SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

COMM 651

COURSE TITLE

PHOTO EDITING

TYPE COURSE

NON-FEE   VOCATIONAL

CATALOG COURSE DESCRIPTION

This course will assist students in establishing a photo editing workflow that will make
organizing, editing and sharing of digital photographs quick and easy. Students will learn best
practices for organizing, finding and viewing photographs. Topics covered will include
retouching and enhancing, separating objects from their backgrounds, creating custom
slideshows, and archiving tools and methods. Instruction will include using layers and layer
masks, such as applying photo effects and filters that will enhance both Joint Photographic
Experts Group (JPG) and RAW (digital negative) digital photos. (FT)

LECTURE/LABORATORY HOURS

32

ADVISORIES

COMM 560 DIGITAL PHOTOGRAPHY

RECOMMENDED SKILL LEVEL

● Possess a 10th grade reading level
● Ability to communicate effectively in the English language

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
   SDCE students demonstrate interpersonal skills by learning and working cooperatively in a
   diverse environment.
2. Effective Communication
   SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
   SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
   SDCE students pursue short-term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

1. Learn the basics of common photo editing software tools
2. Understand basic editing techniques for JPG and RAW files
3. Learn how to transfer files from a camera to a computer
4. Learn how to create, move and rename folders
5. Learn about the best preferences for editing workflow
6. Understand how to present keywording strategies for quickly locating photos for projects and presentations
7. Use photos to create projects to share as E-mail attachments or prints
8. Become familiar with photo effects, filters, styles and graphics
9. Learn how to apply special effects to photos
10. Understand blend modes and layer masks

COURSE OBJECTIVES

Upon successful completion of the course, the student will be able to:

1. Identify the different types of photo editing software
2. Use photo editing software to edit JPG and RAW files using an established workflow
3. Transfer files from a camera to a computer, external or cloud-based storage device
4. Demonstrate how to create, move or rename a folder using a PC or a Mac computer
5. Select the best preference for editing workflow
6. Create and apply keywords using categories and subcategories and find photos based on provided keywords
7. Share a photo project via Email or print
8. Use blend modes and layer masks to enhance photos
9. Define filters and use difference brush types to enhance photos
10. Learn to use enhanced editing tools to create transparent backgrounds, place selections in another photo and adjust facial features.
11. Create an image slideshow, calendar and collage using edited photos
12. Precisely convert photos to black and white, use design cutter tools, refine edges, merge photos and add text to a photo
13. Create high dynamic range photos using edited photos
14. Create panoramas using both JPG and RAW files

SECTION II

COURSE CONTENT AND SCOPE (CONTINUED)

1. Downloading Photos from the Camera and Software Setup
   1.1. Downloading photos from digital camera
      1.1.1. Using computer memory card slot
   1.2. Setting file preferences
      1.2.1. Using Watched folders
      1.2.2. Setting color spacing settings
   1.3. Viewing photo
      1.3.1. Media
      1.3.2. People
      1.3.3. Places
      1.3.4. Events
   1.4. Sorting photos
      1.4.1. Import batch
      1.4.2. Newest
      1.4.3. Oldest
      1.4.4. By name
   1.5. Viewing and Finding photos
      1.5.1. Full screen
      1.5.2. Side-by-side
      1.5.3. Timeline
      1.5.4. Media type
   1.6. View and edit file information
      1.6.1. Metadata
      1.6.2. History
   1.7. Create a save search
      1.7.1. Camera
      1.7.2. Rating
      1.7.3. Keyword
      1.7.4. File type
2. Organizing Your Workflow I
   2.1. Creating new folders
      2.1.1. Moving folders
      2.1.2. Renaming folders
      2.1.3. Deleting folders
   2.2. Creating and using keywords
   2.3. Image tags
   2.4. Creating categories
   2.5. Creating subcategories
   2.6. Changing keyword thumbnail icon
   2.7. Finding keywords
   2.8. Using Smart tags
3. Organizing Your Workflow II
   3.1. Face recognition
      3.1.1. Named

3.1.2. Unnamed

<u>COURSE CONTENT AND SCOPE (CONTINUED)</u>

- 3.2. People groups
  - 3.2.1. Creating
  - 3.2.2. Viewing
- 3.3. Tagging places and locations with Global Positioning System (GPS) information
- 3.4. Creating events using auto-suggest
- 3.5. Creating albums
  - 3.5.1. Adding photos to albums
- 3.6. Using version sets
  - 3.6.1. Creating version sets
  - 3.6.2. Finding version sets
- 3.7. Using stacks
  - 3.7.1. Creating stacks
  - 3.7.2. Adding to stack
  - 3.7.3. Specifying top photo of stack
- 3.8. Types of editors
  - 3.8.1. Instant
  - 3.8.2. Quick
  - 3.8.3. Guided
  - 3.8.4. Expert
4. Using a Photo Editor to Edit Photos
  - 4.1. Expert editing workspace
    - 4.1.1. Editing workflow sequence
    - 4.1.2. Editing tools
    - 4.1.3. Exporting photos
    - 4.1.4. Sending photos by Email
    - 4.1.5. Printing photos
      - 4.1.5.1. Color management
      - 4.1.5.2. Printing options
    - 4.1.6. Photo projects
      - 4.1.6.1. Photo books
      - 4.1.6.2. Greeting cards
      - 4.1.6.3. Calendars
      - 4.1.6.4. Photo collages
    - 4.1.7. Editing RAW file photos
5. Photo Enhancement I
  - 5.1. Expert mode interface and layout
  - 5.2. Blend modes
  - 5.3. Opacity
  - 5.4. Layer masks
  - 5.5. Brush types
  - 5.6. Filter categories and menus
    - 5.6.1. Global effects
    - 5.6.2. Cumulative effects
6. Photograph Enhancement II
  - 6.1. Photo effects

6.2. Filters

COURSE CONTENT AND SCOPE (CONTINUED)

6.3. Styles
6.4. Graphics
6.5. Creating transparent backgrounds
6.6. Placing selection in another photo
6.7. Filling background with a gradient
6.8. Adjusting facial features
6.9. Using smart brushes
6.10. Creating a slideshow
7. Photograph Enhancement III
7.1. Converting photos to black and white
7.2. Using cookie cutter tool
7.3. Changing background color
7.4. Blurring background using layer mask
7.5. Refining edges
7.6. Merging two photos to create blended composite
7.7. Adding text to a photo
7.8. Blending photos together using layer mask
7.9. Creating photo calendar
7.10. Creating photo collage
8. Photograph Enhancement IV
8.1. Colorizing part of a photo
8.2. Creating high dynamic range photos
8.3. Creating panorama
8.4. Using smart objects
8.5. Using layers
8.6. Editing JPG files in RAW file editor

APPROPRIATE READINGS

Reading assignments may include, but are not limited to, assigned readings from textbooks, supplemental reading assignments, industry-related periodicals or magazines, manuals, online help pages, articles posted on the Internet and information from web sites, online libraries and databases. Topics should be related to Digital Photography and include camera-specific videos that show features and operation of cameras.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, appropriate internet research, reading from assigned textbooks and completing the assignments at the end of each chapter and studying as needed to perform successfully in class. An assignment might include downloading photos from the camera to a hard drive, opening the photos in a photo editing software tool and performing basic edits on that photo.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, applying photo editing workflow to downloaded photos, organizing and applying appropriate keywords and using photos in software projects for sharing.

EVALUATION

Evaluation that a student has met the course competencies will include multiple measures of performance related to the course objectives. Evaluation methods may include, but are not limited to, performance in a variety of activities and assignments, such as completing a research project individually or in a group, hands-on projects, class participation, written and practical tests, attendance and punctuality.

Upon successful completion of all courses in the program, a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction may include, but are not limited to, lecture, open discussion, hands-on demonstrations, computer-assisted instruction, or field trips. Students will also be expected to participate in online class discussion posts, in-class discussions and project reviews.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Adobe Photoshop Elements 2021 - Classroom in a Book, Jeff Carlson, Adobe Press, 1st edition

Supplies: Student-supplied photos and appropriate storage media such as a USB Drive or external hard drive.

PREPARED BY   Robert Lee   DATE   January 5, 2022

REVISED BY   DATE

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002

Continuing Education Catalog