

DTI-DSG-101

# Graphic Designing

# Program Information



**Nature of the Course**  
Theory + Practical



**Total Hours per Day**  
2 hours



**Course Duration**  
1.5 months

## Course Summary

This course is designed for absolute beginners, you don't need to have prior experience in design (Photoshop, Illustrator and Indesign). Any version of Adobe, preferably the CC (Creative Cloud) Version. To have the willingness and desire to finish the course. It is recommended (nor required) to have basic knowledge for design concepts.

## Completion Criteria

After fulfilling all of the following criteria, the student will be deemed to have finished the Module:

- Has attended 90% of all classes held.
- Has received an average grade of 80% on all assignments
- Has received an average of 60% in assessments.
- The tutor believes the student has grasped all of the concepts and is ready to go on to the next module.

## Required Textbooks

There are no required textbooks.

## Prerequisites

Experienced in graphic designing.

# Course Details



## Week 1 : Photoshop

### Lesson 1

## Getting Started

- Zooming
  - Scrolling
  - Getting around tools
  - Copying and pasting
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### Lesson 2

## Photo Retouching

- Spot healing brush
  - Healing brush
  - Clone stamp
  - Content-Aware Fill
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### Lesson 3

## Cropping Photos

- Cropping Photos
  - Straightening Photos
  - Straightening a Layer
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### Lesson 4

## Creating Graphics: Combining Photos, Text and Graphics

- Adding type
  - Smart Objects
  - Importing Vector Graphics (Such as Logos)
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# Week 1 : Photoshop

## Lesson 5

### Replacing Backgrounds

- The Magic Wand tool
  - Image Compositing
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## Lesson 6

### Color Correction Using Color Balance

- Creating adjustment layers for color correction
  - Adjusting color balance
  - Adjusting brightness/contrast
  - Color correction with a levels adjustment layer
  - Setting white, black and gray points
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## Lesson 7

### Preparing Digital Photos for Print

- Viewing/ setting image size
  - Resampling pros and cons
  - Saving as PSD / TIFF
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## Lesson 8

### Saving Photos for the Web as JPEG

- Resizing images for web
  - Reducing image size with resampling
  - Setting JPEG Quality
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## Lesson 9

### Creating Shadows and Layers

- Adding effects to layers
  - Drop shadows
  - Bevel and Emboss
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## Week 1 : Photoshop

### Lesson 10

## Ghosting Part of an Image

- Setting a layer's opacity
  - Feathering layers
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## Week 2

### Lesson 1

## Fill Opacity / Effects and Rotation

- More practice with layer effects
  - Rotating Images
  - Layer opacity vs fill
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### Lesson 2

## Layers

- Layer Basics
  - Masks and Channels
  - Locking and Hiding
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### Lesson 3

## Cropping, Resizing and Blending

- The Gradient tool
  - Blending modes
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### Lesson 4

## Color Correction using Curves

- Color correction with a Curves adjustment layer
  - Working with midpoints
  - More practice setting white, black and gray points
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## Week 2

### Lesson 5

## Adjustment Layers and Masks

- More curves practice
  - Organizing layers into groups
  - Masking out unwanted adjustments
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### Lesson 6

## Shadows / Highlights

- Creating a Smart Object
  - More masking out unwanted adjustments
  - The Shadows / Highlights adjustment
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### Lesson 7

## Special Effects with Type and Clipping Masks

- Masking a photo with the type
  - Clipping masks
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### Lesson 8

## Creating Paths with the Pen Tool

- The Pen Tool
  - Creating paths of Bezier curves
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### Lesson 9

## Using Clipping Paths

- Clipping paths
  - More pen tool practice
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### Lesson 10

## Using Filters for Special Effects

- The Motion and Spin Blur Effects
  - Copying layers
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## Week 2

### Lesson 11

## Brochure Design

- Working with guides
  - More practice with adjustment layers
  - Layer Styles
  - More Practice with blending modes
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### Lesson 12

## Addition Retouching

- Converting Black and White Photo into Colors
  - Correcting and Enhancing Digital Photographs
  - Typographic Design
  - Advanced Layered Techniques
  - Animating GIF Images for the Web
  - File Formats
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### Lesson 13

## Exporting

- Right color mode selection
  - Adjusting resolution and Image Size
  - Bleed setting for Print
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## Week 3: Illustrator

### Lesson 1

## Basic Introduction

- Introduction to Illustrator
  - Custom Workspace
  - Control Palettes and Menus
  - Rulers, Guides, Grids
  - Components for Images
  - Vectors Vs Bitmaps
  - Text, Shapes and Colour
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### Lesson 2

## Enhancing and Drawing

- Using the shape tools
  - Transforming tools
  - Drawing with the line tools
  - Developing a logo
  - Locking, Hiding, Selecting, Copying and Moving
  - Files and Colors
  - Drawing Curves
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## Week 3 : Illustrator

### Lesson 3

## Images

- Importing and Placing Images
  - Gradient and Patterns
  - Stroke and Fill Attributes
  - Swatches and Paint Bucket Tool
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### Lesson 4

## Text

- Introduction to Text
  - Alignment and Paragraph Text
  - Coloring Text
  - Adding point type and area type
  - Vector path on text
  - Type Effects
  - Placing text around objects
  - Find and replace Texts
  - Using group and duplicate
  - Layers objects hiding and locking
  - Alignments
  - Clipping Masks
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### Lesson 5

## Alignment and Path

- Creating and Editing Paths
  - Pen Tools
  - Drawing lines and curves
  - Convert smooth points into corner
  - Converting and anchor point and pinch a curve inward
  - Bezier Curve
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### Lesson 6

## Colors and Brush

- Introduction to Colors
  - Types of Colors
  - Selections of Colors
  - Introduction to Gradients
  - Creation and modification of gradient
  - Creating and editing Gradient meshes
  - Drawing using Paintbrush tool
  - Edit a brushstroke to an existing path
  - Creation and modification of brushes
  - Edit a scatter art or pattern brush
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## Week 3: Illustrator

### Lesson 7

## Layers and Tracing

- Creation and modification of layers
  - Creating Sub Layers
  - Hide and lock
  - Channels
  - Layer Grouping
  - Linking Layers
  - Copying Blending Styles
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## Week 3: Adobe Indesign

### Lesson 1

## Introduction

- Introduction to Indesign
  - Overview of Indesign tools and its outcomes
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### Lesson 2

## Letter Creation

- Setting preferences
  - Control panel
  - Text frames
  - Basic text attributes
  - Basic keyboard shortcuts
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### Lesson 3

## More Text Styling

- Baseline shift
  - Small caps
  - The line tool
  - Making proper fractions
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### Lesson 4

## Magazine Ad

- Setting up a document bleed
  - Placing images
  - Combining text and images
  - White type on a black background
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## Week 4

### Lesson 1

## Advanced Word Processing / Formatting

- Paragraph spacing
  - Tabs
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### Lesson 2

## Sporktown Brochure Design

- Placing text, photos, and illustrations
  - Alignment
  - Gradient swatches
  - Text wrap
  - Drop shadows
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### Lesson 3

## Professional Typesetting Techniques

- Bulleted list
  - Discretionary hyphens
  - Hanging bullets
  - Special break characters
  - Hyphenation
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### Lesson 5

## Drawing Curves

- The pen tool
  - Segments, anchor points and curves
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### Lesson 6

## Multiple Column Ad with Text Wrap

- Multiple text columns
  - The baseline grid
  - Drop caps
  - Text wrap
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### Lesson 7

## Magazine Cover Design

- Placing transparent art
  - Type on a path
  - Defining and using color swatches
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## Week 4

### Lesson 8

## Style Sheets in a Magazine Article Design

- Paragraph styles
  - Character styles
  - Nested styles
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### Lesson 9

## Tables

- Placing Excel tables (with their formatting)
  - Table Headers
  - Formatting tables (Fills, strokes, etc)
  - Reordering table cells
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### Lesson 10

## Pages

- Master Pages
  - Automatic Page Numbering
  - Automatic text flow
  - Running headed
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### Lesson 11

## Creating a Table of Contents

- Defining and building a table of contents
  - Formatting & updating a table of contents
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### Lesson 12

## Exporting

- Bleed and Slug Setting
  - Exporting the files in printable format
  - Saving the files in editable format
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# Labs

Lab assignments will focus on the practice and mastery of contents covered in the lectures; and introduce critical and fundamental problem-solving techniques to the students.

## Learning Outcomes

By the end of this course, students will be able to:

- How Learning and Competencies relates to the view Develop Competence.
- What is competence and how does it relate to teams?
- How to set up and use a Team Competency Matrix.
- What is needed to help each other to grow competencies including four practices to support helping each other: peer learning, knowledge hours, exploration days and lead by example.
- How to set up and use a Team Competency Matrix.
- How does diversity in a team, including different roles, support learning in a team.

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