DEPARTMENT OF DISTANCE & CONTINUING EDUCATION,
SCHOOL OF OPEN LEARNING,
CAMPUS OF OPEN LEARNING, UNIVERSITY OF DELHI

Certificate Course in Graphics Design & Desktop Publishing(DTP)

Structure Of Lesson Plan

Graphics Design & Desktop Publishing(DTP)

Module	Session	Topic
Module I : Communication and Graphics	1	Layout and Design Principles. Concepts and Types of Layout. Understanding the Color Theory, Pixel and Resolution: Vector and Bitmap Graphics.
Module II : Adobe InDesign:	2	Introduction to Adobe InDesign, Understanding the Interface, Document Setting. Understanding the Layer
Module III : Adobe Photoshop:	3	Practice with Understanding the Interface and New Document Setting. Practice with Layers, Creating, Selecting, Deleting Layers, Locking and Merging Layers.
	4	Working with Basic Selection Tools.
	5	Practice with Selection and Direct Selection Tools, Page Tool, Gap Tool, Content Collector Tools.
	6	Understanding the Drawing and Type Tool, Understanding the Transformation Tools, Modification and Navigation Tools.
	7	Practice with Type Tool, Type on Path, Ling Tool, Pen Tools, Pencil Tools, Rectangle frame Tools, Rectangle Tools.

	8	Practice with Scissors Tool, Free Transform tools, Gradient swatch Tools, Gradient Feather Tools, Note Tool, Eyedropper Tools, Hand Tool, Zoom Tool.
	9	Building Documents with Master Pages, Creating custom Page Sizes, Creating and formatting Master Pages, Adding Automatic Page Numbering, Adding images and text to the Master Frames, Applying master pages to Multiple Pages.
	10	Practice with Creating custom Page Sizes, Creating and formatting Master Pages, Adding Automatic Page Numbering, Adding images and text to the Master Frames, Applying master pages to Multiple Pages.
	11	Adding Text to your Document, Creating a Text Frame, Changing Font and Type Styles, Adjusting Size, Adjusting Line Spacing, Adjusting Character Spacing.
	12	Practice with Adding and Creating a Text Frame, Changing Font and Type Styles, Adjusting Size, Adjusting Line Spacing, Adjusting Character Spacing.
	13	Checking and Correcting Spelling, Finding and Changing Text and Text Attributes, Adding words to the Dictionary, Automatically Correcting Spelling.
	14	Practice with Checking and Correcting Spelling, Finding and Changing Text and Text Attributes, Adding words to the Dictionary, Automatically Correcting Spelling.
	15	Working with Tables, Creating New Tables, Converting, Editing the Border, Formatting Rows and Columns, Merging Cells, Setting Column Width and Understanding the Effects Tools,
	16	Practice with Tables, Creating New Tables, Converting, Editing the Border, Formatting Rows and Columns, Merging Cells, Setting Column Width and Understanding the Effects Tools.
	17	Introduction to Adobe Photoshop, Understanding the Interface, Document Setting.
	18	Understanding the Interface and New Document Setting.
	19	Getting started with Layers, Understanding the background layer, Creating, Selecting, Deleting layers, Locking and Merging layers, Layer Style: Blending Mode, Opacity and Fill.

	20	Practice with Layers.
	21	Working with Basic Selections Tools: Selecting with the Marquee Tool, Using the Magic Wand and Free Transform Tool, Selecting with the Lasso Tools.
	22	Practice: Remove the Image background using Selection Tools
	23	Using the Brush Tool, Creating and working with Brushes, Using the Pencil and Eraser Tools.
	24	Practice: Create a Landscape Painting Using Brush and Pencil Tools.
	25	Understanding with Alteration Tools.
	26	Practice with Healing, Art History, Paint Bucket, Gradient, Blur and Dodge Tools.
	27	Understanding the Drawing and Selecting Tools.
	28	Practice with Direct Selection, Pen and Shape Tools.
	29	Understanding the Assisting Tools.
	30	Practice with Note, Eyedropper, Hand and Magnifying Tools.
	31	Saving with Different File Formats. Practice: Saving and Export Art work in Different File Formats.