

CO 152-2149 Photoshop

General Information

Instructor

Cheryl Kautz
Computer Information Systems
Grand Rapids Community College

Contact Information and Availability

Email: ckautz@grcc.edu (Email automatically forwards to my smartphone. Expect a reply with 24 hours; often within the hour. The subject of your email should include CO152-2149 so that I know from which class the email originated.)

Main Office Phone: 234-3670

Web site: ckautz.org

Google+ Hangouts and Bb IM Virtual Office hours: see Staff Information in Bb.

Scan QR code below with your smartphone to add my contact information:



Course Information

Welcome to CO-152! Students use Photoshop image-editing software to create and manipulate images. Photoshop is used by graphic artists, print designers, visual communicators, and those that just want to learn how to edit their photographs. This course provides students experience in creating, editing and manipulating bitmap graphics for both print media and web design.

Student Learning Outcomes

1. Identify and explain the basic menus, tools, options, and panels that comprise the Photoshop interface, along with the pixel-based nature of Photoshop images and how they differ from vector images.
2. Point to the basic design principles for print and web design and standard copyright rules.
3. Practice file management using Mini Bridge and Adobe Bridge.
4. Demonstrate a thorough understanding of layers, be able to apply filters to alter an image's appearance, blend modes to combine pixels, and layer styles to enhance the appearance of images.
5. Describe and demonstrate techniques to conceal and reveal pixels with layer masks, including the ability to create clipping groups to have one layer serve as a mask for other layer(s).
6. Demonstrate how to create slices and use with the Web dialog box to create and optimize images for the Web.

7. Determine appropriate methods to make selections with various tools and color, be able to use basic techniques to create type, painting tools to change existing colors and pixels, and be able to use and differentiate the cloning tools.
8. Demonstrate how to apply filters and transformations non-destructively with Smart Objects, along with creating non-destructive adjustments.
9. Practice workflow efficiency using Actions and common keyboard shortcuts.
10. Recognize the CMYK and RGB color models, along with knowing how to work with color suing various tools, panels and Kuler themes.
11. Demonstrate how to use the Pen and Shape tools to create paths and convert to selections, shapes, and fill pixels.
12. Interpret Channels panel basics and be able to use it to mask areas of a layer and preserve a selection.

Required Materials

Textbook

[Adobe Photoshop CS6 Revealed](#)

Author: Reding

Cengage, ISBN 9781285266107

The ISBN above includes the book AND access to Cengage's online Total Training videos. Be sure you purchase the bundle with the ISBN stated above. This is the only one that comes with access to the required Total Training videos and is available at the [GRCC bookstore](#). If you purchase a book with a different ISBN, you will not be able to access the videos.

For the first two chapters in PDF format, student data files, and directions on how to get started with the Training Videos, click Course Information in the Bb main navigation on the left.



Must be ISBN 9781285266107 to
obtain access to the required Total Training videos

Software requirements

If you do not have a home computer with [Adobe Photoshop CS6 Extended](#) installed, you will need to use the open lab ([room 215 ATC](#)) to complete assignments. If you're interested in purchasing the software at a discount, visit Journey Ed's site. To learn more, in Blackboard, click *Resources* in the main navigation on the left and then click *What's new in CS6*.

Section Policies

Attendance Policy

Regular attendance and participation in class is essential. While I recognize that circumstances sometimes prevent students from attending, the college administration sees excessive absenteeism as a very serious matter. If you do not withdraw, I may issue the appropriate grade. For financial aid purposes, I will not "confirm attendance" until you have physically attended and participated in the classroom. The College makes no distinction between "excused" and "unexcused" absences. See the entire [policy in the online catalog](#). A student may drop a class and receive a W until the 70% completion date of the class. Students need to drop a class through the [Online Student Center](#). It is not the instructor's responsibility to withdraw you from the class. If you do not withdraw, you will be assigned the grade you earned in the course.

Grading Procedure

Item	Number	Points	Total	%
Chapter Assignments	14	20	280	65
Quizzes	14	5	70	16
In-Class Assignments	7	5	35	9
Final (includes flattened jpg and peer review)			50	10
Total			435	100%

Grading Policy

Students will be graded on the basis of total points earned. Course work consists of weekly chapter reading assignments, review of key concepts, chapter assignments, in-class assignments, total training videos, quizzes, and a final project. See Bb for course work details. Chapter assignments and quizzes are always due on Friday evening by midnight. See Blackboard View Grades for due dates also. All course work is not accepted late for any reason. Do not wait until the last minute to complete and submit work to Bb! Complete work early. If you have internet and computer problems, you will then have time to try again later.

For the Final, students must provide a text file with an explanation of where copyright free images were obtained. If images were obtained from Web sites, the URLs must be made available. Failure to provide this information may result in a failing grade on the Final. The instructor must be able to look at the student's Final and be able to locate the original source of the copyright free images. If original source images cannot be verified, a failing grade on the Final may be the result.

Zero points awarded for the Final if any of the following occur:

- Photoshop file(s) were flattened.

- Text file stating source of copyright free images used in Final, including Web site addresses, was missing or inaccurate.
- Files were submitted past the due date.
- Files were not submitted successfully to Bb.

It is the student's responsibility to check with the instructor to ensure the zipped file was received without error. If unsure, contact instructor.

The weekly chapter assignments may be submitted to Bb only ONCE, therefore it is important that no files are missing. Assignments are zipped and submitted to Bb as instructed. Improperly submitting files to Bb will result in point deductions. See Bb for details.

Your grade will be determined using the standard campus grading scale shown below:

93-100% A

90-92% A-

87-89% B+

83-86% B

80-82% B-

77-79% C+

73-76% C

70-72% C-

67-69% D+

63-66% D

60-62% D-

< 60% E

Assignment Policy

Each week, you will be required to submit assignments. These assignments include reading the chapter, completing an assigned exercise, often participating in a discussion forum, watching videos, and reviewing key concepts in the provided Power Point files. There will also be one final project at the end of the semester to assess your Photoshop knowledge. You will create the project from scratch. Assignments are found in the *Assignments* section of the course and each is due by Friday, 11:59pm EST. **No assignments will be accepted by e-mail or after the due date stated in Blackboard. There is no extra-credit or make-up work.**

COLLEGE POLICIES

GRCC Email and Course Communications

Students are responsible for all communications sent via Blackboard and to their GRCC email account. GRCC student email can be accessed through [Student Email](http://email.grcc.edu) (http://email.grcc.edu) and Blackboard at [Blackboard](http://bb.grcc.edu) (http://bb.grcc.edu).

Disability Support Services

Students with disabilities who wish to request accommodations must be registered with the [Disability Support Services Office \(DSS\)](#) in Room 368 of the Student Center. You may contact DSS at (616) 234-4140 for more information. Once you are registered with the DSS Office, you will receive an Accommodations Agreement to present to me to verify your registration. Please see me as soon as possible so we may have a private conversation to discuss accommodations.

Student Code of Conduct

All GRCC students are held accountable to the Student Code of Conduct, which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct. The Code can be found in full at [Student Code of Conduct](#).

**Add course/instructor specific implications of code violations*

Academic Policies and Procedures

The academic policies and procedures of GRCC are outlined in the [College Catalog](#). College-wide policies and procedures, to include (but not limited to) grading, Federal Educational Rights and Privacy Act (FERPA), Student Right to Know, Privacy, Affirmative Action, Equal Employment Opportunity, Americans with Disability Act (ADA), concealed weapons, smoking, campus crime, copyright, academic grievances and discipline grievances, are at <http://www.grcc.edu/catalog>. Additional policies, to include (but not limited to) academic integrity, disability support services, posting/distributing literature, selling merchandise, fundraising, classroom disruption, conduct and substance abuse, can be found in the [GRCC Student Handbook](#). If you come to campus for this or other classes, research, or meetings, remember that GRCC is a **campus**. The most recent policies (that may not have been published in the catalog and handbook yet) are available on GRCC's [Policies Web page](#). These policies and procedures are subject to change and incorporated by reference.

Academic Honesty

Academic dishonesty (including cheating, fabrication, plagiarism, computer misuse and other actions as defined in the College Handbook and Catalog and on [GRCC's Academic Honesty Web page](#)) may, at the discretion of the professor, result in sanctions that range from a failing grade on the relevant assignment to dismissal from the class and a failing grade. The [Student Academic Grievance process](#) can be used by students who feel they have been treated unfairly by this policy.

COMMUNICATION

Email ckautz@grcc.edu

When you e-mail your professor, please include a proper subject, any message you are responding to, the course name and four-digit section, as well as your name. Use your GRCC account to ensure the e-mail is not blocked by the college's spam filter. If you e-mail from the Blackboard course, essential information like the course name and section will automatically be included. Email will automatically forward to your instructor's smartphone. Your professor will respond to your e-mail within 24 hours. If you don't get a response in this time frame, there is probably a technical problem. Ensure that you regularly check the e-mail account listed for you in Blackboard.

Virtual Office – Blackboard Instant Messaging

I work on the computer several hours each day, therefore Bb IM is one of the best ways to reach me in real-time and it also allows you to easily connect with classmates! This free software can be used for asking your instructor questions about homework, tutoring, and access to help desks. To access the Bb IM tool, login to [Blackboard](http://bb.grcc.edu) at <http://bb.grcc.edu> and click the Blackboard IM – Instant Messaging link in the Tools section. Follow the prompts to create an account and download the software. See GRCC's [Bb IM Web page](#) to learn more.

Virtual Office – Discussion Forum

In the forum, you may post general questions about the class and questions about the weekly assignments. Expect a reply within 24 hours. See the Staff Information section of Bb to access. E-mail should only be used for issues that are not appropriate for the entire class (e.g. questions about your grade, constructive criticism or personal issues).

Virtual Office – Google+

Virtual office hours are available with the Google+ Web Conferencing tool. See the Staff Information section of Bb to access. Two-way audio, video, and application sharing are available with your desktop computer, laptop, table, android or iPhone. If desired, you can show me your computer screen and Photoshop work and I can also share my computer screen to provide assistance. If this is your first time using Google+, be sure to conduct a system check as explained in Bb in the Staff Information section.

Celly

Celly is a social mobile networking tool used to send / receive course related messages to / from your teacher and classmates. It is a wonderful tool to receive important, timely announcements such as class cancellations and to engage with your classmates and instructor. Celly may also be used conduct polls or exam reviews. For this class, open chat is available so that students may collaborate with each other on homework. You may use Celly with your cellphone or a browser on your computer. To get started, do one of the following:

- Use your smartphone and text @CO152photoshop to 23559
23559 is entered in the To field. The message is @CO152photoshop
- Use your browser on your desktop, tablet or smartphone and navigate to the cell for this class: <https://cel.ly/c/CO152photoshop> and then click 'sign up' if you are not already a member. If you are a member, click 'request permission to join.'

Blackboard Connect

You may receive instructor's text-to-voice messages about exams, class cancellations, etc. To get started, log in to Blackboard and click on Mobile Phone Preferences in the Tools area and check that your current mobile phone number is listed. If it is not, consider adding it. Next, click on Course Notifications or Extended Settings to sign up for automated course notifications such as when assignments are due, grade is posted, etc. In the Blackboard course, there is a direct link to Blackboard Connect. Click Staff Information and then click Alerts sent to your mobile phone. See GRCC's [Bb Connect Web page](#) to learn more.

Blackboard Mobile

[Blackboard Mobile](#) - One of the best ways to access Blackboard and course resources on your mobile phone is through the Blackboard Mobile Learn app. This software is available on a wide array of mobile platforms, including iPhone®, iPod touch®, iPad®, Android™, BlackBerry®, and Palm® smartphones on the Sprint network and on Wi-fi on the iPhone, iPad, and iPod touch. To access Bb Mobile Learn, search for the app on the Apple, Palm, Android, and BlackBerry app stores.

LEARNING RESOURCES

Blackboard

This class uses [Blackboard](#)® extensively (<http://bb.grcc.edu>). You will use Blackboard to access assignments, download or print course materials, participate in discussions, complete quizzes, learn of ways to communicate with your instructor, and check your grades. The Blackboard Orientation is available on the [GRCC Online Learning Web page](#). This orientation is optional for students who have already used Blackboard.

Early Alert

Grand Rapids Community College uses an [Early Alert monitoring system](#). Students may be flagged for academic performance issues. In addition, students not logging into Blackboard for seven days will also be flagged. If your performance and/or infrequent logging in jeopardize your ability to succeed in this course, you will be contacted by a Retention Specialist and referrals to support services such as tutoring, advising and counseling may be made. If you have questions about this service, ask me or contact the office of the Associate Dean of Counseling, Advising and Retention Services at 616-234-3449.

Support Services

Students who require additional support must immediately let me know of their specific needs. Every student with a disability has the responsibility to (1) meet the College's qualifications, including essential technical, academic, and institutional standards, (2) identify as an individual with a disability and request accommodations in a timely manner, (3) provide documentation from an appropriate professional source verifying the nature of the disability, functional limitations, and the rationale for specific accommodations being recommended, and (4) follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids. If you have not met these responsibilities, please contact GRCC's [Disability Support Services Program](#), Student Community Center, Third Floor, Room 368, 616-234-4140. If you have met these responsibilities, please let me know what reasonable and appropriate accommodations you need.

Technical Support

The IT Customer Support Team can assist with Blackboard, password resets, Novell and student e-mail accounts. Hours and other helpful information are at the [Information Technology Student Support help Web page](#).

Tutoring

The main campus [ATC Computer Lab \(Room 215\)](#) is staffed with lab assistants and tutors who can help with questions you may have. See their [web site](#) for up-to-date hours.

If you would like one-on-one tutoring, download the [Student Tutoring Request form](#).

In order to enter, you must show your current GRCC student ID or a picture ID and student ID number. Remember not to store anything on the laboratory computers as your files may be deleted at any time!

Free online tutoring is also available with Blackboard (Bb) Instant Messaging. To get started, complete the following:

- Log into Blackboard
- Look for the "Tools" module
- In the "Tools" module, click "Blackboard IM - Instant Messaging"
- Click the link to "Get Blackboard IM" and then follow the instructions to download and install the free software
- After the software is installed, click the School tab
- On the School tab, look under "Tutorial Labs"
- Double-click "ATC Tutorial Lab"
- Follow the prompts

See below for when tutors are available online via Instant Messaging. Please use this free, very helpful service!

Mondays - Thursdays 7:30 am - 8:00 pm

Fridays 7:30 am - 5:00 pm

Saturdays 7:30 am - 5:00 pm

Sundays 1:00 pm to 10:00 pm

Changes to the Syllabus

The instructor reserves the right to change the contents of this syllabus due to unforeseen circumstances. Students will be given notice of relevant changes in class, through a Blackboard Announcement, or through GRCC e-mail.