

Image Editing I (2018): 9-12

Safety

- A1** Review school safety policies and procedures

- A2** Review classroom safety rules and procedures

- A3** Review safety procedures for using equipment in the classroom

- A4** Identify major causes of work-related accidents in office environments

- A5** Demonstrate safety skills in an office/work environment

Student Organizations

- B1** Identify the purpose and goals of a Career Technology Student Organization (CTSO)

- B2** Explain how CTSOs are integral parts of specific clusters, majors, and/or courses

- B3** Explain the benefits and responsibilities of being a member of a CTSO

- B4** List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities

- B5** Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations

Technology Knowledge

- C1** Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation

- C2** Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes

- C3** Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks

- C4** Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).

- C5** Discuss legal issues and terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use

C6 Describe ethical and legal practices of safeguarding the confidentiality of business-related information

C7 Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

Personal Qualities and Employability Skills

D1 Demonstrate punctuality

D2 Demonstrate self-representation

D3 Demonstrate work ethic

D4 Demonstrate respect

D5 Demonstrate time management

D6 Demonstrate integrity

D7 Demonstrate leadership

D8 Demonstrate teamwork and collaboration

D9 Demonstrate conflict resolution

D10 Demonstrate perseverance

D11 Demonstrate commitment

D12 Demonstrate a healthy view of competition

D13 Demonstrate a global perspective

D14 Demonstrate health and fitness

D15 Demonstrate self-direction

D16 Demonstrate lifelong learning

Professional Knowledge

E1 Demonstrate effective speaking and listening skills

E2 Demonstrate effective reading and writing skills

E3 Demonstrate mathematical reasoning

E4 Demonstrate job-specific mathematics skills

E5 Demonstrate critical-thinking and problem-solving skills

E6 Demonstrate creativity and resourcefulness

E7 Demonstrate an understanding of business ethics

E8 Demonstrate confidentiality

E9 Demonstrate an understanding

E10 Demonstrate diversity awareness

E11 Demonstrate job acquisition and advancement skills

E12 Demonstrate task management skills

E13 Demonstrate customer-service skills

Introduction to Image Editing

F1 Define terms related to image editing

F2 Identify uses of digital imaging

F3 Identify industry-recognized copyright regulations and ethical computing standards

Utilizing the Work Area

G1 Identify areas of the Photoshop workspace

G2 Use the tools

G3 Enter values

G4 View images

G5 Use panels

G6 Use contextual menus

G7 Use online Help

Design Principles

H1 Demonstrate effective use of color

H2 Use color tables (e.g., hue and saturation)

H3 Demonstrate effective use of type fonts

H4 Demonstrate effective use of clip art and other graphics in publications

H5 Explain the term "effective white space"

H6 Use the terminology related to type including font, point size, and line space

H7 Determine appropriate typographic choices for a graphic design

H8 Apply style to text through proper use of fonts, weight, and color

Acquiring Images

I1 Download images from the internet

I2 Transfer images from removable media

I3 Capture images using a scanner

I4 Transfer images from a digital, video, or web camera

I5 Compare and contrast various image formats (i.e., JPEG, GIF, PSD, TIFF, PNG, and RAW)

Working with Selections

J1 Make selections using various selection tools

J2 Move selection contents

J3 Save and load selections

J4 Transform a selection

J5 Edit a selection

J6 Combine the use of selection tools

J7 Fill a selection

J8 Add a stroke to a selection

J9 Crop an image within a selection

J10 Erase within a selection

Editing Images

K1 Straighten an image

K2 Crop an image

K3 Adjust color balance

K4 Replace colors in an image

K5 Adjust brightness/contrast

K6 Adjust hue/saturation

K7 Apply the Unsharp Mask filter

K8 Save the image

Drawing and Painting

L1 Understand the brush tool

L2 Utilize the brush panel

L3 Identify brush options

L4 Change brush settings

L5 Work with shapes

L6 Use the pen tool to draw a straight and/or curved path

L7 Edit anchor points

Working with Layers

M1 Create a layer

M2 Duplicate a layer

M3 Rearrange layers

M4 Create layer groups

M5 Create a text layer

M6 Merge Layers

M7 Apply layer styles

M8 Apply an adjustment layer

M9 Create a shape layer

M10 Create and transform a Smart Object

M11 Flatten an image

Working with Masks

N1 Create a quick mask

N2 Edit a quick mask

N3 Save a selection as a mask

N4 Create a layer mask

N5 Edit a layer mask

N6 Load a mask as a selection

N7 Apply a filter effect to a masked selection

N8 Create effects using a gradient mask

N9 Apply effects using a gradient mask

**Enhancing and
Repairing**

O1 Use the clone stamp tool

O2 Use the pattern stamp tool

O3 Use the healing brush

O4 Use the patch tool

O5 Retouch an image on a separate layer

O6 Apply filter effects

Optimizing Images

P1 Identify resolution

P2 Identify image size

P3 Identify file size

P4 Optimize various image formats (i.e., JPEG, GIF, PSD, TIFF, PNG, and RAW)

P5 Set background to transparent

**Producing Document
Ready Images**

Q1 Describe the difference between CMYK, RGB, PANTONE, and Web color

Q2 Preview an image

Q3 Adjust an image

Q4 Select various printer options (i.e., orientation, duplex, number of copies)

Q5 Print an image
