

Monday (Week 3)

AM 9.00- 12.30

- Welcome and personal introductions
Course objectives
- Recognize the use of pixel-based image software
- Understanding different file formats
- Professional file management

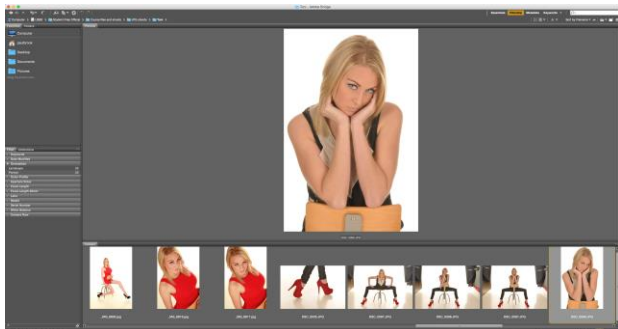
PM 1.00- 5.00

Introduction to Management Software and RAW processing

- Reviewing and selecting Images for Manipulation
- Editing in Raw processing software-
- Camera Raw Workshop (Including: White balance, basic adjustments, HSL, Vignette & Black and White Conversion)

Portfolio development

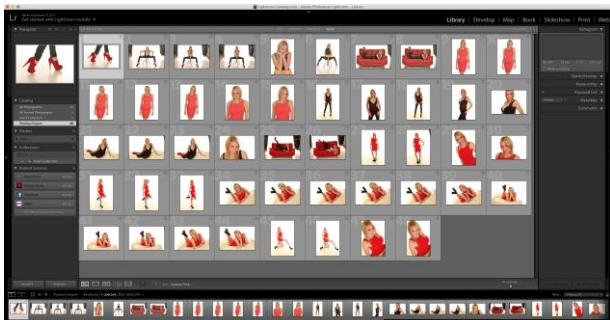
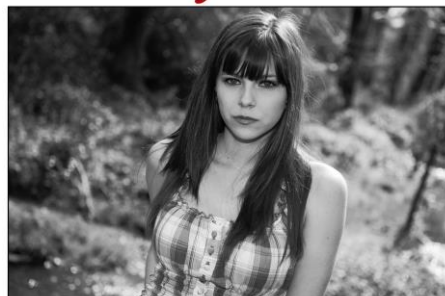
- Practice with the technique's learnt for far to work toward final presentation.



Before



After



Day & Time	Subject	Assess ment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Monday 9am-10.30am	Course introduction and outline, Registration		PowerPoint presentation Questions and answers	To understand the aim of the unit and to be aware of the skills required for the end assessment.	Written handouts Questions and answers	Course handouts PowerPoint presentation
Monday 10.30am- 11.00am	Recognize the use of pixel-based image software.	1.1	PowerPoint presentation Practical demonstration	To understand how and where pixel-based image software is employed	Practical observation Questions and answers	PowerPoint presentation Course handouts
Monday 11.00am- 12.00pm	Understanding different file formats	3.2, 3.3, 3.4, 4.2	Practical demonstration Questions and answers	To be able to identify different file formats and understand their appropriate use	Practical Observation Participation	PowerPoint presentation Course handouts
Monday 12.00pm- 12.30pm	Professional file management	4.1	Practical demonstration Questions and answers	To have an understand on professional file management process.	Practical Observation Participation	Course handouts Computer and projector
Monday 1.00pm- 2.30pm	Reviewing and selecting images for manipulation (Lightroom and Bridge)	4.1, 4.2	Step by step demonstration Questions and answers	To have an understanding of managing software's and to be able to identify and select images ready for editing	Practical observation Participation	Course handouts Computer and projector Computer and editing software- Bride and Lightroom
Monday 2.30-3.30pm	Camera RAW Workshop (Enhancing Raw images)		Step by step demonstration Questions and answers	To be able to use Camera Raw to adjust and enhance an image.	Practical observation Participation	Course handouts Computer and projector Computer and editing software
Monday 3.30-5.00pm	Practical Session- To produce a professional digital file management system and to evaluate who, how and where pixel-based image software is employed	1.1,4.1	Questions and answers	To be able to create a professional digital file management system To be able to identify when pixel- based image software is employed	Participation	Course handouts Computer and editing software

TUESDAY (Week 3)

AM 9.00 -12.30

Theory and Practical Photoshop Session

- Identify and understand the use of different adjustment tools in Photoshop

PM 1.00 – 5.00

Photo Manipulation Ethics and retouching/airbrushing Session

- Photo Manipulation Ethics
- Retouching and resizing image in Photoshop
- Retouching an image using Photoshop
- Editing an image using Portrait Professional

Portfolio development

- Practice with the technique's learnt for far to work toward final presentation.



Before



After



Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Tuesday 9am-12.30am	Adobe Photoshop Workshop (Adjustment tools)	2.1,2.2	PowerPoint presentation Questions and answers Practical demonstration	To understand how the different adjustment tools work and when they are best used.	Written handouts Practical Observation Participation Questions and answers	Course handouts Computer and editing software- Adobe Photoshop
Tuesday 1pm-2pm	Photo Manipulation Ethics and working to a brief	2.3	PowerPoint presentation Practical demonstration	To understand the ethical implication of photo manipulation and how it affects professional working.	Listening Group Discussion Questions and answers	PowerPoint presentation Course handouts
Tuesday 2pm-2.30pm	Adobe Photoshop Workshop (Resizing an image using Adobe Photoshop)	2.1, 3.1,3.2,3.3,3.4	Practical demonstration Questions and answers	To be able to manipulate a photograph using cropping, image sizes and transformation tools to size an image.	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Tuesday 2.30pm-3.00pm	Adobe Photoshop Workshop (Retouching and sharpening an image using Adobe Photoshop)	2.1,2.2,2.3	Practical demonstration Questions and answers	To be able to manipulate a photograph using touch up tools to enhance a subject and sharpening to improve the image quality.	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Tuesday 3.00-3.30pm	Portrait Professional Workshop	2.1,2.2,2.3	Step by step demonstration Questions and answers	To be able to use the portrait profession software effectively to manipulate the image.	Practical observation Participation	PowerPoint presentation Course handouts Computer and editing software- Portrait Professional
Tuesday 3.30pm-5.00	Practical Session- To practice with the techniques learnt so far. To produce a portfolio using Photoshop	2.1,2.2,2.3, 3.4, 3.5, 4.2	Questions and answers	To practice and experiment with all the skills learnt so far. To be able to implement a variety of editing techniques to manipulate a selection of images.	Practical observation	Course handouts Computer and editing software-Adobe Photoshop

WEDNESDAY (Week 3)

AM 9.00 – 1.00

Theory session (Colour Management)

- Understanding professional printing and colour management

Theory and Practical Photoshop Session

- Using Adjustment layers & masks to improve an image
- Using Photoshop to create jumping montage.
- Using Photoshop to create a two-image montage.

PM 1.30 – 5.00

Theory and Practical Photoshop Session

Using a variety of tools and techniques within Photoshop such as:

- Vignette
- Darkening areas
- Retouching/Cloning
- Colour popping
- Selection tools
- Layer and masks
- How to create a Text and Image Composite

Portfolio development

- Practice with the technique's learnt for far to work toward final presentation.



Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Wednesday 9.00am- 10.00am	Professional Printing, identifying the correct format for different outputs and colour management	2.1,2.2,3.1,3.2,3.3	Practical demonstration Lecture Questions and answers	To understand the process of colour management and the process of preparing an image for the required output.	Written handouts Questions and answers	Course handouts Computer and projector
Wednesday 10.00am- 11.30pm	Adobe Photoshop Workshop (Adjustment Layers-Masks)	2.1, 2.2	Practical demonstration Questions and answers	To be able to enhance a photograph using adjustment layers to manipulate an image, looking at a non-damaging form.	Practical observation Questions and answers	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Wednesday 11.30pm- 1.00pm	Adobe Photoshop Workshop (Jumping Montage and two image montage)	2.1, 2.2	Practical demonstration Questions and answers	To understand and be able to create different style montages using selection/ cutting tools, different style of manipulating images and combine images (layers).	Practical Observation Participation Questions and answers	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Wednesday 1.30pm- 4.00pm	Adobe Photoshop Workshop (Using the burn tool, applying a vignette, clone tool, Colour popping using selection tools, layers and masks, adding text	2.1, 2.2	Practical demonstration Questions and answers	To understand how to apply and use various tools and techniques	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Wednesday 4.00pm- 5.00pm	Practical Session- To practice with the techniques learnt so far. To produce a portfolio using Photoshop	2.1,2.2,2.3,3.4,3.5,4.2	Step by step demonstration Questions and answers	To practice and experiment with all the skills learnt so far. To be able to implement a variety of editing techniques to manipulate a selection of images.	Practical observation Participation	Course handouts Computer and editing software-Adobe Photoshop

THURSDAY (Week 3)

AM 9.00 – 12.30

Theory and Practical Session (HDR and Panorama)

- How to Capture images for HDR
- How to Capture images for Panorama
- Creating a HDR Composite in Photoshop
- Creating a Panorama in Photoshop

PM 1.30 – 5.00

Theory and Practical Photoshop Session

- How to create and batch process adjustments using Actions with Photoshop
- Converting files to different formats

Portfolio development

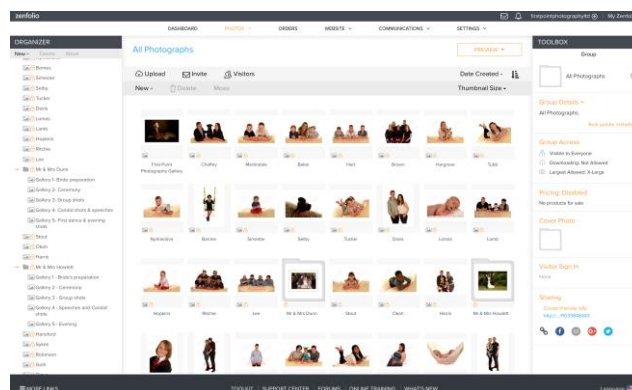
- Practice with the technique's learnt for far to work toward final presentation.
- Prepare and print an image
- Prepare an image for website



Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Thursday 9am-1.00pm	HDR and Panoramic image creation workshop Theory and practice Adobe Photoshop Workshop (Create a HDR and Panoramic image)	2.1,2.23.1,3.2, 3.3,3.4,3.5,4.2	Course handouts Questions and answers Practical demonstration	To understand how to capture images for HDR and Panoramic image through the camera To capture images for HDR and Panoramic images To create a HDR and Panoramic image using appropriate software	Written handouts Practical Observation Participation Questions and answers	Course handouts Camera and tripod Computer and editing software-Adobe Photoshop
Thursday 1.00pm-2.30pm	Adobe Photoshop Workshop How to create an action using Adobe Photoshop Converting file formats and how to apply actions using batch processing	2.1,2.2	Practical demonstration Questions and answers Step by step demonstration	To be able to create an Action to record a set of techniques ready to use for batch processing To be able to use batch processor to apply an action to a series of images. To be able to convert file formats using image processor.	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Adobe Photoshop
Thursday 2.30pm-5.00pm	Adobe Photoshop Workshop To produce a portfolio using Photoshop Prepare and print an image Prepare an image for website	2.1, 2.2,2.3,3.1,3.2, ,3.3,3.4, 4.2	Questions and answers	To practice and experiment with all the skills learnt so far. To be able to implement a variety of editing techniques to manipulate a selection of images. To prepare and print an image using a professional printer To prepare an image for website	Practical observation Participation	Course handouts Computer, printer and editing software-Adobe Photoshop

FRIDAY (Week 3)

<p>AM 9.00 – 12.30</p> <p>Theory and Practical Session (Photo book & online viewing galleries)</p>	<p>PM 1.30 – 5.00</p> <p>Individual Tutorials and Assessment</p> <p>End of course assessment and feed back</p>
<ul style="list-style-type: none"> Recap of course. Creating a Photo book using Blurb Booksmart. How to use zenfolio to create a view gallery for clients <p>Portfolio development</p> <ul style="list-style-type: none"> Practice with the technique's learnt for far to work toward final presentation and assessment. 	<p>Set training plan and guidance to any student who need extra time to complete course work</p> <p>End of course de-brief</p>



Day & Time	Subject	Assessment Criteria	Tutor activity	Learner Activity	Assessment of learning	Resources
Friday 9.00am- 10.00am	Recap of course aims and objectives		Course handouts Lecturing Questions and answers	For students to have a clear understanding of the outcomes and what is required to complete the course	Written handouts Practical Observation Participation Questions and answers	Course handouts
Friday 10.00am- 11.00am	Book smart- Blurb workshop Creating a photobook	3.4,4.2	Practical demonstration Questions and answers Step by step demonstration	To be able to create a photobook ready for print	Practical Observation Participation	Course handouts Computer and projector Computer and editing software-Blurb
Friday 11.00am- 11.30am	Zenfolio Online viewing galleries	4.1,4.2	Step by step demonstration Questions and answers	To have an understanding of how an online gallery works and why we use it for a client gallery.	Written handouts Practical observation	Course handouts Computer, internet and projector
Friday 11.30am- 5.00pm	Course work completion and submission Individual Tutorials and Assessment feedback Set training plan and guidance to any student who need extra time to complete course work	1.1,2.1,2.2,2.3 ,3.1,3.2,3.3,3.4,3.5,4.1,4.2	Questions and answers	Feedback from assessors	Course work completion and submission	Course handouts Computer and printer