CIS 60A: INTRODUCTION TO PHOTOSHOP  
Course Syllabus  
(as of 8/30/04)

Section 1382, Fall 2004  
3 Units  
Tuesday, Thursday: 8:00 am – 9:20 am  
Business 259

Instructor  
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Course Description  
This course is for the non-design students interested in learning Photoshop using Windows-based  
personal computers (no Macs). Students will learn image creation and editing using Adobe Photoshop.  
Students will be able to scan, plan, create, and modify images that can be used for a variety of  
applications.

This class uses Photoshop CS (8.0)  
Transfer: CSU  
Arrange 2-Hours (Lab hours outside the classroom to do hands-on assignments)

Prerequisite: CIS 1

Course Objectives  
Upon successful completion of this course, students will be able to:

- Use the menus, palettes and tools of Photoshop  
- Scan and import images into Photoshop  
- Retouch, edit and manipulate digital images  
- Add, remove and modify colors  
- Incorporate text in images and apply text effects  
- Use filters to create special effects  
- Utilize selections to modify an image  
- Create and optimize images for the web

Recommended Skills  
Students should have a working knowledge of Windows.

Textbook  
Adobe Photoshop CS — Design Professional  
Author: Elizabeth Eisner Reding  
Publisher: Course Technology  
Publish date: June 14, 2004  
592 pages

Required Materials  
2 (two) ZIP disks (100 Mb), IBM formatted
**Method Of Instruction**

**Lectures/Demonstrations**
Lectures will be used to highlight the important material from the textbook and outside resources.

**Classwork**
This is a hands-on class. Students will perform practical exercises in class, facilitated by the instructor, to solidify the lesson material. You will work at your own pace during this portion of the class.

**Reading**
Textbook chapters will be the primary reading, but case problems and outside readings may be periodically assigned to help support and supplement material found in the text.

**Homework assignments**
Specific hands-on assignments will be given throughout the semester. These will be taken primarily from the Skills Review, Project Builder, Design Project and Group Project sections at the end of the textbook chapters.

**Quizzes**
Quizzes, focusing on the theory and concepts of Photoshop and digital image editing, will be given throughout the semester. The quiz dates may change at any time. Quizzes will cover material from the textbook, lectures, eCompanion, and supplemental materials.

**Practical Exams**
Four hands-on "practical" exams will be given, allowing you to demonstrate your Photoshop skills.

**Projects**
There will be one individual project, and one group project, during the semester. These projects are "open-ended", and will allow you to apply your Photoshop skills to a work of your choice.

**Final exam**
The final exam will be a hands-on "practical" exam, covering all of the skills and concepts from the entire semester.

**Communication**
Outside of class, the best way to communicate with me is through e-mail (see above). You can use either your regular e-mail client, or send e-mail through eCompanion.

It may also be necessary for me to reach you using e-mail. It is your responsibility to make sure that I have your current e-mail address, and that your e-mail is kept up to date in eCompanion. Please check your e-mail for important class information.

**Online Materials**
Many of the assignments and class materials will be kept in eCompanion. Only students who are currently registered in the class will be able to access these materials. It is your responsibility to make sure that you are properly registered.

eCompanion: www.smc.edu/ecompanion

**Software/Technology**
In this course we will use Photoshop CS (for Windows). Students are required to complete lab time outside of normal class hours, so access to a Windows-based computer with Photoshop CS installed is required. In addition, you will need a connection to the internet to access the online materials in eCompanion.

Note that the Business Department Computer Lab (B231) has all of the necessary hardware and software. However you will probably find it convenient to have a Photoshop CS, and an internet connection, on your (Windows-based) computer at home.

Note: Photoshop CS includes ImageReady CS.
Grading and Evaluation Criteria

In-class exercises 10%
Homework 15%
Quizzes 15%
Group project 10%
Individual project 10%
Practical exams 20%
Final exam 20%

Students are required to complete all homework and in-class exercises, and to take all exams and quizzes. Incompletes will not be issued, except for a documented medical emergency.

Grade Scale

A  90 – 100%
B  80 – 89%
C  70 – 79%
D  60 – 69%
F  59% and below

Policies and Procedures

Drop Policy
If you decide to drop the course, it is your responsibility to take care of the necessary details by the appropriate deadline. Use the SMC phone registration system, the online Student Self Service system, or contact the Admissions office.

Class Sessions
All reading assignments should be completed before class. You are responsible for all material covered in lectures, and in-class instructional activities.

All hands-on classwork is required. **Computer use during class is limited to class-related activities.** Any other use (checking your e-mail, playing computer games, etc.) is forbidden, and will result in a zero "participation" grade for that class.

Homework
Students are required to submit all homework before the beginning of class. **No late homework will be accepted without prior approval of the instructor.** Points will be deducted from any homework that is submitted late, or is improperly submitted. The lowest homework score will be dropped when computing the final grade.

Quizzes And Exams
**No make-ups will be given.** The lowest quiz score and practical exam score will be dropped when computing the final grade.

Extra Credit
Some extra credit assignments and/or in-class activities may be given.

Cheating
Cheating will not be tolerated. Any student caught cheating on a homework assignment, quiz or exam will receive a zero. In addition, the student may be assigned a failing grade for the course, and may face further disciplinary action.