

IMAGE EDITING

Instructor: Carmen Rhodes

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COURSE DESCRIPTION: This course is designed to provide the student with the knowledge and skills needed to utilize digital imaging software in editing and designing images and graphics.

Students also learn the use of technologies related to digital imaging such as basic computer operations, file sharing across networks, digital scanning, digital photography, and preparing documents for output to various types of media.

Successful completion of this course will prepare the student to take industry certification test(s).

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete all of the core standards.

RECOMMENDED GRADE LEVELS: 10-12; COURSE CREDIT: 1 unit;

PREREQUISITE: *Integrated Business Applications 1 or Digital Input Technologies or Computer Applications*

COMPUTER REQUIREMENT: One computer per student; Internet access; **SOFTWARE REQUIREMENT:** Adobe® Photoshop; **RESOURCES:** www.mysctextbooks.com

A. SAFETY AND ETHICS

1. Identify major causes of work-related accidents in offices.
2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies, e.g., piracy; illegal downloading; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.
5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of email, social networking, blogs, texting, and chatting.
8. Describe ethical practices in business professions such as safeguarding the confidentiality of business-related information.

B. EMPLOYABILITY SKILLS

1. Identify positive work practices, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization.
2. Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.

3.

C. STUDENT ORGANIZATIONS

1. Explain how related student organizations are integral parts of career and technology education courses.

2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. INTRODUCTION TO IMAGE EDITING

1. Define terms related to image editing.
2. Identify uses of digital imaging.
3. Identify industry-recognized copyright regulations and ethical computing standards.

E. ACQUIRING IMAGES

1. Download images from the Internet.
2. Transfer images from removable media.
3. Capture images using a scanner.
4. Transfer images from a digital, video or web camera.

F. UTILIZING THE WORK AREA

1. Use the tools.
2. Enter values.
3. View images.
4. Use palettes.
5. Use contextual menus.
4. 6. Use online Help.

G. EDITING IMAGES

1. Straighten an image.
2. Crop an image.
3. Adjust color balance.
4. Replace colors in an image.
5. Adjust brightness/contrast.
6. Adjust hue/saturation.
7. Apply the Unsharp Mask filter.
8. Save the image.

H. WORKING WITH SELECTIONS

1. Make selections using various selection tools.
2. Move selection contents.
3. Save selections.
4. Transform a selection.
5. Edit a selection.
6. Combine the use of selection tools.
7. Fill a selection.
8. Add a stroke to a selection.
9. Crop an image within a selection
10. Erase within a selection.

I. WORKING WITH LAYERS

1. Create a layer.
2. Rearrange layers.
3. Create a text layer.
4. Merge layers.
5. Apply layer styles.
6. Flatten an image.

J. WORKING WITH MASKS

1. Create a quick mask.
2. Edit a quick mask.
3. Save a selection as a mask.
4. Create a layer mask.
5. Edit a layer mask.
6. Load a mask as a selection
7. Apply an adjustment layer.
8. Apply a filter effect to a masked selection.
9. Create effects using a gradient mask.
10. Apply effects using a gradient mask.

K. ENHANCING AND REPAIRING

1. Use the clone stamp tool.
2. Use the pattern stamp tool.
3. Use the healing brush.
4. Use the patch tool.
5. Retouch an image on a separate layer.
6. Apply filter effects.

L. OPTIMIZING IMAGES

1. Identify resolution.
2. Identify image size.
3. Identify file size.
4. Optimize various image formats (i.e. JPEG, GIF, PSD, TIFF, PNG and RAW).
5. Set background to transparent.

M. PRODUCING DOCUMENT-READY IMAGES

1. Specify color management settings.
2. Preview an image.
3. Adjust an image.
4. Select various printer options (i.e. orientation, duplex, number of copies).
5. Print an image.

GRADING SCALE:

A 93-100

B 85-92

C 80-84

Below Proficiency (Less than 80)

GRADE DETERMINATION:Quarter grades will be determined using the following:

Tests and Project based Tests – 45% Quizzes – 35% Daily/Class Work – 20%

Final Grades will be determined using the following:

1st Quarter – 50% 2nd Quarter – 50% Final Exam – 10%

COURSE POLICIES AND PROCEDURES**Student Conduct in Class**

Every student is expected to abide by the GTCHS code of conduct as written in the Student Handbook. The Code will be consistently followed. Any student behavior that is disruptive to the educational process and the learning atmosphere of all learners in the classroom will be handled in accordance with the GTCHS Student Handbook. Any acts of classroom disruption or violation of computer lab policies may result in disciplinary action.

Electronic Devices in Class

Cellular phones, iPods, and headphones or earphones, or any other electronic devices are prohibited in the classroom **except when permitted by Ms. Rhodes specifically for curriculum purposes!** They can become a disruption to the educational process. Any of these devices that are visible or are in use during class may be collected by the teacher.

Test Policy

Major tests will be announced in class in advance. It is the **student's responsibility to make-up all test within 7 calendar days, not 7 class meetings.**

Tardies and Absences

All students are expected to be in class on time. If you are absent or late (whether excused or unexcused), it is your responsibility to get class notes, handouts, lab assignments, and any other information that was covered while you were gone. When you have an excused absence from class and an assignment was due the day you were absent, the work may be turned in at the beginning of the next scheduled class meeting. Keep your teacher informed when you are having a problem with attendance.

Academic Honesty

Students assume full responsibility for the integrity of all work turned in to the teacher. Each student is expected to uphold the school's standard of conduct relating to academic honesty. You are guilty of violating the honor code if you:

- Use the work of others and represent it as your own (plagiarism)
- Obtain unauthorized assistance for any academic work
- Give unauthorized assistance to other students who will represent your work as theirs
- Fail to appropriately document resources of material obtained in research
- Get unauthorized assistance from other students, methods, or media when taking a test or other assessment

The penalty for violating the honor code is severe. If you are unclear about whether a particular action or situation may constitute an honor code violation, you should meet with your instructor to discuss the situation. Any student violating the honor code will receive disciplinary action referenced in the GTCHS Student Handbook.

Office Hours

Office hours consist of one, one-hour session each week: Monday 2:30-3:30 p.m. *include session days*. The sign-up sheet will be posted inside the classroom near my desk. It is the student's responsibility to sign up to see me during office hours when he/she needs extra help. Office hours are a time for students to ask questions and receive extra practice. This is not a time for make-up work to be done. If there is a conflict, it is the student's responsibility to make other arrangements with me.

Make-up Work

If you are absent from class, you have five (5) school days (not class meetings) after your return to school to make up missed work. No make-up work will be accepted after this time. Work not turned in on time for any reason other than absence will not be accepted late.

Self-correction

You will have the opportunity to improve your grade on certain assessments through self-correction. I will provide details as these opportunities become available.

Smart Center

The Smart Center provides tutoring for students who want extra help Monday-Thursday, 2:30-5:30 in the MPR. The cost of attending Smart Center for a year is 120.00. Contact Mr. Gillespie (Room 205, kgillespie@gtchs.org) for more information.