**RvZxq Kw¤úDUvi cÖwkÿY I M‡elYv GKv‡Wgx (‡bKUvi)**

**wkÿv gš¿Yvjq**

**e¸ov, evsjv‡`k|**

[www.nactar.gov.bd](http://www.nactar.gov.bd)

Syllabus on

**Graphics Design**

**(Adobe Photoshop & Adobe Illustrator)**

**National Academy for Computer Training and Research (NACTAR)**

**Bogra**

**Syllabus: Graphic Design**

**Adobe Photoshop & Adobe Illustrator**

**Course Module**

01. Course Title : Graphic Design

02. Course Duration : 30 Days (90 hours)

03. Adobe Photoshop : 42 Hours (3hour per day, 5 days per week)

04. Adobe Illustrator : 48 Hours (3hour per day, 5 days per week)

05. Evaluation and Exam. : 03 Hours

06. Working hr. per day : 3 hours (5 days week)

07. Entry Qualification : HSC

**Objectives:** Graphics Design course is introduced to the unemployed people to make them self employed, professional graphics designer, especially for the global market. By studying Graphic Design trainee will have a wider horizon in the field of art with variety of images/ text as images, traditional & contemporary techniques that solve attractive design problems using creative thinking and analytical skills. Understanding and skillful use of the elements and principles of visual .Gain skill to use the digital tools as a powerful means of communication for creation, modification & presentation. Learn ways to apply aesthetic sensibilities into their works and explore ways to balance between formal theories with practical applications.

**Course Title**

|  |  |  |
| --- | --- | --- |
| **Unit** | **Content** | **Hour** |
| **Adobe Photoshop** | | |
| 1 | About Graphic Image and Photoshop | 03 |
| 2 | File, Edit, Image, Layer Menu | 03 |
| 3 | Select, Filter, View, Window Menu | 03 |
| 4 | Working with Layer Palette & Alignment | 03 |
| 5 | Typographic Basic, Character & Paragraph, Working with  Blending Option | 03 |
| 6 | Working With Pen tool & Paths palette | 03 |
| 7 | Working With Selection | 03 |
| 8 | Coloring and painting | 03 |
| 9 | Basic Image Editing, Retouching and Correcting | 03 |
| 10 | Project 1 | 03 |
| 11 | Project 2 & Preview Mockup | 03 |
| 12 | Project 3 | 03 |
| 13 | Project 4 | 03 |
| 14 | Exam & Project review | 03 |
| **Adobe Illustrator** | | |
| 01 | Working the basic tools | 03 |
| 02 | Working With Brush, Mesh tool & Symbols | 03 |
| 03 | Working With Selection and Rectangle, Shape  builders & Free Transform Tool | 03 |
| 04 | Working With Pen tool & Pathfinder Palette | 03 |
| 05 | Typographic Basic | 03 |
| 06 | Working With Layer & Transparency Palette | 03 |
| 07 | Effect, View & Window Menu | 03 |
| 08 | Type Menu, Select & Swatch Palette | 03 |
| 09 | File, Edit, Object | 03 |
| 10 | Project 1 | 03 |
| 11 | Project 2 & Preview Mockup | 03 |
| 12 | Project 3 | 03 |
| 13 | Project 4 | 03 |
| 14 | Exam & Project review | 03 |
| 15 | Traps & Solution | 03 |
| 16 | Special Class | 03 |

**Details of Course Module**

**Adobe Photoshop**

**Class-1**

**About Graphic Image and Photoshop**

Discussing white is graphic design

Ethical and non ethical side of graphics design

What is copyright law?

Role and responsibility of the designer.

What is Raster graphics & Vector graphics

Creating a new document-Size, Color Mode, Resolution.

Getting Started with Layers, Palettes, Toolbox, Marquee tools, Foreground color and Background Color.

**Class-2**

**File, Edit, Image, Layer Menu**

File: New file (customizing the canvas), Open, Save & Save as (.PSD, .PDF, . JPEG), Export, Import, Save as Web, Place and Exit.

Edit : Cut, Copy, Paste, Stroke, Free Transform.

Image : Color Mode, Adjustment, Image size, Canvas size.

Layer : Layer mask, Merge Down, Flatten Image.

And it’s keyboard shortcut.

**Class-3**

**Select, Filter, View, Window Menu**

Select : Select All, Inverse, Modify,

Filter : Noise, Render (Lighting effect), Texture, Distort (Twirl)

View : Show Grids, Guides, Ruler

Window Menu : Showing Palettes.

And it’s keyboard shortcut.

**Class-4**

**Working with Layer Palette & Alignment**

Layer: Create New Layers, Delete Layers, Rename Layers, Text Layers, Smart Object, Shape layer, Layer style, Layer effects, Layer grouping Layer Opacity.

Alignment: Elements alignment (Right, Middle & Left).

And it’s keyboard shortcut.

**Class-5**

**Typographic Basic, Character & Paragraph, Working with Blending Option**

Type in Photoshop consist of Mathematically defined shapes that describe the letters, numbers and symbols of a typeface. Many typefaces are available in more than one format & sizes. Working with four options in Type tool- 1. Horizontal type tool

2. Vertical type tool

3. Horizontal type Mask tool

4. Vertical type Mask tool

Paragraph: Alignment of text (Right, Left, Middle, Justify)

Working with Blending of a layer. Making a layer stylish and attractive.

And it’s keyboard shortcut.

**Class-6**

**Working With Pen tool & Paths palette**

Discussing Pen Tool

Path: New path, save path, shape path, pixel path and its utility, guidelines.

And it’s keyboard shortcut.

**Class-7**

**Working With Selection**

Freehand Selection Tools- Lasso tool, Polygonal Lasso tool, Magnetic Lasso tool using selection With Feather. Also uses of Eraser tool.

And it’s keyboard shortcut.

**Class-8**

**Coloring and painting**

Discussing Paint Bucket tool for single color using color picker and Gradient tool for multi colors using gradient editor, and also use eye Dropper Tool for changing or selecting color. Using Brush Tool for Painting.

And it’s keyboard shortcut.

**Class-9**

**Basic Image Editing, Retouching and Correcting**

Discussing about Clone Stamp tool, Burn tools, Sponge tools. Cropping Image with Crop Tool. Adjusting Image Color & Tone.

And it’s keyboard shortcut.

**Class-10 : Project 1**

1. Business Card
2. ID Card

**Class-11 : Project 2 & Preview Mockup**

1. Flyer
2. Preview mockup with Smart object

**Class-12 : Project 3**

Web Header (Navigation & Slider)

**Class-13 : Project 4**

1. Facebook Timeline
2. Web Banner (Ads)

**Class-14: Exam & Project review**

**Details of Course Module**

**Adobe Illustrator**

**Class-1**

**File, Edit, Object**

File: New file (Art Board size, Color mode, Resolution & Bleeds), Open, Save & Save as (AI, EPS, PDF), Document Setup, replace and Exit

Edit : Cut, Copy, Paste, Preference.

Object: Transform, Arrange, Group, Ungroup, Lock, Unlock, Hide, Show All, Expand, Path & Stroke.

And it’s keyboard shortcut.

**Class-2**

**Type Menu, Select & Swatch Palette**

Type : Fontface, Size, Change Case, Create Outline.

Select : Select All, Deselect, Select Same.

Swatch: Spot color, Global color, Custom Color etc.

And it’s keyboard shortcut.

**Class-3**

**Effect, View & Window Menu**

Effect : Crop marks, Distort, Pathfinder, Resterize, Texture, Stylize, Blur.

View : Outline, Zoom in, Zoom out, Fit in Window, Show/Hide Rular, Create/Show Grid.

Window: Show Palette- Align, Brush, Color, Gradient, Layer, Pathfinder, Links, Strokes, Swatches, Tools, Transparency.

And it’s keyboard shortcut.

**Class-4**

**Working With Layer & Transparency Palette**

Layer: Create New Layers, Delete Layers, Rename Layers, Text Layers, Layer Opacity.

Transparency: Opacity, Elements Options (Normal, Multi, Darken, Overly etc.)

And it’s keyboard shortcut.

**Class-5**

**Typographic Basic**

Type in Adobe Illustrator consist of Mathematically defined shapes that describe the letters, numbers and symbols of a typeface & size. Many typefaces are available in more than one format. Working with four options in Type tool- 1. Horizontal type tool

2. Vertical type tool

3. Horizontal type Mask tool

4. Vertical type Mask tool

And it’s keyboard shortcut.

**Class-6**

**Working With Pen tool & Pathfinder Palette**

Pen Tool: Path, Paths and its utility.

Pathfinder: Shape mode- Unit, divide & Pathfinder.

**Class-7**

**Working With Selection and Rectangle, Shape builders & Free Transform Tool**

Discussing selection, Direct selection and group selection tools, Using the Rectangle, Rounded Rectangle, Ellipse, Polygon, Star and Flare tools, use shape builder & free transform tool.

**Class-8**

**Working With Brush, Mesh tool & Symbols**

Discussing about Brush Tool, Rotate, Scale, Mesh tool & symbol insertion.

**Class-9**

**Working the basic tools**

Discussing about gradient, Eye Dropper, Blend tool, Scissor tool, Hand tool, Zoom tool.

**Class-10 : Project 1**

1. Business Card
2. ID Card

**Class-11 : Project 2 & Preview Mockup**

1. Flyer

**Class-12 : Project 3**

Logo & Icon

**Class-13 : Project 4**

1. Presentation Folder
2. Web Banner (Ads)

**Class-14: Exam & Project review**

**Class 15: Traps & Solution**

Traps & Solution for Local market & Online Market

Local market: Paper size, Die-cut, Spot uV, Output separation, Overprint & Print friendly output.

Online market: Design quality, Color scheme & Elements setting, Design trends on situation, Customer feeling & requirement.

**Class-16 : Special Class**

Special discussion class on freelance

1. How to freelance (Project submit, Shop request, Bidding & Contest join)
2. About Marketplaces.

Prepared By:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. | Name | Designation | Signature |
| 01 | Md. Fazle Rabbi | Mentor, Graphics Design Course Group |  |
| 02 | Md. Azizul Aman Al Amin | Head of the Dept. Computer, Bogra Polytechnic Ins, Bogra |  |
| 03 | Md. Abdur Razzak | COO, Vertex Media, Bogra |  |
| 04 | S M Rokon | Individual Graphics Designer |  |
| 05 | S R Khan Shaon | Director, Dhusargraph, Bogra |  |