakton to be copied.* Copying software is in violation of Federal law and College policies. Suspected violations will be vigorously investigated and, if warranted, appropriate penalties applied. Specifically, you do not have the right (1) to make copies of software for yourself or others, (2) to receive and use unauthorized copies of software, or (3) copy all or parts of a program written by someone else.

## **SOFTWARE CHECKOUT**

Oakton Community College has partnered with the MSDN (Microsoft Developer Network) Academic Alliance to provide credit and non-credit students who are registered for CTIS (CIS, CAB, WWW) courses some of Microsoft's software that you may use to complete your studies. The software is specifically for coursework at Oakton Community College; it may not be reproduced, redistributed, sold, rented, leased, or transferred to any third party including contractors, other students, other department's personnel, other companies, or consultants performing services for the CTIS department. Any reproduction or redistribution of the software is prohibited by law, and may result in severe civil and criminal penalties. Currently this software includes MS Visual Studio.Net, Windows XP Professional, Microsoft Office Access, SQL Server, Microsoft Project and Microsoft Visio Professional. It does NOT include Excel, Word, or PowerPoint. This service does not provide installation support. Contact your instructor for further information.

## **CAMPUS SECURITY**

In response to Columbine and the NIU tragedies police agencies in Illinois have developed training for law enforcement and the public school systems. These Nationally accepted law enforcement response plans have been adopted by Oakton's Public Safety Department. Your actions will influence others therefore, Oakton is asking you as a student to:

- stay calm
- secure the immediate area; lock, block, & barricade
- call 911 and:
  - report your specific location
  - number of people at your location
  - injuries
  - assailants; location, number, race, gender, clothing, physical features, type of weapon

There is a phone for emergency purposes placed in every classroom.