



PROGRAM ARTICULATION AGREEMENT

College Program: Graphic Design
Career Pathway: Visual Arts
Career Cluster: Arts, A/V Technology & Communications

CIP 50.0402

The purpose of this agreement is to grant college credit to high school students who have achieved the level of knowledge and skill required for the college-equivalent entry-level course(s) identified in this agreement. Upon successful completion of the identified course competencies with a grade of ‘B’ (3.0) or higher and the high school teacher’s endorsement that the competency requirements have been met, students will be qualified to receive college credit.

The following Spokane Falls Community College course(s) have been approved for Tech Prep articulation with NEWTECH Skill Center high school course(s) as listed below:

High School / Course Title	College / Course Title	Credits
NEWTECH Skills Center – Multimedia Graphics <i>(each component graded separately)</i>	SFCC	
Dreamweaver I	GRDSN 172 Dreamweaver	2
Dreamweaver II	GRDSN 174 Dreamweaver II	2
Animate I	GRDSN 171 Animate I	2
Flash II	GRDSN 173 Flash II	2
Illustrator I	GRDSN 156 Illustrator I	2
Illustrator II	GRDSN 164 Illustrator II	2
InDesign I	GRDSN 163 InDesign I	2
InDesign II	GRDSN 168 InDesign II	2
PhotoShop I	GRDSN 158 PhotoShop I	2
PhotoShop II	GRDSN 166 PhotoShop II	2

**see attached list(s) of competencies for articulated courses*

Student Articulation Procedure:

1. Be enrolled in the required high school class.
2. Register for Tech Prep/Dual Credit articulated course during the same academic year the high school class is completed. If a series of courses are involved in the articulation, students register for credit during the same academic year the last course in the series is completed.
3. Earn a grade of ‘B’ (3.0) or better in all courses required under the articulation agreement.
4. Complete all required skills as identified on the competency profile.
5. If an exam or review of completed work is required under the terms of this agreement, students must receive a passing score (determined by college or industry certification) to earn college credit (*see competency list for requirements*).
6. Within seven years of completing the articulated class, enroll at SCC or SFCC and submit the SERS Tech Prep Registration Confirmation to the Transcript Office. Articulation requirements will be reviewed and verified by the appropriate office or department. Credit will be awarded to qualifying students.

High School Instructors:

1. Ensure all students receive a copy of the course syllabus outlining information about Tech Prep, the college course competencies and the process required to earn college credit.
2. Hold students accountable for the same competency standard and course expectations as required by the college-equivalent course (*see competency list attached*).
3. If required for articulation, ensure students are prepared to take industry certification exams, complete a professional portfolio documenting their work, or take a final exam to measure their level of skill and competence in the coursework.

4. Submit final grades for all students registered to earn Tech Prep college credit no later than June of the current academic year.
5. Attend scheduled meetings, workshops or in-service activities that enhance the high school/college partnership & support implementation of the Tech Prep articulated program.

Articulation Review and Renewal:

The designated program facilitators, college administrators and/or instructors and high school faculty will meet regularly to revise or discuss the articulation agreement. Agreements must be reviewed/updated and re-signed by college faculty/deans and CTE directors/HS teachers on a schedule, not to exceed a three (3) year rotation, or as deemed necessary due to changes in HS/college course content or structure. Individual teacher verification forms must be signed and submitted annually. Minor revisions can be made via phone calls, correspondence or e-mail.

**PROGRAM ARTICULATION AGREEMENT
Graphic Design**

**PARTICIPATING INSTITUTIONS
NEWTECH Skills Center and Spokane Falls Community College**

We the undersigned representatives of the Northeast Washington Technical Education Consortium (NEWTEC), agree to all provisions of the articulation program/course agreement, have reviewed the course competencies, and understand the process to which students may be granted college credit through the Tech Prep program. We commit staff time and resources to ensure successful program implementation.

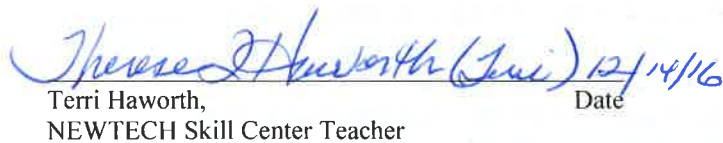

Karene Duffy,
NEWTECH Skill Center Director

Date

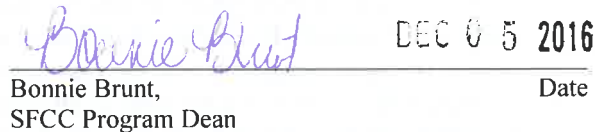

Greg Stiles,
SFCC Faculty

Date

12/5/16


Terri Haworth,
NEWTECH Skill Center Teacher

Date


Bonnie Brunt,
SFCC Program Dean

Date

DEC 05 2016


Kevin Brockbank,
Vice Provost for Strategic Partnerships

Date

Original 02/17/06
Renewed 09/08: renewal rotation; updated courses and competencies –gmf
Renewed 12/2012: renewal rotation; updated name to NEWTECH Skills Center –gmf
Renewed Fall 2016: renewal rotation; update course titles.

**GRDSN 172 DREAMWEAVER
Course Outline**

Chapter 1 - Getting Started

- CP-08.14 Use the Dreamweaver interface, its palettes and Property Inspector.
- CP-08.15 Set up or import a Web site in Dreamweaver.

Chapter 2 - Understanding HTML Basics

- CP-08.17 Use the basics of HTML.
- CP-08.18 Use good HTML practices.
- CP-08.19 Clean up HTML imported from other applications.

Chapter 3 - Building a Web Site

- CP-08.20 Create a Web page in Dreamweaver.
- CP-08.21 Preview work in a browser.
- CP-08.22 Differentiate between Break tag and the Paragraph tag.
- CP-08.23 Differentiate between ordered and unordered lists.
- CP-08.24 Define colors in a document.

Chapter 4 - Adding Images, Hyperlinks, and Image Maps

- CP-08.25 Add images to Web pages.
- CP-08.26 Align text next to an image.
- CP-08.27 Link text or images to other files within a site.
- CP-08.28 Create an internet, or jump, link from one place in a file to another.
- CP-08.29 Link to a page at another site.
- CP-08.30 Set up an email link.
- CP-08.31 Create an image map.

Chapter 5 - Using Templates, Library Items, and Multimedia Files

- CP-08.32 Use the Templates feature to make design work easier.
- CP-08.33 Use Library items to save time with frequently used elements.
- CP-08.34 Use a range of multimedia file types on the Web.
- CP-08.35 Use multimedia files in a variety of browsers.

Chapter 6 - Create HTML Tables, Text Your Work, and Upload Your Site to a Remote Server

- CP-08.37 Insert a table onto a page.
- CP-08.38 Use the Property Inspector to change table attributes.
- CP-08.39 Merge table cells.

GRDSN 174 DREAMWEAVER II Course Outline

Collecting Information with Forms

- Insert a form.
- Create different types of text fields.
- Insert submit, reset, and other buttons.
- Present choices via radio buttons and checkboxes.
- Label form controls for usability.
- Create menus and lists.
- Create groups of different but related controls
- Insert hidden fields.

Working with Cascading Style Sheets

- Use element selectors singly or grouped.
- Apply styles using classes and ids.
- Create style rules using contextual selectors.
- Use pseudo-class selectors.
- Create custom styles using the tag.
- Create and apply external style sheets.
- Use design-time style sheets.
- Create print and alternate style sheets.

Using CSS for Layout

- Set up the <div> tag for CSS layouts.
- Apply padding, borders, margins, width, and height.
- Apply list properties and change the display type.
- Float content.
- Create fixed, liquid, and elastic layouts.
- Use the scroll option of CSS.
- Use layers for layout and export to a table.
- Work with a tracing image.

JavaScript Behaviors

- Code JavaScript in a tag.
- Create a JavaScript function.
- Use the Behaviors panel.
- Create alerts and status-bar messages.
- Create a jump menu.
- Use image rollovers.
- Configure a sophisticated navigation bar.
- Set up a form-validation script.

Animation and DHTML

- Distinguish components of the Timelines panel.
- Add images, layers, and behaviors to animations.
- Time the operation of behaviors.
- Set animations to play automatically.
- Make animations repeat.
- Create movement of layers.
- Create a DHTML navigation menu.

Snippets, Library Items, and Templates

- Insert a snippet into a Web page.
- Create and save a new snippet.
- Create a library item.
- Insert a library item into a Web page.
- Revise a library item.
- Create a template.
- Create a child page from a template.
- Revise a template
- Create a repeating region.

Managing Your Live Web Site

- Validate HTML.
- Check the accessibility of your pages.
- Test for broken links and orphaned files.
- Improve your site's search-engine rating.
- Prevent certain file types from being uploaded.
- Register with a free web-hosting service.
- Upload your Web site to the Web server.

GRDSN 171 FLASH Course Outline

Chapter 1 - Introduction to Flash and Its Drawing Tools

- CP-09.15 Draw with the Pencil tool and use the Pencil Tool modifiers.
- CP-09.16 Select line mode, line color, line thickness and line style.
- CP-09.17 Select, move, rotate, and modify a drawing element.
- CP-09.18 Select and apply color for a shape, fill or line.
- CP-09.19 Create and apply a linear gradient.
- CP-09.20 Save a color set.
- CP-09.21 Use the Paint Bucket and Brush tools and their modifiers.
- CP-09.22 Use the Text tool to add text to a drawing.

Chapter 2 - Layers, Imported Art, Symbols, and Instances

- CP-09.23 Create, name, hide and lock layers.
- CP-09.24 Draw a closed shape with the Line tool and enhance it with the Arrow tool.
- CP-09.25 Copy and paste between layers.
- CP-09.26 Extract a color set from an imported GIF.
- CP-09.27 Set a movie's background.
- CP-09.28 Use the Magic Wand to make a selection.
- CP-09.29 Import bitmap image files into Flash.
- CP-09.30 Use Break Apart to make a bitmap editable and how to trace a bitmap.
- CP-09.31 Import a Flash movie format file from FreeHand.
- CP-09.32 Convert artwork to a symbol and how symbols keep Flash files small.
- CP-09.33 Open a Flash file as a Library.
- CP-09.34 Organize and sort a library.
- CP-09.35 Edit symbols and modify instances.

Chapter 3 - Animation

- CP-09.36 Use instances of a symbol in a movie.
- CP-09.37 Create keyframes for each layer.
- CP-09.38 Generate frames between keyframes with Motion Tween.
- CP-09.39 Create a Motion Guide.
- CP-09.40 Test a movie.

Chapter 4 - Scenes, Actions, and Buttons

- CP-09.41 Insert a scene.
- CP-09.42 Use the Scene Inspector.
- CP-09.43 Rename a scene and how to change the order of scenes.
- CP-09.44 Attach an action to a frame.
- CP-09.45 Attach an action to one state of a button.
- CP-09.46 Use the Stop and Go To commands.

Chapter 5 - Sounds

- CP-09.47 Import sounds into Flash.
- CP-09.48 Add sound to a button.
- CP-09.49 Set options in the Sound panel of the Frame Properties dialog box.
- CP-09.50 Stream sound.

Chapter 6 - Publish

- CP-09.51 Use Publish settings to export an HTML file.
- CP-09.52 Export a Flash projector file for PC or Mac.

GRDSN 173 FLASH II Course Outline

Working with Text

- Format text.
- Check spelling.
- Break apart text.
- Work with dynamic text and variables.
- Generate a size report.
- Work with input text.
- Distribute to layers.
- Morph text.
- Replace fonts.

Working with Images

- Save files in various formats.
- Import vector graphics.
- Work with multiple Libraries.
- Create a bitmap fill.
- Import sequential images.
- Trace bitmap images.
- Dynamically load images.

Working with Sound

- Import audio.
- Add sound to an animation.
- Compress audio.
- Edit audio files.
- Add sound to a button.
- Synchronize audio with animation.
- Load sounds with behaviors.

Working with Video

- Import video.
- Edit video clips.
- Export video.
- Animate video.
- Use behaviors with video.

Working with Behaviors

- Add behaviors to Flash movies.
- Enable user interaction.
- Rearrange movie clips.
- Use frame labels with behaviors.
- Create media controls.
- Control sound.
- Link to the Web.

Enhancing Your Workflow

- Work with scenes.
- Create an animatic.
- Work with templates.
- Optimize files.
- Use Timeline Effects.

Using Flash with Other Applications

- Use Dreamweaver with Flash.
- Add Fireworks files to Flash.
- Include FreeHand illustrations in Flash.
- Incorporate Illustrator drawings in Flash
- Use Photoshop with Flash.
- Add InDesign documents to Flash.
- Include Microsoft Word files in Flash.

GRDSN 156 ILLUSTRATOR I

COURSE LEARNING OUTCOMES

Illustrator's Environment

- CP-04.121 Use the Toolbox, menus, palettes and the working page.
- CP-04.122 Create, open and save documents in the different file formats available.
- CP-04.123 Use Document Setup to control the working page and the art board.
- CP-04.124 Adjust the size of the art board.
- CP-04.125 Use Print Setup.
- CP-04.126 Use the toolbox and it's many pop-out tools.
- CP-04.127 Use Palettes.
- CP-04.128 Adjust Illustrator's General Preferences.

Grids & Guides

- CP-04.129 Control the grid and customize it's color,
- CP-04.130 Use rulers, reposition the zero point and manage ruler measurement units.
- CP-04.131 Use guides to keep measurements and alignments consistent.

Viewing Modes

- CP-04.132 Create and use Custom Views.
- CP-04.133 Use the New Windows option.
- CP-04.134 Use the Navigator to move around within the document.

Creating Primitive Shapes

- CP-04.135 Use the Ellipse tool to draw a variety of ellipses and circles.
- CP-04.136 Control the point from where your drawings originate.

Course Outline

Illustrator's Environment

- CP-04.121 Use the Toolbox, menus, palettes, and the working page.
- CP-04.122 Create, Open and Save documents in the different file formats available.
- CP-04.123 Use Document Setup to control the working page and the artboard.
- CP-04.124 Adjust the size of the artboard.
- CP-04.125 Use Print Setup.
- CP-04.126 Use the toolbox and its many pop-out tools.
- CP-04.127 Use Palettes.
- CP-04.128 Adjust illustrator's General Preferences.

Grids & Guides

- CP-04.129 Control the grid and customize its color, style, gridline every, and subdivisions.
- CP-04.130 Use rulers, reposition the zero point, and manage ruler measurement units.
- CP-04.131 Use guides to keep measurements and alignments consistent.

Viewing Modes

- CP-04.132 Create and use Custom Views.
- CP-04.133 Use the New Windows option.
- CP-04.134 Use the Navigator to move around within the document.

Creating Primitive Shapes

- CP-04.135 Use the Ellipse tool to draw a variety of ellipses and circles.
- CP-04.136 Control the point from where your drawings originate.
- CP-04.137 Use The Rectangle tool, and round its corners, and change the corner radius.

Creating Paths

- CP-04.138 Use the Pen tool to draw paths.
- CP-04.139 Use Anchor points and segments.
- CP-04.140 Use the pen tool symbols.
- CP-04.141 Draw curves and control their many different shapes.
- CP-04.142 Use the smooth point and corner points.
- CP-04.143 Modify paths.

Creating and Editing Type

- CP-04.144 Use both point type and area type text blocks.
- CP-04.145 Use the various ways to select text.
- CP-04.146 Align paragraphs.
- CP-04.147 Use overset text blocks to access hidden text.
- CP-04.148 Convert text to path outlines.
- CP-04.149 Fit type to a template.

Painting Objects

- CP-04.150 Use open and closed paths.
- CP-04.151 Apply Fills and Strokes from the toolbox.
- CP-04.152 Use the Swatches palette.
- CP-04.153 Paint objects to increase your productivity.
- CP-04.154 Use Painting techniques.
- CP-04.155 Use the Color palette.
- CP-04.156 Use both process and spot color palettes.
- CP-04.157 Import colors and color libraries.

Templates

- CP-04.158 Use the two methods used to convert artwork into a template.
- CP-04.159 Import images using the Place command.
- CP-04.160 Use the two categories of file formats, Vector and Raster.
- CP-04.161 Use the Place command to create a template.

Manipulating Objects

- CP-04.162 Use the Object menu for controlling objects.
- CP-04.163 Practice Locking, Hiding, and Grouping objects.
- CP-04.164 Arrange objects with the Front/Back commands.
- CP-04.165 Use Manual alignment.
- CP-04.166 Duplicate objects.
- CP-04.167 Use the Align palette to align and distribute objects.

Organizing Your Art with Layers

- CP-04.168 Use the stacking order.
- CP-04.169 Use the features of the Layers palette.
- CP-04.170 Use modifier keys to expand palette options.
- CP-04.171 Use the Layer Options dialog box.
- CP-04.172 Change the order of layers.
- CP-04.173 Reassign objects to other layers.

Artistic Effects

- CP-04.174 Use Filters.
- CP-04.175 Use Outline Path, Offset path, Slice, and Add anchor points commands.
- CP-04.176 Use the Pathfinder palette.
- CP-04.177 Use the Pencil and Paintbrush tools.
- CP-04.178 Use the four categories of brushes.
- CP-04.179 Apply brushes to other paths.

Using Gradients

- CP-04.180 Use Linear and Radial gradients.
- CP-04.181 Use the Gradient palette.
- CP-04.182 Paint objects with gradients.
- CP-04.183 Create a new gradient.
- CP-04.184 Create a Linear gradient.
- CP-04.185 Use a multi-colored gradient.
- CP-04.186 Modify colors in a gradient.
- CP-04.187 Change the angle of a gradient.

Transformation Tools

- CP-04.188 Transform objects manually or through the dialog box.
- CP-04.189 Use the origin point.
- CP-04.190 Use the bounding box.
- CP-04.191 Use the Free Transform tool.
- CP-04.192 Use the Rotate tool.
- CP-04.193 Use the Reflect tool and the Reflecting dialog box.
- CP-04.194 Use the Scaling and Shearing tools.

Working with Images

- CP-04.195 Use the Links palette and menu.
- CP-04.196 Identify placed images.
- CP-04.197 Embed images using the palette menu.
- CP-04.198 Place and manage images.

Printing & Separations

- CP-04.199 Use Color models.
- CP-04.200 Print your artwork as a composite or as a color separation.
- CP-04.201 Use Process and Spot colors.
- CP-04.202 Use Registration marks.
- CP-04.203 Use Separation Setup to prepare to print separations.

GRDSN 164
COURSE OUTLINE

- CP-04.209 Using the Type menu.
- CP-04.210 Using keyboard shortcuts.
- CP-04.211 Controlling type attributes by using the Character palette.
- CP-04.212 Using the Paragraph palette.
- CP-04.213 Using the Type menu items.
- CP-04.214 Using rows and columns.
- CP-04.215 Importing copy from external sources.
- CP-04.216 Building a type wrap.
- CP-04.217 Placing type on circles.
- CP-04.218 Using Illustrator for a page design assignment.
- CP-04.219 Coordinating the size of the artboard and the size of the document's page tiles.
- CP-04.220 Creating custom page sizes.
- CP-04.221 Placing rules between text columns.
- CP-04.222 Incorporating raster images into page designs.
- CP-04.223 Applying an effect.
- CP-04.224 Simulating a change without actually modifying an object.
- CP-04.225 Altering objects using the Appearance palette.
- CP-04.226 Use the Effects menu
- CP-04.227 Use a Rasterize effect.
- CP-04.228 Define the horizon, and its relationship to the vanishing point.
- CP-04.229 Define the vanishing point
- CP-04.230 Create custom perspective grids using guides.
- CP-04.231 Use multiple vanishing points.

GRDSN 163 INDESIGN I

COURSE LEARNING OUTCOMES

Chapter 2 – Getting Started with InDesign

- CP-06.100 Utilize InDesign's windows, tools, menus, and palettes.
- CP-06.101 Move from page to page, and change page views.
- CP-06.102 Design using a variety of InDesign's tools.
- CP-06.103 use keyboard shortcuts.
- CP-06.104 Group and arrange palettes, and minimize and maximize palette size.
- CP-06.105 Use contextual menus.

Chapter 3 – Working With Documents

- CP-06.106 Set preferences and default settings.
- CP-06.107 Open, close, and save documents in Windows, Mac OS 9, and Mac OS X.
- CP-06.108 Design using structural page elements, including live areas, bleeds, gutters, and margins.
- CP-06.109 Create new documents and work with InDesign's initial settings.
- CP-06.110 Build multiple-page documents quickly by designing and using master pages.
- CP-06.111 Move around a document page using the Hand tool and the navigator.
- CP-06.112 Reduce and enlarge page views.

Course Outline

Chapter 1 – The Process of Document Production

No Competencies

Chapter 2 – Getting Started with InDesign

- CP-06.100 Utilize InDesign's windows, tools, menus, and palettes.
- CP-06.101 Move from page to page, and change page views.
- CP-06.102 Design using a variety of InDesign's tools.
- CP-06.103 Use keyboard shortcuts.
- CP-06.104 Group and arrange palettes, and minimize and maximize palette size.
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- CP-06.109 Create new documents and work with InDesign's initial settings.
- CP-06.110 Build multiple-page documents quickly by designing and using master pages.
- CP-06.111 Move around a document page using the Hand tool and the navigator.
- CP-06.112 Reduce and enlarge page views.

Chapter 4 – Working With Text

- CP-06.113 Create, edit, and navigate through text frames.
- CP-06.114 Define text attributes such as font, font size, leading, and tracking using the Character palette.
- CP-06.115 Use special characters.
- CP-06.116 Use invisible, characters appropriately for spacing and line breaks.
- CP-06.117 Use ligatures, old style numbers, superiors, inferiors, and the Glyph palette.
- CP-06.118 Define paragraph attributes, such as text alignment, indents, hyphenation, paragraph rules, and inter-paragraph spacing.
- CP-06.119 Set and use tabs, and format tabular material.
- CP-06.120 Import and export text files.
- CP-06.121 Place and thread text between multiple frames.

Chapter 5 - Styles

- CP-06.122 Define and use character styles to change attributes such as font, font size, leading, kerning, and color.
- CP-06.123 Define and use paragraph styles to change attributes such as indents and spacing, drop caps, justification, tags, hyphenation, and rules.
- CP-06.124 Create a new style by basing it on another style.
- CP-06.125 Edit an existing style.

Chapter 6 - Tables

- CP-06.126 Create tables.
- CP-06.127 Import a table from a Microsoft Excel file, and import tabular data from a text file.
- CP-06.128 Convert tabular data to a table.
- CP-06.129 Select table elements, such as rows, columns, and the entire table.
- CP-06.130 Apply formatting to table of contents.

Chapter 7 – Working With Graphic Elements

- CP-06.131 Create lines, paths, and basic shapes using the Pen, Line, Ellipse, Rectangle, and Polygon tools.
- CP-06.132 Draw Bezier curves.
- CP-06.133 Draw and constrain lines and frames.
- CP-06.134 Determine line thickness, corner type, dashed line characteristics using the Stroke palette.
- CP-06.135 Apply color and gradients using the painting tools.
- CP-06.136 Manipulate objects within frames and alter the size of a frame and its content independently of one another.
- CP-06.137 Move objects in front of and behind one another using the Arrange menu.
- CP-06.138 Rotate, scale, and shear objects manually and with the Transform palette.
- CP-06.139 Scale objects with InDesign tools.

Chapter 8 – Working With Color

- CP-06.140 Use the appropriate color model for a particular job.
- CP-06.141 Use correct terminology when discussing color.
- CP-06.142 Create and edit new CMYK and RGB colors using the Swatches palette.
- CP-06.143 Choose spot colors from the available spot color libraries.
- CP-06.144 Make tints.
- CP-06.145 Create successful blends using gradients.
- CP-06.146 Import color from other InDesign documents, and from placed files.
- CP-06.147 Apply color to elements such as InDesign objects, frames, images, and text.
- CP-06.148 Use InDesign's transparency, drop shadows and feathering features.

Chapter 9 – Working With Images

- CP-06.149 Distinguish vector and raster graphics.
- CP-06.150 Determine the appropriate image resolution for particular uses.
- CP-06.151 Place, transform, resize, and reposition images within frames.
- CP-06.152 Work with linked and embedded images.
- CP-06.153 Place images.
- CP-06.154 Scale and crop images.

Chapter 10 – Text Utilities

- CP-06.155 Use InDesign's find/change feature.
- CP-06.156 Locate or alter individual instances or every instance of a character, word, or phrase.
- CP-06.157 Find and change a specific style or a style attribute in all styled and un-styled text.
- CP-06.158 Search for special characters, and reveal and search for hidden characters.
- CP-06.159 Use the Check Spelling feature.
- CP-06.160 Select, use, and edit dictionaries.

Chapter 11 – Printing and Packaging

- CP-06.161 Set up the proper driver and print settings for your printer.
- CP-06.162 Proof a color document for printing on either a color or black-and-white printer.
- CP-06.163 Work with oversized documents by tiling and scaling.
- CP-06.164 Set appropriate printer's marks.
- CP-06.165 Set appropriate print options through the Print dialog box.
- CP-06.166 Package documents for service providers.

GRDSN 168 INDESIGN II

Course Outline

Chapter 1 – Document Layout

- CP-06.167 Control master pages.
- CP-06.168 Create and use document templates.
- CP-06.169 Add, delete, and rearrange pages in a document.
- CP-06.170 Create spreads with more than two pages.
- CP-06.171 Control pagination with the options in the Pages palette.
- CP-06.172 Create longer documents in seconds using automatic text flow.
- CP-06.173 Create document structure with grids and guides
- CP-06.174 Use layers to create versioned documents.
- CP-06.175 Use the Automatic Layout Adjustment feature.

Chapter 2 – Long Documents

- CP-06.176 Work with consistency on large projects and collaborative projects.
- CP-06.177 Create document sections.
- CP-06.178 Apply custom page numbering systems.
- CP-06.179 Alter document pagination in multiple-file projects.
- CP-06.180 Create tables of contents using lists.
- CP-06.181 Build and generate an index, and create custom index entries.

Chapter 3 – Multiple Documents

- CP-06.182 Create document consistency using multiple page masters and master documents.
- CP-06.183 Import styles and swatches to create a master document.
- CP-06.184 Store reusable content using the Library function.
- CP-06.185 Create tables of contents and indexes from multiple files using InDesign's Book function.

Chapter 4 – Advanced Typesetting

- CP-06.186 Define column specifications, text inset, and vertical alignment.
- CP-06.187 Copy text attributes with the Eyedropper tool.
- CP-06.188 Copyfit using the advanced hyphenation and justification options.
- CP-06.189 Adjust baseline positions.
- CP-06.190 Create and modify type on a path.
- CP-06.191 Create tables with advanced InDesign features.

Chapter 5 – Controlling and Editing Objects

- CP-06.192 Use advanced path operations.
- CP-06.193 Align, distribute, and arrange objects.
- CP-06.194 Place images and graphics within text.

- CP-06.195 Create and modify clipping paths.
- CP-06.196 Wrap text around objects on the page.
- CP-06.197 Use and control transparency modes.

Chapter 6 – Advanced Color

- CP-06.198 Work with the various color models used in the graphic-arts industry.
- CP-06.199 Use software –based color management.
- CP-06.200 Apply color management in InDesign.

Chapter 7 – Managing Output

- CP-06.201 Set up trapping for an InDesign document.
- CP-06.202 Preflight an InDesign document.
- CP-06.203 Export InDesign pages as EPS files for use in other layouts or in other applications.

Chapter 8 – Working with PDF

- CP-06.204 Use the PDF format.
- CP-06.205 Embed fonts.
- CP-06.206 Publish a PDF version of an InDesign document to a Web page.
- CP-06.207 Export a high-resolution press-ready PDF version of an InDesign document.
- CP-06.208 Use PDF files for proofs.
- CP-06.209 Use security controls.
- CP-06.210 Optimize PDF files for various uses.
- CP-06.211 Use tagged PDF files.
- CP-06.212 Place PDF files into InDesign documents.

Chapter 9 – HTML and XML

- CP-06.213 Use HTML and XML markup languages.
- CP-06.214 Create designs that accommodate all Web users.
- CP-06.215 Apply hyperlinks to documents destined for the Web.
- CP-06.216 Export an InDesign document to HTML
- CP-06.217 Export structures XML from InDesign.
- CP-06.218 Import XML into an empty document.

GRDSN 158 PHOTOSHOP I

COURSE LEARNING OUTCOMES

Where Images Come From

- CP-05.29 Convert all analog images to a digital format before working on them in Photoshop.
- CP-05.30 Use various devices to capture and convert images for use in your layout.
- CP-05.31 Use different file formats in Photoshop.
- CP-05.32 Understand the number of variables that affect the quality of images.
- CP-05.33 Use Calibration and Color Models.

A Photoshop Document

- CP-05.34 Use the Toolbox palette and its different variables for graphic modifications.
- CP-05.35 Use the different palettes and the controls they bring.
- CP-05.36 Adjust and save preferences.
- CP-05.37 Save your documents in different formats.

Getting Around

- CP-05.38 Use pop up sliders.
- CP-05.39 Use help Wizards.
- CP-05.40 Use the Selections tools.
- CP-05.41 Use the Action and History palettes.
- CP-05.42 Adjust the Image view.
- CP-05.43 Use the Painting and Drawing tools.
- CP-05.44 Use the Photo Effects tools.
- CP-05.45 Use the Type and Type Mask tools.
- CP-05.46 Use the Photoshop menu bar.

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Where Images Come From

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- CP-05.45 Use the Type and Type Mask tools.
- CP-05.46 Use the PhotoShop menu bar.
- CP-05.47 Use keyboard navigation to increase efficiency.

Images: Sizes and Resolutions

- CP-05.48 Use PPI and line screen.
- CP-05.49 Resize an image with the Cropping tool and the Canvas Size command.
- CP-05.50 Use tones to affect image quality.
- CP-05.51 Use Bit Depth and Video Bit Depth to affect image quality.

Basic Selection Techniques

- CP-05.52 Use the basic selection tools: the Marquee tools, Lasso tools, Freehand lasso tool, Polygon lasso tool, Magnetic Lasso tool, and other selection commands.
- CP-05.53 Use the Rectangular Marquee.
- CP-05.54 Move and manipulate selections.
- CP-05.55 Flip and rotate selections.
- CP-05.56 Copy and paste selections.
- CP-05.57 Fill and stroke selection areas.
- CP-05.58 Create Mirrored tiles.
- CP-05.59 Use the Elliptical Marquee.
- CP-05.60 Add and remove portions of a selection.
- CP-05.61 Create a type mask.

Working With Type

- CP-05.62 Use type tools and layers.
- CP-05.63 Use the layers panel and apply it to a type layer.
- CP-05.64 Use the type mask tool.
- CP-05.65 Use the type layer and its format.

Painting Tools

- CP-05.66 Use the Brushes palette and learn its various sizes, shapes, angles, spacing, and hardness of available brushes.
- CP-05.67 Add or edit brushes in the Brush Options dialog box.
- CP-05.68 Use the Pencil tools, paintbrush, and airbrush.
- CP-05.69 Use the Line tool, Paint Bucket tool, and Gradient Fill tool.
- CP-05.70 Use the special Eraser tool.
- CP-05.71 Use the History brush.
- CP-05.72 Use the Rubber stamp and Pattern stamp.

Blending Modes

- CP-05.73 Use Normal and Dissolve modes.
- CP-05.74 Use modes that work with Highlight and Shadow.
- CP-05.75 Use the Lighten, Darken, Difference, and Exclusion modes.
- CP-05.76 Use Color Dodge and Burn.
- CP-05.77 Use Blending modes.

Complex Selections

- CP-05.78 Use the Magic Wand tool, to smooth a selection.
- CP-05.79 Preserve selection information.
- CP-05.80 Use Feathered selections and apply them.
- CP-05.81 Create vignettes.
- CP-05.82 Create a composite with selections.

Channels and Masks

- CP-05.83 Use Color and Alpha channels.
- CP-05.84 Manage Channels.
- CP-05.85 Use a Quick Mask channel.
- CP-05.86 Mask a portion of an image with a channel.

Working with Layers

- CP-05.87 Create layers.
- CP-05.88 Work with multiple layers.
- CP-05.89 Create a new layer from a selection.
- CP-05.90 Create a Multimedia button.
- CP-05.91 Create a composite using layers.
- CP-05.92 Distort elements and layer effects.
- CP-05.93 Apply various blending modes to individual layers.

Calibrating Your System

- CP-05.94 Predict output color, and compensate for the many variables involved in the printing process.
- CP-05.95 Identify ambient lighting, monitors, video cards, the ability of the scanner operator adjusting your scan, and other variables.
- CP-05.96 Use the gamma program to compensate for the visual difference in your perception of color on a monitor.

Adjusting Brightness and Contrast

- CP-05.97 Use tools for tonal corrections and color adjustment.
- CP-05.98 Use the three-step process for adjusting brightness and contrast.
- CP-05.99 Choose highlights and shadows from an image.

Filters

- CP-05.100 Access filters.
- CP-05.101 Use all thirteen filter groups.
- CP-05.102 Create buttons for interactive projects.

Basic Color Correction

- CP-05.103 Use the Color Wheel to help understand the relationship between color and color modes.
- CP-05.104 Create a Color Wheel.
- CP-05.105 Mix colors.
- CP-05.106 Use subtractive primary and subtractive secondary colors.
- CP-05.107 Manipulate color in an image.
- CP-05.108 Create and use a full spectrum color wheel.

Creating and Managing Paths

- CP-05.109 Create selections and clipping paths.
- CP-05.110 Use the Paths palette.
- CP-05.111 Draw simple paths.
- CP-05.112 Use the Pen tool.

GRDSN 166 ADVANCED PHOTOSHOP
Course Outline

- I. Color Modes
 - A. CP.05.29 Access the Mode setting for an image
 - B. CP.05.30 Define each of the eight different color models supported by PhotoShop
 - C. CP.05.31 Use color gamuts, or the range of colors that can be achieved from each of the available color models
 - D. CP.05.32 Change an image from one mode to another
 - E. CP.05.33 Convert images from RGB to CMYK color
 - F. CP.05.34 Understand how different color models affect color correction

- II. Advanced Image Adjustment
 - A. CP.05.35 Use Levels to affect the appearance of your images
 - B. CP.05.36 Read a Histogram
 - C. CP.05.37 Understand the differences between shadows, midtones, and highlights, and how these values affect the appearance of your images
 - D. CP.05.38 Adjust levels in different types of images to improve their appearance
 - E. CP.05.39 Use Levels for other effects, such as cleaning up an image with rough edges
 - F. CP.05.40 Use the Curves dialog box, and understand how the graphic it presents relates to various tonal ranges within an image
 - G. CP.05.41 Understand the relationship between Curves and levels, and when each techniques is most effective

- III. Practical Color Correction
 - A. CP.05.42 Use the Color Balance dialog box to aid in color correction
 - B. CP.05.43 Use the Levels command in both RGB and CMYK images to balance specific color ranges
 - C. CP.05.44 Use the Curves dialog box, to control the balance of one color against another
 - D. CP.05.45 Use Hue and Saturation commands to change colors within specific ranges
 - E. CP.05.46 Balance the neutral tones in an image as the key to professional, high-quality color correction

- IV. Transforming Images
 - A. CP.05.47 Use the Transform commands in three ways, and understand how the transformation applies to layers
 - B. CP.05.48 Use grids and guides to make precision alignments of images
 - C. CP.05.49 Scale with Free Transform while maintaining aspect ratio
 - D. CP.05.50 Transform 2-dimensional artwork into a 3-dimensional object with the 3D Transform filter

- V. Advanced Channel Operations
 - A. CP.05.51 Create depth in your images
 - B. CP.05.52 Create special Alpha channels, and combine them to create special effects or complex masks
 - C. CP.05.53 Use the Calculations dialog box, and understand how to use calculations to create special effects

- D. CP.05.54 Use the Apply Image command to blend the image and channel of an image into the active file image
 - E. CP.05.55 Mix channels of an image using the Channel Mixer
- VI. Advanced Selections Techniques
- A. CP.05.56 Creating selections using a variety of selection techniques
 - B. CP.05.57 Use the Magic Wand tool, and understand how to adjust the Magic Wand's selection sensitivity with the Tolerance setting
 - C. CP.05.58 Create custom Mezzotints using Density Masking
 - D. CP.05.59 Use the Color Range command
 - E. CP.05.60 Use the Quick Mask command
- VII. Layers
- A. CP.05.61 Understand when it is to your best advantage to use Layers on your images
 - B. CP.05.62 Make changes to a layered image
 - C. CP.05.63 Blend layers
 - D. CP.05.64 Use layer masks to create composites
 - E. CP.05.65 Use Clipping Groups to link multiple layers
 - F. CP.05.66 Use Adjustment Layers and Layer Effects
- VIII. Retouching
- A. CP.05.67 Master the techniques of the Rubber Stamp tool functions
 - B. CP.05.68 Analyze and implement the proper method to retouch an image
 - C. CP.05.69 Approach repairs in a structured manner
 - D. CP.05.70 Use the correct tools and brushes used for retouching and repairing an image
 - E. CP.05.71 Use the correct filters for retouching
- IX. Blurring and Sharpening Images
- A. CP.05.72 Use the Gaussian and Smart Blur filters
 - B. CP.05.73 Use the Special Effects Blur filters (Motion Blur and Radial Blur)
 - C. CP.05.74 Use the Sharpen filters, paying close attention to Unsharp Mask (USM), the most powerful Sharpen filter
 - D. CP.05.75 Understand Sharpening with Luminosity Only
- X. The Remapping Commands
- A. CP.05.76 Use the Invert command to create the photographic negative of an image
 - B. CP.05.77 Use the Equalize command and understand how it reads the brightness level of each pixel in each channel to remap and calculate every pixel in an image to redistribute the brightness values along a curve
 - C. CP.05.78 Use the Threshold command converts images to black and white pixels to give you control over how much detail is retained
 - D. CP.05.79 Use the Posterized command, which is similar to the Threshold command, except that it maps color rather than black-and-white

- XI. Shadows and Other layer Effects
 - A. CP.05.80 Apply a Drop Shadow and Inner Glow to a Type layer
 - B. CP.05.81 Create Multimedia buttons
 - C. CP.05.82 Apply Soft Embosses and Glows
 - D. CP.05.83 Use the Layer Effects to easily make dynamic effects

- XII. Creating Patterns and Textures
 - A. CP.05.84 Use basic tiling and alternating tiles
 - B. CP.05.85 Create Offset Graphic tiles
 - C. CP.05.86 Create Rubber Stamp tiles
 - D. CP.05.87 Create Mirrored tiles
 - E. CP.05.88 Create Textured and generic backgrounds

- XIII. The Render Filters
 - A. CP.05.89 Use the Clouds and Difference Clouds filters to generate random color values based on the Foreground and Background colors
 - B. CP.05.90 Use the Lens Flare filter to simulate the refraction in a camera lens and creates “sunspots,” which can add a sense of light, action, or motion to a photograph
 - C. CP.05.91 Use the Lighting Effects filter to create light sources, set colors of light, choose types and styles of lighting, and apply texture to an image
 - D. CP.05.92 Use the Texture Fill command

- XIV. Importing and Exporting
 - A. CP.05.93 Save files in JPEG and GIF formats
 - B. CP.05.94 Save a file with Transparency
 - C. CP.05.95 Understand that creating images for the Web is different than creating images for print production

XV. Working Smarter

- A. CP.05.96 Use the Actions palette to allow the recording of a series of commands for playback and application to files or file groups
- B. CP.05.97 Understand how the History palette brings to you the ability to revert up to 100 actions and steps backward to correct an image or task
- C. CP.05.98 Use the Contact Sheet
- D. CP.05.99 Understand the Conditional Mode Change

XVI. Special Effects

- A. CP.05.100 Import an EPS illustration
- B. CP.05.101 Create jungle, Soft "Pillow" type, Type cutouts, and how to carve line art out of the Background
- C. CP.05.102 Use Photo edges to create Vignette borders and Strokes, Rippled borders, Wood Weathered Decoupages, and Burnt Edges
- D. CP.05.103 Color images with Duotones, Tritones, and Quadtones
- E. CP.05.104 Create a "Pegboard" image