Class Title: Photoshop Elements 12
Instructor: Bonnie Hammer
Days: Wednesdays
Time: 1:00 pm – 4:00 pm

Class Description:
Do you have all of your digital pictures in your camera or on a card? In this class, students will learn how to use the basic tools in Photoshop Elements to ensure their photos are precious keepsakes or works of art.

Step-by-step instruction for beginner students to learn the fundamental concepts and features in Adobe Photoshop Elements 12 or above needed to develop and edit their digital images. This course may introduce using the simple version of Adobe Camera RAW, which is included with Photoshop Elements, if enough students are shooting in RAW with their cameras. Students will receive assignments at the end of each class to practice that day’s course material.

Class Goals:
● Understand the basic use of organizer for viewing images.
● Comprehend the meta data within organizer in connection with each image.
● Learn to import and view images in organizer, as well as delete, or flag images.
● Setting up preferences within Elements.
● Understand how to bring an image from organizer into Photoshop for developing and editing.
● Become familiar with using tools, options bars and other panels.
● Learn to perform basic image corrections, as well as correcting and enhancing images.
● Understand working with selections, layers, and basic masks.
● Become familiar with preparing files for the web, and producing printed images.

Class 1:
Introduction to Adobe Photoshop Elements.
Importing Images into Organizer.
Review of the organizer menu bar, tools, and panel bin.
Review of quick edit modes within organizer.

Class 2:
Setting preferences, custom workspace, finding resources, and program updates.
Introduction for the Elements tools, options bars and other panels.
Getting Stated with basic photo corrections in quick and full edit modes.
Class 3:
Working with selections, settings in options bar, and using context menus in combinations with different tools. Learning layer basics.
Correcting and enhancing digital photographs.
Working with basic masks.

Class 4:
Working with basic masks.
Getting Started with RAW photo corrections.
Global and local adjustments.

Class 5:
Image resolution and size.
Preparing images for the web.
Printing images.

Upon completion of this course, students will be able to:
• Know how to use organizer, be familiar with the RAW converter, & basic photo correction in Photoshop Elements.
• Understand strategies for retouching, resolution & image sizing.
• Be comfortable using all tools in the tools panel.
• Be able to work with selections and refine edge selection.
• Understand layer basics, flattening layers, and saving files.
• Know how to create a quick mask.
• Prepare files for the web & print images.

Required Materials:
Students are to bring a Thumb Drive.
PREREQUISITE: basic Mac / PC proficiency

Purpose of this Syllabus: The purpose of this syllabus is to inform students of the goals, activities, and specific policies of the course, as well as outline the students’ responsibilities in the learning process. It is the responsibility of the instructor to communicate this information in a clear and specific manner to students the first day of class. Since a syllabus is developed by an instructor before the class begins, it is considered a plan and is subject to revisions based on the judgment of the instructor. Course activities, projects and deadlines can be revised. It is the responsibility of the student to fully understand the requirements of the course after such information is presented by the instructor. This syllabus is a preliminary outline of the class/workshop and can be changed at the discretion of the instructor.

Health and Safety: Ringling College of Art and Design and its divisions are committed to providing students, faculty, instructors and staff with a safe and healthful learning and work environment and to comply will all applicable safety laws and regulations and safe work practices.