



School of Business & Leadership  
**MMC 111**  
**Image Editing Fundamentals**  
Term: 2024 (2024-01)  
Number of Credits: 3

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## Course Outline

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**INSTRUCTOR:** Mark Rutledge, CDP RGD

**E-MAIL:** [mrutledge@yukonu.ca](mailto:mrutledge@yukonu.ca)

**TELEPHONE:** (867) 668-8750

**OFFICE LOCATION:** T1032 (Next to Multimedia Lab)

**OFFICE HOURS:**

Drop-In: Mondays, Tuesdays 10am-12pm and 4-5pm. (excluding holidays).

By appointment: Please contact to schedule a meeting.

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### COURSE DESCRIPTION

Theory and application of image editing fundamentals will be applied through industry standard software applications and project-based learning.

Students will explore a variety of image editing tools, including Adobe Photoshop, Lightroom and others, to develop foundational skills across a wide spectrum of media applications. Students will learn how to manipulate and/or create pixel-based photos and graphics using a non-destructive workflow to efficiently modify images and graphics for both web and print. The student will learn a variety of techniques to create professional looking images which help communicate, inform, and inspire.

This course is suitable for individuals with little to no prior knowledge or experience with image editing software.

### ACADEMIC CALENDAR COURSE DESCRIPTION

Adobe Photoshop, Lightroom and other software tools will be used to develop foundational skills for image editing across a wide spectrum of media applications. Students will learn how to manipulate imagery for the [www.yukonu.ca](http://www.yukonu.ca)

web to accommodate download speed and platform compatibility. Important industry issues such as image output, resolution for print and colour calibration are covered. Compositing images and control of image quality are reinforced through adjustment layers, channels, and layer masks.

## **COURSE REQUIREMENTS**

Prerequisite(s): none

## **EQUIVALENCY OR TRANSFERABILITY**

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

## **LEARNING OUTCOMES**

Upon successful completion of the course, students will be able to:

- Perform basic photo corrections
- Target image areas through selections
- Use masks and channels
- Optimize images for the web
- Create composite imagery
- Manage workflow and consistent colour for print and web output

## **COURSE FORMAT**

### **Weekly breakdown of instructional hours**

Classes run once a week for 3 hours. Students are expected to arrive before class begins to log-in to their computer workstation and prepare for class.

Most class modules include an assignment used to reinforce and understand the practical application of the concepts covered. Students should expect up to 4 additional hours of time outside of class each week for completing assignments.

### **Delivery format**

Classes are delivered face-to-face in the Multimedia lab (room T1030) at Yukon University's Ayamdigut campus in Whitehorse.

Conventional lecture and demonstration methods are used to present the theory portion while hands-on demonstrations, projects and assignments are utilized to reinforce and complement the theory. During class time the instructor will introduce tools and concepts which will then be applied through instructor-led, hands-

on software lessons. This will be supplemented by independent, self-directed exercises and assignments. Some class time will be allotted for working on assignments.

## **EVALUATION**

Assignments	50 %
Skill Tests	20 %
Participation	5 %
Final Project	25 %
Total	100%

## **COURSE WITHDRAWAL INFORMATION**

Refer to the Yukon University website for important dates.

## **TEXTBOOKS & LEARNING MATERIALS**

No textbooks are required for this course.

Selected online resources and readings will be provided in class.

Though not required, the Adobe Photoshop & Lightroom CC Classroom in Book series of textbooks (from 2013-2022) are suggested for reference (especially if you are not comfortable researching and reading online content).

## **RELATED COURSE REQUIREMENTS & LEARNING MATERIALS**

The course is delivered in the multimedia computer lab (room T1030). Though it is not required for you to provide your own computer workstation, acquiring a personal computer and the course software (Adobe Create Cloud) are suggested for optimal learning. Students should purchase a USB flash drive or external hard drive to backup and transfer files or be prepared to utilize cloud storage options.

Access to a digital camera with manual controls and the ability to capture images in a raw file format will be crucial for completing assignments in this course. If you do not have a camera, there are some available to borrow through the Multimedia Communication program or the Learning Commons. Cameras on mobile phones may be an acceptable option for some assignments but will not be sufficient for others.

If you are considering purchasing a camera, computer and/or software for the course, consult your instructor to ensure that it meets the program's needs.

Students should be comfortable working on Apple computer operating systems as all classes and assignments will be created and delivered digitally. Some instruction on required basic functionality will be covered in class and additional resources are included on the course page.

## ACADEMIC INTEGRITY

Students are expected to contribute to a positive and supportive environment and must behave responsibly. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

## ACADEMIC ACCOMMODATION

Reasonable accommodation is available for students requiring academic accommodation to fully participate in this class. This accommodation is available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek this accommodation by contacting the Learning Assistance Centre (LAC): [LearningAssistanceCentre@yukonu.ca](mailto:LearningAssistanceCentre@yukonu.ca).

## TOPIC OUTLINE

Class	Date	Topics Covered
1	Sept. 10	Fundamentals of Digital Imaging
2	Sept. 17	Capturing Digital Images / Photography Fundamentals
3	Sept. 24	Editing Basics / Intro to Adobe Lightroom
4	Oct. 1	Photo Corrections / Exporting Images
5	Oct. 8	Intro to Adobe Photoshop / Working with Selections
6	Oct. 15	Layer Basics and Adjusting Images
7	Oct. 22	Photo corrections / Enhancing Images
8	Oct. 29	Masking images / Compositing Basics
9	Nov. 5	Working with Type and Vectors
10	Nov. 12 – OFF	Fall Reading Week (No scheduled classes)
11	Nov. 19	Using Brushes
12	Nov. 26	Advanced effects & applications
13	Dec. 3	Preparing Files for Print and Web
14	Dec. 10	Review and Final Project
Exam Period runs from Dec. 12-19		