

# Weekly Schedule:

## **Class 1: Photo (digital) basics and Vista**

- Understanding the basics of a photograph: film vs. digital
- Digital Camera Basics and Memory Cards
- A bit about color gamut
- Exploring the tools available in Vista (Photo Gallery, Movie Maker)

## **Class 2: Introduction to Photo Elements and basic vocabulary**

- Finish movies and show to class
- Introduction to Photo Elements
- File Management of images, organizing collections and tags
- Ways of getting images
- Digital Image Basics – if time allows
- Quick Fix in Organizer: Auto Correction Tools

## **Class 3: Photo Correction Basics**

- Finish Organization Basics
- Quick Fixes Continued (removing Red Eye)
- Image Correction in Organizer: Guided Edit
- Intro to Edit Work Space

## **Class 4: Working with Images – Edit Mode**

- Adding Type to an Image
- Various Selection Tools
- Layers Basics
- Creating an image collage

## **Class 5: Scanning, Cropping, Retouching**

- Scanner Basics
- Fundamentals of Cropping
- Work with selection tools
- Additional tools for improving images – if time allows

## **Class 6: Working with Images**

- Putting together all the tools covered thus far
- Finding Information Resources on the Web
- Saving your work
- Class Assessment
- Graduation

## **Weekly Class Structure:**

- Each class will be divided into two (as equal as possible) segments with a 10 – 15 minute break at mid point.
- These two segments will be approximately one hour and twenty minutes each.
- Each segment will begin with a topic and an overview of what is to be learned followed by an in-class project with clear instructions for successful completion. Students will then be able to work at their own pace to accomplish the project, while the instructor provides as much one-on-one assistance as possible.
- A second similar project will be available for those students that are working at a faster pace than others.