




# Course Outline

## 1.0 IDENTIFICATION

### COURSE INFORMATION

Course Name	Adobe Photoshop Elements
Course Code	INFO INFO10069
Course Classification	Foundational
Course Type	Optional
Program Code and Name	Business Computer Applications Certificate
Total Course Hours	36
Development School	Fennell Campus
Department	Continuing Education Business
Academic Year	2009
Approving Associate Dean	Pat MacDonald, CE Business

## 2.0 LEARNING OVERVIEW

SUBSECTION	VALUE																														
Course Description	<p>Using Adobe Photoshop Elements Version 7 with Adobe approved course Material, here's your opportunity to learn Adobe Photoshop Elements 7 applications. This "hands-on" course will introduce you to loading, organizing, editing &amp; sharing photos, repairing &amp; retouching photos, adding text &amp; style effects to your photos. We will create multimedia slide shows, and more.</p> <p>NOTE: This course is designed for Photoshop Elements 7 and not suitable for students only using Photoshop (versions 7-CS4) Also, this is only a Windows based course and not intended for students using Mac versions. Photoshop Elements is not available in the Open Access lab. Students must have access to software to complete this course.</p>																														
Status of Resources REQ= Required REC= Recommended REF= Reference Type of Resources Text Book CD-RW disk	<table border="1"> <thead> <tr> <th>Code or ISBN</th> <th>Name or Title</th> <th>Author/Publisher or Vendor</th> <th>Version/ Edition</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>0-321-555297-0</td> <td>Photoshop Elements 7 CLASSROOM IN A BOOK</td> <td>Adobe Press</td> <td>1</td> <td></td> <td>REQ</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Code or ISBN	Name or Title	Author/Publisher or Vendor	Version/ Edition	Type	Status	0-321-555297-0	Photoshop Elements 7 CLASSROOM IN A BOOK	Adobe Press	1		REQ																		
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3.0 COURSE CONTENT	
Major Modules, Themes, or Topics	
Unit 1	Getting Started
Unit 2	A Quick Tour of Photoshop Elements
Unit 3	Basic Organizing
Unit 4	Advanced Organizing
Unit 5	Creating Projects
Unit 6	Printing, Sharing, and Exporting
Unit 7	Adjusting Colour in Images
Unit 8	Fixing Exposure Problems
Unit 9	Repairing and Retouching Images
Unit 10	Working with Text
Unit 11	Combining Multiple Images
Unit 12	Advanced Editing Techniques
	Exam
5.0 COURSE LEARNING OUTCOMES	
Upon successful completion of the course learning outcomes, the student will reliably demonstrate the ability to:	
LO01	Introduction to Adobe Photoshop Elements 7 Application
Learning Elements	
Work with the Organizer and the Editor Features and get to know the workspaces	
Import images using the Photo Downloader.	
Review and Compare Photos that have been imported into the Organizer	
Share images using Email	
LO02	Organizing your images
Learning Elements	
Open APSE7 in the Organizer Mode.	
Create a Catalog of your Images.	
Change the display in the Catalog View.	
Import Images from a variety of sources into an Organizer catalog	
Create and Apply Tags to Images and organize images using Version Sets and Stacks	
LO03	Creations, Printing and Exporting Images
Learning Elements	
Create a variety of projects such as a greeting card and multimedia slide show	
Add Text for titles and captions	
Combine multiple images in a Photo collage	
Print out a contact sheet of your images for organizing multiple files	
Print individual photos or multiple photos using a Picture Package	
Export images to CD/DVD or save images for Web use.	
Know the advantages of the Save for Web feature	
LO04	Adjusting Colour in Images
Learning Elements	
Auto-correct images using Quick Fix or Full Edit Modes	
Process multiple image files as a batch	
Apply individual automatic adjustments and tools using the Guided Edit and Quick Fix modes	
Compare methods of fixing colours in a photo image	
Adjust the skin tones of an image using various retouching tools	
Demonstrate a variety of methods for removing Red Eye from a photo image.	

LO05	Adjusting Colour in Images - Part 2
<b>Learning Elements</b>	
Select a section of an image using the Selection Brush and the Quick Selection Tool	
Alter a selected area of an image	
Replace a colour throughout an image using the Replace Colour command	
Replace a colour in a limited area of an image	
Understand about working with Colour Management	
LO06	Fixing Exposure Problems
<b>Learning Elements</b>	
Apply multiple exposure fixes automatically using Batch processing	
Adjust exposure using the Quick Fix and Guided Edit features	
Brighten underexposed photographs using Blending Modes and Adjustment Layers	
Demonstrate a variety of techniques to correct different areas of an image individually	
Create and save Selections to reuse in later sessions	
Apply Adjustment Layers and Levels to fix faded and overexposed images	
LO07	Repairing and Retouching Images
<b>Learning Elements</b>	
Straighten an image using the straighten tool	
Use the Healing Brush Tool, learn to remove wrinkles and skin flaws from a photo	
Restore a damaged photo using the Clone Stamp Tool.	
Add definition to an image using the Smart Brush	
Demonstrate the process for merging layers within a document.	
LO08	Working with Text
<b>Learning Elements</b>	
Add a border to an image by changing the canvas size	
Add , format and edit a text layer image	
Apply overlay text on an image for copyright purposes	
Using the Layers palette, add, manipulate and edit your text layers	
Add effects to your Text using the Layer Styles palette	
Apply a warp shape to text using the Warp Text dialog box	
Create a type mask using an image and text layer.	
LO09	Combining Multiple Images
<b>Learning Elements</b>	
Merge photos into a panoramic image using Photomerge	
Create composite group shot using Photomerge Group Shot	
Remove unwanted intruders from a photo using the new Scene Cleaner tool	
Combine multiple photographs into one file using layers	
Apply a clipping Path to an image	
Remove unwanted matte colour using Defringe layer feature	
LO10	Advance Editing Techniques
<b>Learning Elements</b>	
Work with Camera RAW Images from Digital Camera.	
Save Conversion in the DNG Format.	
Use a Histogram to Understand Characteristics on an Image.	
Create Effects using the Filter Gallery	

LO11	Adobe Photoshop Elements 7 Course Content Review		
<b>Learning Elements</b>			
Review Concerns and Demonstrate how they are done for the Students.			
Through Discussion, we will review the Theory elements of the course using review questions			
Prepare Students for the Final Exam			
LO12	Final Theory Exam		
<b>Learning Elements</b>			
Students to execute Theory Portion of the Exam which is based on textbook & supplement review questions			
6.0 ASSESSMENT			
	Assessment Method	Weight	Associated Outcome(s)
	Assignment #1	10	Demonstrate various skills learned throughout lessons 1-4
	Assignment #2	20	Demonstrate multiple skills learned throughout lessons 5-8
	Assignment #3	20	Demonstrate multiple skills learned throughout lessons 9-11
	Final Exam Theory (Week 12)	50	Understanding APSE4 functionality, Key Tools and Understanding how Image can be Manipulated for Improvement.
	TOTAL	100%	
7.0 STUDENT SUCCESS – POLICIES AND PROCEDURES			
<p>Mohawk College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected.</p> <p>Please be advised that these policies and procedures are subject to change. For the most up to date information on the following policies and procedures, consult <a href="http://www.mohawkcollege.ca/dept/stactiv/affairs/vp/codes.html#2">http://www.mohawkcollege.ca/dept/stactiv/affairs/vp/codes.html#2</a></p> <p>Policies and Procedures which relate to academic issues:</p> <ul style="list-style-type: none"> <li>• Academic Appeals Policy;</li> <li>• Academic Honesty Policy;</li> <li>• Information Technology Policy;</li> <li>• Mediation Procedure;</li> <li>• Policy on Disruptive Behavior of Students in the Learning Environment;</li> <li>• Student Complaint Procedure.</li> </ul> <p>Policies and Procedures which relate to non-academic issues:</p> <ul style="list-style-type: none"> <li>• Human Rights Policy &amp; Procedure;</li> <li>• Information Technology Security Policy;</li> <li>• Student Complaint Procedure;</li> <li>• Student Conduct Policy and Procedure;</li> <li>• Threats, Acts of Violence and Weapons Possession Policy and Procedure.</li> </ul>			