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*School of Technology, Skilled Trades & Natural Resources
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I. COURSE DESCRIPTION:

This course is intended to introduce the student to the skills required in creating and choosing high quality photographs for reproduction in both the print and electronic media. This course will centre around the use of the digital camera, scanners, and Adobe Photoshop. The course will lead to preparing photographic files for optimal reproduction and serve as an entry into Computer Production 1 and 2 in the following semesters.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to

1 define relevant photographic and reproduction art terminology

2 create photographic compositions using digital camera and studio

techniques and utilize those images in ongoing design projects

3 demonstrate an understanding of file formats and appropriate use of

each format

4 Demonstrate an understanding of halftone, duotone, and quadritone colour applications

5 Demonstrate an ability to use effects achieved through photomanipulation software in design applications

- 6 Demonstrate an ability to adjust black and white images for optimal reproduction
1. define relevant photographic and production art terminology
Potential Elements of the Performance:
 - understand and recall definitions for photographic and electronic production terminology
2. create photographic compositions using digital camera and studio techniques and utilize those images in ongoing design projects
Potential Elements of the Performance:
 - -demonstrate an understanding of basic studio lighting techniques
 - demonstrate an understanding of using natural light in photography
 - exhibit an understanding of compositional techniques
 demonstrate an ability to transfer images from digital camera to computer and use those images in ongoing design projects
3. Demonstrate an understanding of file formats and the appropriate use of each format.
Potential Elements of the Performance:
 - research and recall the file formats that different graphic design related software can use
 - compare and contrast the use of GIF, TIF, JPEG, EPS file formats
 - Choose appropriate file formats according to the final use and optimal reproduction of the image
4. Demonstrate an understanding of halftone, duotone, and quadritone colour applications
Potential Elements of the Performance:
 - define colour use terms of halftone, duotone, quadritone and four colour process
 - demonstrate an ability to manipulate photographs to be reproduced in the above colour applications
 - demonstrate an ability to adjust halftones for optimal reproduction in the printing process
5. Demonstrate an ability to use effects achieved through photomanipulation software in design applications
Potential Elements of the Performance:

- demonstrate an ability to use photoshop filters for desired effects
 - demonstrate an ability to use layering effects for desired results
 - Create new imagery to communicate concepts by manipulating and merging multiple images
6. Demonstrate an ability to adjust black and white images for optimal reproduction
- Potential Elements of the Performance:
- Review and recall the effect of resolution on the reproduction of an image
 - Demonstrate an ability to adjust white/black points in an image for optimal reproduction
 - Demonstrate an ability to manipulate colour values as required by the reproduction process

III TOPICS:

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1. Photographic techniques - studio and natural light
2. Operation of a digital camera and scanner
3. File formats
4. Photomanipulation techniques
5. Adjusting black and white images
6. Relevant terminology and Art direction

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Students are advised that the electronic files in this course will be large and will be required to be stored on CD's. Students will be required to purchase one or more CDR's for file storage CDR's are available at the campus shop or a variety of local stores. Some students choose to archive files on USB memory sticks or iPods. Students will also be required to purchase recordable cd's for submission of assignments.

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments = 100% of final grade

Assignments will constitute 100% of the student's final grade in this course. A missing assignment is equivalent to course objectives not achieved which results in an "F" (fail) grade for the course.

This course will be evaluated in terms of a letter grade indicating overall performance in this class. All assignments are of equal weighting and the total sum of

grades achieved by the student will be averaged to determine the final grade assessment

The following semester grades will be assigned to students in postsecondary courses:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 - 100%	4.00
A	80 - 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 - 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Homework:

This is a four credit course delivered in a 3 hour supervised format. It is expected that a minimum of one hour homework be done each week. Additional time may be required for studio set ups and preparation of complex photographic solutions.

Deductions - Lates and F grades

Lates:

An assignment is considered late if it is not submitted at the time and date specified by the instructor.

A late assignment will be penalized by a 5% deduction for each week that its late. The total late penalty will be deducted from the final grade. Eg. 3 weeks late = 15% deduction from final grade.

Maximum grade for a late assignment is "C"

A late assignment which is not executed to a minimum C (satisfactory) level will be assigned an incomplete grade with additional penalties outlines below.

Fail (F) grades

A failing grade is assessed to an assignment which has not been executed to a minimum satisfactory "D" grade level or in which the directions have not been followed correctly.

A failing grade assignment must be entirely re-done or corrected according to the instructor's specific instructions and resubmitted within a timeframe specified by the Professor.

A failing grade assignment will be penalized by a 5% deduction from the final grade.

Maximum grade for a resubmitted failing grade assignment is "C"

Failed (F grade) assignments not submitted by the specified deadline will be subject to 5% late deductions for each week they are overdue.

VII PRIOR LEARNING ASSESSMENT:

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Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VII DIRECT CREDIT TRANSFERS:

I.

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

RECLAIMING AND RETAINING PAST ASSIGNMENTS

For the development of student portfolios it is important that ALL past assignment work be reclaimed and retained by the student.

It is the students' responsibility to reclaim assignments after they have been assessed. Marked assignments will be returned by faculty during classroom. If a student is absent on the day that work is returned the work will be held by faculty for a minimum of three weeks from the

return date after which, due to a shortage of storage space, the work may be discarded