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A National Literacy Programme of Information Technology & Skill Development



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# CCGD

Certificate Course in Graphic Design

COURSE CODE : CC-06

COURSE CONTENT & SYLLABUS

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# CCGD

## Certificate Course in Graphic Design

### COURSE CONTENTS

**COURSE CODE – CC-06**

**ELIGIBILITY : 10<sup>TH</sup> CLASS & ABOVE**

**DURATION : 3 MONTH**

#### **DESK TOP PUBLICATION**

INTRODUCTION OF DTP

INTRODUCTION OF NEWSLETTERS, LETTERHEADS,

ADVERTISEMENT & VISITING CARDS

INTRODUCTION OF PAGEMAKER

IMPLEMENTATION OF TEXT EDITING, TEXT FORMATTING IN PAGEMAKER

CREATION OF MASTER PAGES IN PAGEMAKER

IMPLEMENTATION OF GRAPHICS & OBJECTS IN PAGEMAKER

MANAGING & PRINTING PUBLICATION IN PAGEMAKER

INTRODUCTION OF PHOTOSHOP

MANAGEMENT OF FILE IN PHOTOSHOP

PROCESSING ON IMAGE IN PHOTOSHOP

TOOLS OF PHOTOSHOP

LAYERS SELECTION & VIEW

IMPLEMENTATION OF FILTERS IN PHOTOSHOP

INTRODUCTION OF COREL DRAW

CREATION & SELECTION OF DRAWING

WORKING WITH TEXT

WORKING WITH IMAGE

WORKING WITH PAGE LAYOUT & BACKGROUND

CREATION OF GREETINGS, WEDDING CARDS, POSTER, VISITING CARD & PAM PLATE

#### **SUBJECT CODE - NAG**

**ADOBE : PHOTOSHOP, PAGMAKER**

**CORELDRAW**





# Certificate Course in Graphic Design

## COURSE SYLLABUS

### **DESKTOP PUBLICATION**

#### **1. DTP**

- A-1 INTRODUCTION OF DTP
- A-2 INTRODUCTION OF NEWSLETTER & LETTER HEADS
- A-3 INTRODUCTION OF ADVERTISEMENT & VISITING CARD

#### **2. PAGEMAKER**

- A-1 INTRODUCTION OF PAGEMAKER
- A-2 IMPLEMENTATION OF PAGEMAKER
- A-3 USES OF PAGEMAKER
- A-4 WORKING WITH PAGEMAKER
- A-5 INTRODUCTION OF PAGEMAKER WINDOWS
- A-6 INTRODUCTION OF TOOLS OF PAGEMAKER
- A-7 INTRODUCTION OF MASTERPAGES
- A-8 WORKING WITH PUBLICATION
- A-9 WORKING WITH TEXT
- A-10 CHANGING THE VIEW OF PAGES
- A-11 IMPORTING TEXT & GRAPHICS
- A-12 SAVING & CLOSING OF PUBLICATION

#### **B. TEXT EDITING**

- B-1 INTRODUCTION OF EDITING PUBLICATION
- B-2 OPENING AN EXISTING PUBLICATION
- B-3 EDITING IN A PUBLICATION
- B-4 IV INTRODUCTION OF STORY EDITOR
- B-5 OPENING STORY EDITOR
- B-6 FINDING & REPLACING OF A WORD IN STORY
- B-7 VII CHECKING SPELLING IN THE PUBLICATION
- B-8 CLOSING THE STORY EDITOR
- B-9 CORRECTING MISTAKES
- B-10 USE OF REVERT OPTION

## **C. TEXT FORMATTING**

- C-1 INTRODUCTION OF TEXT FORMATTING
- C-2 CHANGING FONT
- C-3 ADJUSTING THE GRAPHIC ALONG THE TEXT
- C-4 CHANGING FONT SIZE & STYLE
- C-5 TRACKING & KERNING STYLES
- C-6 INTRODUCTION OF STYLE SHEET
- C-7 CREATING STYLE SHEET
- C-8 SPECIFYING CHARACTER & PARAGRAPH ATTRIBUTES OF STYLE
- C-9 APPLYING A STYLE FROM STYLE SHEET
- C-10 IMPORTING STYLES
- C-11 APPLYING BULLETS & NUMBERING

## **D. MASTER PAGES**

- D-1 INTRODUCTION OF MASTER PAGES
- D-2 ADDING TEXT TO THE PUBLICATION
- D-3 INTRODUCTION OF AUTOFLOW
- D-4 CREATION OF MASTER PAGES
- D-5 PLACING ELEMENTS ON MASTER PAGES
- D-6 PLACING HEADER & PAGE NUMBER
- D-7 ADDING COLUMNS TO THE PUBLICATION
- D-8 APPLYING A MASTER PAGES
- D-9 EDITING A MASTER PAGES
- D-10 APPLYING ALIGNMENTS & LEADING

## **E. GRAPHICS & OBJECTS**

- E-1 INTRODUCTION OF GRAPHICS & OBJECTS
- E-2 GETTING FAMILIAR WITH THE TOOLS
- E-3 CREATION OF GRAPHICS
- E-4 DISPLAY COLOR PALETTE
- E-5 ADDING TEXT TO THE GRAPHICS
- E-6 WRAPPING TEXT AROUND A GRAPHICS
- E-7 IMPORTING GRAPHICS
- E-8 RESIZING A GRAPHICS
- E-9 MOVING A GRAPHIC
- E-10 ADDING CAPTION FOR THE GRAPHICS
- E-11 CROPPING A GRAPHICS
- E-12 GROUPING & UNGROUPING ELEMENTS
- E-13 LINKS & SETTING DEFAULT LINK OPTION
- E-14 LINKS MANAGER
- E-15 CHANGING THE LINK OPTION

## **F. MANAGING & PRINTING PUBLICATION**

- F-1 INTRODUCTION OF MANAGING & PRINTING OF PUBLICATION

## CERTIFICATE COURSE IN GRAPHIC DESIGN

F-2 INTRODUCTION OF PAGE SETTING OF PAGEMAKER

F-3 INTRODUCTION OF TABLE CONTENTS

F-4 SETTING HEADING LEVELS FOR TOC

F-5 CREATING A TOC

F-6 CREATION OF BOOK

F-7 PRINTING A PUBLICATION

F-8 USING PRINT DIALOG BOX

### **3. PHOTOSHOP**

#### **A. INTRODUCTION OF PHOTOSHOP**

A-1 LOADING PROCESS OF PHOTOSHOP

A-2 INTRODUCTION OF PHOTOSHOP PROGRAM WINDOWS

A-3 INTRODUCTION OF TOOLBOX

A-4 USES OF TOOLS OF PHOTOSHOP

#### **B. MANAGEMENT OF FILE**

B-1 INTRODUCTION OF MANAGEMENT

B-2 OPENING FILE IN PHOTOSHOP

B-3 FILLING COLOR

B-4 SAVING A FILE

B-5 ADDING INFORMATION TO FILE

B-6 SETTING PAGE SETUP

B-7 ADDITION OF EXTRA FILES IN PHOTOSHOP

B-8 FILE BROWSING

B-9 CREATION OF WEB PHOTO GALLERY

B-10 CREATION OF PHOTO ALBUM

#### **C. PROCESSING ON IMAGE**

C-1 INTRODUCTION OF PROCESSING ON IMAGE

C-2 CHANGING MODE OF PHOTO

C-3 APPLYING ADJUSTMENT

C-4 MAINTAIN COLOR BALANCE

C-5 APPLY STROKE

C-6 APPLYING FREE TRANSFORMATION

C-7 APPLYING ROTATION, SKEW & SCROLLING

#### **D. EDITING FILE**

D-1 INTRODUCTION OF EDITING

D-2 APPLYING CUT, COPY & PASTE

D-3 FINDING & CHECKING OF WORD

D-4 CREATION OF BRUSHES

D-5 APPLYING PRESET MANAGER

D-6 SETTING OF IMAGE & CANVAS SIZE

D-7 APPLYING CROP ON PHOTOSHOP

## **E. TOOLS OF PHOTOSHOP**

- E-1 INTRODUCTION OF TOOLS
- E-2 USE OF DIFFERENT TOOLS
- E-3 CREATE PHOTO WITH DIFFERENT TOOLS

## **F. LAYER SELECTION & VIEW**

- F-1 INTRODUCTION OF LAYER
- F-2 USE OF LAYER IN PHOTOSHOP
- F-3 ADJUSTMENT OF LAYERS
- F-4 DUPLICATION & DELETION OF LAYERS
- F-5 STYLES OF LAYERS
- F-6 TYPES OF LAYERS
- F-7 COLOR BALANCE OF LAYERS
- F-8 FEATHER & MODIFIED OF LAYERS
- F-9 CUSTOMIZE OF VIEWS
- F-10 SHOW/HIDE OF TOOLS OF PHOTOSHOP

## **G. FILTERS**

- G-1 INTRODUCTION OF FILTERS
- G-2 TYPES OF FILTERS
- G-3 USES OF FILTERS
- G-4 IMPLEMENTATION OF FILTERS ON PHOTO

## **4. COREL DRAW**

### **A. INTRODUCTION OF CORELDRAW**

- A-1 LOADING OF CORELDRAW
- A-2 CREATING A NEW FILE
- A-3 INTRODUCTION OF DIFFERENT TOOL BARS
- A-4 INTRODUCTION OF TOOLS OF CORELDRAW
- A-5 DRAW GEOMETRIC FIGURES
- A-6 SAVING A FILE
- A-7 CLOSING A FILE
- A-8 OPENING AN EXISTING FILE
- A-9 INTRODUCTION OF VIEWS
- A-10 IMPLEMENTATION OF DIFFERENT VIEWS OF CORELDRAW
- A-11 IMPLEMENTATION OF ZOOM
- A-12 IMPLEMENTATION OF VIEW MANAGER

### **B. CREATION & SELECTION OF DRAWING**

- B-1 GETTING FAMILIAR WITH TOOLBOX
- B-2 GETTING STARTED WITH PROJECT
- B-3 SELECTING AN OBJECT
- B-4 RESIZING AN OBJECT
- B-5 MOVING AN OBJECT

## CERTIFICATE COURSE IN GRAPHIC DESIGN

**B-6 CHANGING THE SHAPE OF AN OBJECT**

**B-7 COMBINING TWO OBJECTS**

**B-8 SKEWING AN OBJECT**

**B-9 DRAWING A POLYGON**

**B-10 WELDING THE OBJECT**

**B-11 BLENDING TWO OBJECTS**

**B-12 USE OF ARTISTIC MEDIA TOOL**

**B-13 ROTATING AN OBJECT**

**B-14 FILLING AN OBJECT WITH COLOR**

**B-15 POSTSCRIPT FILL DIALOG TOOL**

## **C. WORKING WITH TEXT**

**C-1 INTRODUCTION OF TEXT TOOL**

**C-2 INTRODUCTION OF ARTISTIC & PARAGRAPH TEXT**

**C-3 CREATION OF BOOK COVER**

**C-4 FORMATTING THE TEXT**

**C-5 ARRANGING OBJECTS**

**C-6 ORDERING THE OBJECTS**

**C-7 USES OF WEBDINGS**

## **D. WORKING WITH IMAGE**

**D-1 INTRODUCTION OF IMAGE**

**D-2 TYPES OF IMAGES**

**D-3 IMPORTING IMAGES**

**D-4 RESIZING, ROTATING & SKEWING IMAGES**

**D-5 MOVING & CROPPING OF IMAGE**

**D-6 IMPORTING IMAGES FROM A CD**

**D-7 ADDING SPECIAL EFFECTS TO BITMAPS**

**D-8 INTRODUCTION OF 3D EFFECTS**

**D-9 EXPORTING IMAGE TO OTHER APPLICATIONS**

## **E. WORKING WITH PAGE LAYOUT & BACKGROUND**

**E-1 INTRODUCTION OF PAGE LAYOUT & BACKGROUND**

**E-2 CHANGING PAGE SIZE, TYPE, ORIENTATION**

**E-3 CHANGING THE PAGE LAYOUT & USE OF DIFFERENT LAYOUT**

**E-4 APPLYING LAYOUT STYLES**

**E-5 CHANGING PAGE BACKGROUND**

**E-6 APPLYING BITMAPS TO BACKGROUND**

**E-7 ADDING PAGE FRAME**

**E-8 ADDING PAGES**