### Time and Credit Hours

| Credit Hours: 3  |
| COM 1230 |

### Instructor

| Office Phone: |
| Office: |
| Email: |

### Prerequisites

This course is appropriate for those who are familiar with the personal computer and Windows or Macintosh. No previous knowledge of Photoshop is required; however, knowledge of graphics is recommended.

### Course Description

An introduction to basic digital imaging using Adobe Photoshop®. Topics include navigation of the interface, the tools, using layers, adjustment layers, layer styles, filters, creating and manipulating selections, masking principles, cropping, image size and resolution, and image compositing of raster images.

### Recommended Textbook

- Visual Quickstart Guide Photoshop CC 2014 Release
  Weinmann, Lourekas  ISBN-10: 13398046-4

### Required Materials

- 3-Ring Binder (2” inch minimum depth) with inside pockets to hold handouts and exercises.

### Learning Activities

Learning activities are assigned that require a computer and Photoshop CS6 or Creative Cloud. The labs are equipped with CS6 Extended. **Owning Photoshop is a requirement for this course. You must have the software within one week of the beginning of the course. Our department recommends leasing the educational Creative Cloud suite of software from www.adobe.com**

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*It is the student’s responsibility to check NSOnline and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. NSOnline contains specific course information and MyNSCC contains information important for other purposes.*

**Notice of Right to Retain Student Work**

The Visual Communications program reserves the right to retain certain selected examples of student work for teaching purposes, promotional purposes, and as a part of its permanent collection.*
## Course Outcomes

Upon successful completion of this course, students will:

- Navigate the Photoshop interface with basic keyboard shortcuts and properly identify the standard icons of the interface, tools, palettes and explain their function.
- Apply knowledge of selection techniques, layer masking, and layer control to execute a montage.
- Creatively apply knowledge of adjustment layers, layer control, and filters to produce derivative imagery.
- Apply basic knowledge of exposure correction and image repair to a set of images.
- Given specific parameters of size, color mode, file format, and resolution, execute a multi-layered advertisement that includes the use of type.
- Utilize an efficient, non-destructive workflow appropriate to the specific project and industry standards.

## Course Competencies

In addition, the following list of competencies is intended to reinforce the course outcomes.

- Without notes or other materials, demonstrate proficiency on the MAC basic skills checklist.
- With notes or other materials, categorize the differences between raster and vector images and identify examples of raster and vector illustrations.
- Without notes or other materials, identify icons of the interface including specific tools, panels, and menus.
- Without notes or other materials, locate and open specified images from the hard drive or server using Bridge.
- Without notes or other materials, utilize free Internet utilities to upload specified class files.
- Without notes or other materials, draw a simple illustration using various brushes and selection tools and apply color to the illustration.
- Without notes or other materials, add, rearrange, delete, organize, duplicate, name, and link layers when executing a multi-layered class project with specific parameters.
**Course Competencies**

* • Without notes or other materials, demonstrate resizing an image for print and email purposes.

• Without notes or other materials, calculate the resolution requirements for different output devices.

• Without notes or other materials, determine the different color modes and file formats required for specific jobs.

• Given specific images and without using notes, demonstrate how to select parts of images using various selection tools.

• Given specific images and without using notes, create and manipulate simple layer masks according to specific parameters.

• Given specific images and without using notes, execute a simple multi-image collage utilizing selections and layer masks.

• Given specific images and without using notes, demonstrate the ability to save Photoshop master files in a variety of file formats and to different file destinations.

• Given a specific image, execute simple repair and touchup on an image, using the Spot Healing Brush and Patch tools.

• Given a specific image, demonstrate the use of the Crop tool.

• Given a specific image, demonstrate how to straighten a crooked image.

• Given a specific image, demonstrate the use of Levels to correct the tonal exposure of an image.

• With notes or other materials, produce derivative imagery with creative use of adjustment layers and filters.

• Without notes or other materials, produce and perform basic type manipulation.

• With notes or other materials, create and perform advanced type manipulation.

• Without notes or other materials, recall and identify 20 keyboard shortcuts to increase productivity.

• Without notes and without instructor’s assistance, execute a promotional piece given specific parameters.

* • The above outcomes designated by asterik support the general education outcomes as well as the following.

• Given certain course assignments especially the content videos, students will use and adapt current technologies to complete the assignments.

• Students will locate, evaluate and use multiple sources of information to find additional sources of tutorials and information on Photoshop.
Grading

Grades are determined by completion and quality of weekly assignments, quizzes, projects, midterm and final. All assignments, quizzes, and projects must be submitted on time unless a documented emergency. Contact me PRIOR to due date for permission for an extension. Late work will receive a 15% point deduction.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Weekly Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>B</td>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>C</td>
<td>MidTerm/Hands On</td>
<td>20%</td>
</tr>
<tr>
<td>D</td>
<td>Projects (3)</td>
<td>30%</td>
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<tr>
<td>F</td>
<td>Final Exam</td>
<td>10%</td>
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</tbody>
</table>

Grading Scale

Testing Policy

• All quizzes can be taken online, and they will be graded instantly.

There are two scheduled exams; a Midterm and a Final. You must take your exams during the scheduled week or receive a zero. You must take the midterm and final exams at the Testing Center. Photo identification is required. Books or notes are not permitted for the midterm or the final.

Student Expectations

• Address any computer or Internet issues immediately. You must have a functioning computer that is capable of installing Photoshop CS5/CS6 and a cable modem with high speed Internet access.

• Check Weekly Course Outline in Content area. Read the assigned chapters, handouts, and watch the video tutorials. As you watch the video tutorials take notes. While you have Photoshop open, stop the videos every so often and try your new skills.

• Check the Calendar and/or the Assignments and complete the required assignments and quizzes by the due date.

• Keep abreast of course announcements by logging in and checking email on a daily basis.

• Participate in the Discussion area when required.

• Approximately 6 to 8 hours a week, should be spent on this course.

• Observe course netiquette at all times.

Attendance Policy

• You are expected to log on each week, do the required assignments and submit by the due date, take the Quizzes, and participate in the course. If you do not actively engage in the course for more than 2 weeks and do not contact the instructor, you will earn a “FA” Failure due to Attendance.
STUDENT COMMUNICATION CHANNELS

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

EARLY WARNING SYSTEM

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

ADA POLICY

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

CLASS MISCONDUCT

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

ACADEMIC DISHONESTY

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.
INCLEMENT WEATHER POLICY:

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.