BANGLADESH TECHNICAL EDUCATION BOARD

SYLLABUS FOR THE SHORT COURSE
ON
GRAPHICS DESIGN & MULTIMEDIA

Total Duration: 360 hours

Course Title: Graphics Design & Multimedia

Index:

Course Name: Graphics Design and Multimedia

Introduction:

Bangladesh is a country having an area of about 147570 square kilometers. It is burdened with about 150 million people. So Bangladesh is a densely populated country. As such population problem is by far, a burning question of Bangladesh.

Over-population adversely affects the economic development and progress of a country. It creates problems of foods, communication, education, housing, health, sanitation, employment etc. But now-a-days over-population is not our curse; also it is a main resource of our country. If we can provide training of our unskilled people through technical (vocational) courses, we may convert them into skilled workers and solve the unemployment problem and earn foreign currency also.

Bangladesh Technical Education Board is authorized by parliament of our country to introduce, control and develop technical (vocational) curriculum.

In this regard BTEB has approved a short course on Graphics Design and Multimedia. The syllabus is prepared as per present need in the job markets.

Objectives:

After Completion of the course the students will be able to:
1. Acquire the basic concepts and skills on Graphics Design and Multimedia.
2. To provide basic knowledge and skills on Creative Designing.
3. Develop skill on Designing and Developing Graphical Design & Multimedia.
4. Apply the Combination of standard Graphics Design & Multimedia Application software.
5. Develop skill on practical print media & entry idea electronic media.
6. Solve the problems on design related activities.

Course Outline:

Name of Course	Duration of Course		Entry Qualification
Graphics Design and Multimedia	Total 360 hrs	3 days per week, Per day 5 hrs or 6 Days Per day 5 hrs	Minimum S.S.C/Equivalent/ pass or Appeared
	Theory= 60 hrs Practical= 240 hrs. Communicative English= 60 hrs	Theory = 1 hr, per lesson Practice = 4 hrs. per practice Total = 5 hrs, per day	

LIST OF COMPETENCIES:

Basic Competencies:
a) Receive and respond, Participate and Lead to workplace communication:
   1. Work with others, Team Environment and Lead small Teams:
      2. Demonstrate work values, Practice career professionalism and Develop & Practice Negotiation skills.
      3. Practice housekeeping procedures. Occupational health and safety procedure and Solve problems related to work Activities:
      4. Use Mathematical Concepts & Techniques and Use Relevant Technologies:
5. Personal Manner
   a) (ii) Efficiently communicate in English
      1. Speak in English with confidence.
      2. Communicate with target persons effectively.
      3. Understand the speech of English users.
      4. Achieve better professional performance

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Common Competencies:

After completion this course the trainee will be able to complete the following:
1. Understand basic concept of Graphics Design & Multimedia.
2. Acquire basic knowledge on Text, Image & creative design techniques.
3. Able to draw freehand drawing techniques.
4. Able to Print Text, Image & Photo in different way (paper, tracing paper, reverse print etc)

Core Competencies:

After completion this course the trainee will be able to complete the following:
1. Perform quality design using various Design tools.
2. Be a Creative & quality Professional Designer.
3. Access E-mail, Browse Internet, upload & download files.

Contents:

a) (i) Basic Competencies - 30 hours

Period	Topics	hours
	1. Receive and Respond, Participate and Lead to workplace communication:	
1	a) Explain & follow routinary speaking & messages in a workplace.	1
2	b) Follow routinary Speaking & message.	1
3	c) Perform work duties following written notices.	1
	2. Work with others, Team Environment and Lead small Teams:	
3	a) Develop effective workplace relationship.	1.5
4	b) Contribute to work group activities.	1.5
	3. Demonstrate work values, Practice career professionalism and Develop & Practice Negotiation skills	
5	a) Define the purpose of works.	1
6	b) Apply work values/ethics.	1
7	c) Deal with ethical problems.	1
8	d) Maintain integrity of conduct in the workplace.	1
	4. Practice housekeeping procedures, Occupational health and safety procedure and Solve problems related to work Activities:	
9	a) Sort and remove unnecessary items.	1
10	b) Arrange items.	1
11	c) Maintain work areas, Tools and Equipments.	1
12	d) Follow standardizes work process and procedures.	1
13	e) perform work spontaneously.	1
14	a. Use Mathematical Concepts & Techniques and Use Relevant Technologies:	3
	6. Personal Manner:	
15	a) Show good Manner.	2
16	b) Respect honorable person (Sir, Senior, Trainees).	2
17	c) Cooperate & Thinking to each and other about practical works.	2
18	d) Maintain sequence in practical works.	2
19	e) Own Responsibility & Duties of practical works.	2
20	f) Observation of all practical works.	2

a) (ii) Communicative English - 30 hours (Practical)

a) Interpret the meaning of given words (by the teachers) - Vocabulary.
b) Speaking on a specific Situation.
c) Public speaking.
d) Exchanging views with target persons.
e) Introducing one self.
f) Describing & narrating events, places, objects etc.

Communicative English - 30 hours

Related Subject-10 hours and General Subject- 20 hours 1 hour/period
On the completion of this course trainees will be able to:
1. Speak in English with confidence
2. Communicate with target persons effectively.
3. Understand the speech of English users.
4. Achieve better professional performance.

No. of period	Tropics- Conversational Situation	hours
01	Speaking English – Getting Information & Finding one's way	1
02	Speaking English – About Tools and Equipments	1
03	Speaking English – About meeting some one & participating in class.	1
04	Speaking English – Daily Activities & Asking About Activities	1
05	Speaking English – Evening Activities and about theoretical contents.	1
06	Speaking English – Meeting at the Train station & Asking Question at the Train station.	1
07	Speaking English – Meeting at the Airport & Getting information at the Airport's	1
08	Speaking English – About different type of Measuring Tools and Cutting Tools	1
09	Speaking English – Getting to the Hotel & Asking direction.	1
10	Speaking English – Asking about Buses & Traveling by bus.	1
11	Speaking English - About Practical Class.	1
12	Speaking English – Going by Taxi and Asking the time.	1
13	Speaking English – Arriving early or late and Time and the calendar.	1
14	Speaking English – Living in an Apartment.	1
15	Speaking English – Using the Telephone.	1
16	Speaking English – Getting help in stores and talking about shopping.	1
17	Speaking English – Sending and Receiving Letters.	1
18	Speaking English – Talking about the Weather & Trips and sight seeing.	1
19	Speaking English – Talking about Eating & Dinner Conversation.	1
20	Speaking English – About Machines and Materials.	1
21	Speaking English – Common Health problem and Quitting & Finding Jobs.	1
22	Speaking English – Office Details and Office Conversation.	1
23	Speaking English – About Practical Job.	1
24	Speaking English – On a specific situation & Public speaking.	1
25	Speaking English – About Exchanging view with a Persons & Introducing oneself.	1
26	Speaking English – Describing and Narrating events, place, Objects etc.	1
27	Speaking English – About different type of computer, operating system, system and operating software, add remove software, DBM, Email and internet .	4

Practical:

1. Speaking on a specific Situation.
2. Public Speaking.
3. Exchanging views with target persons.
4. Introducing one self.
5. Describing & Narrating events, places, objects etc.
6. Producing the meaning of given words (by the teachers)-Vocabulary.
7. Prepared speech.

a) Theoretical: Common & Core Competencies

Sl. No.	Competencies	Period
01	**Basic Concept on Computer fundamentals [Hardware, Software, Graphics & Multimedia]**	4
	Adobe Illustrator	
02	**Introducing Adobe Illustrator.** • Describe Appearance of Adobe Illustrator screen • Identify the components of Adobe Illustrator. • Distinguish between vector image and raster image. • List the elements of toolbox. • Describe the functions of different types of palettes. • Describe the Joining of two or more palettes.	1
03	**Customize the Illustrator.** • Describe use of customizations. • State the document setup. • State preferences. • Describe use of rulers.	1
04	**Advance Concept on Objects.** • Define rectangles and ellipses. • State the use of polygon tool, star tool, and spiral tool.	1
05	**Process of Selection** • State selection tool. • Describe the functions of selection tool & direct selection tool. • State Group objects • State the significance of locking objects. • Arrange items.	1
06	**Works with Layers and It's implementation** • Practice use of layer and layer palettes. • Create new layers. • Edit layers. • Lock and hides layers. • Merge layers. • Arrange layers. • Move or copy items between layers.	2
07	**Paths & it's activities** • Draw a path. • Practice use of. Pen tool. • Create opened and closed paths. • Apply add anchor point tool, delete anchor point tool and convert direction point tool. • Edit path with smooth tool, erase tool, reshape tool, scissors tool, knife tool. • Apply join and average commands.	1
08	**With Coloring the Objects.** Demonstrate the functions of brushes palette. Practice use of fill and stroke. Practice use of color palette. Practice on color models and custom colors. Practice use of swatches palette. Demonstrate functions of eyedropper tool and paint bucket tool.	2
09	**Learn about Transformation.** Practice use of transformation tool.	2

		Move objects. Classify the transformation. Practice use of Transform palettes & Align palettes. Practice use of pathfinder palette. Practice use of divide/trim/merge/crop/outline. Practice use of hard and soft command. Demonstrate the function of blend tool.	
10		**Addition Text.** • Practice use of type tool. • Distinguish between point text and area text. • Link text blocks. • Type on a path. • Move text along a path. • Distinguish vertical text And horizontal text.	3
11		**Skill on Advanced Typography.** • Practice on different commands of character palette and paragraph palette. • Practice use of Tab palette. • Practice use of MM Design palette. • Convert text to outlines. • Change case. • Find font and Find/Change • Check spell.	2
12		**Learn about Raster & Vector Image.** • Distinguish between raster image and vector image. • Practice use of pixel & dots. • Show the file formats. • Show the color management.	3
13		**Filter.** • Use of filter. • Classify the color filters. • Create new filters. • Classify the distort filters and their uses. • Practice use of stylizes filters.	1
14		**Charts and Graphs.** • Practice use of charts & graphs. • Create of new graph. • Format Graphs.	2
15		**Project work** Design a Greetings Card/Calendar/ Poster/Flayer etc	2
16		**Print Process** Set page setup. Print and separates colors. Set crop marks. Concept on PostScript.	1
	Adobe Photoshop		
17		**Work with Image Editing Program.** • Concept on image editing program. • Required hardware to install the Photoshop program. • Start Photoshop program • Identify Photoshop application Tools. • Different Type of Save mood & Its Use.	1
18		**Exercises on Basic Elements of Photoshop.** • Uses Photoshop on Graphics..	1

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	- Identify and uses tools of Photoshop on image. - Advance Idea about Color Combination & color control tool. - Set matching ants and quick mask. - Set full screen with menu Bar and, absolute full screen. - Practice use of various Palettes.	
19	**Exercise on basic elements of an Image.** - Concept of image. - Change image size. - Change resolution. - Change canvas size - Create new document. - Practice use of measurement unit and changes the unit. - Format an image.	1
20	**Show skill on Image Color.** - Practice use of foreground and background color. - Change the color with the help of color piker. - Use of color mode. - Practice on Hue and HSB. - Use of bitmap and gray color. - Color Separation	1
21	**Exercises on Channels.** - Practice use of channels - Demonstrate the functions of channel. - Practice use of RGB and CMYK Channels. - Create new Channel. - Demonstrate the functions of multi channel.	1
22	**Work with Painting and Editing.** - Practice use of painting. - Demonstrate the functions of painting tools. - Demonstrate the functions of editing tools. - Change the opacity. - Change the shape of brush. - Edit custom brush. - Create custom brush	1
23	**Work with Fill and Stroke.** - Fill an object with color. - Fill an object with color using paint bucket tool. - Fill selected area with color using gradient tool.	1
24	**Exercises on Selection and Path.** - 3.8.1 Select an area from the image. - Practice use of marquee tool. - Practice use of lasso tool. - Practice use of magic wand tool. - Inverse of selection. - Practice use of path. - Demonstrate the functions of path tools. - Draw a path and reshaping a path. - Save a path. - Convert path to a selection and vice-versa.	1
25	**Exercises on Layers.** - Practice use of layers. - Advantage of layers. - Create of new layers.	1

	• Arrange layers. • Merge layers. • Link between layers.	
26	**Show skill on Filter.** • Practice use of filter. • Demonstrate the functions of destructive filters. • Set the stylize filter. • Set unshaped mask filter. • Set the high pass filter and noise filter. • Practice use of pixel. • Emboss the image and types.	1
27	**Color mapping and adjusting.** • Practice use of color mapping. • Set Hue/Saturation. • Set level. • Set curves. • Set adjusts.	1
28	**Project work** • Design a Shopping Bag/Calendar/ Gift Box/ Billboard /Cover Page etc	1
29	**Print a Project** • Set page setup. • Print Setup • Print a image with Color Separation	1
Quark X-press		
30	**Show skill on Basic Elements of Page Makeup program** • Set page makeup • Practice use of page makeup • Change measuring units • Set relations among measuring units. • Practice on tracking, kerning, leading, paragraph, justification and hyphenation. • Set column, margin, registration marks, screens. • Demonstrate the operations of global control and local control.	1
31	**Exercises on Tools and Palettes.** Practice use of tools Practice use of tools. Practice use of measurement palette. Demonstrate the functions of palettes. Show skill on style sheet.	1
32	**Show skill on style sheet** • Set style sheet. • Create new style sheet • Edit style sheet. • Import style sheet.	1
33	**Exercise on Master page.** • Practice use of master page. • Create new master page. • Change the location of master page. • Edit master page. • Insert and delete master page. • Apply master page with a document.	1
34	**Exercise on design elements** Set layout features.	1

	Practice use of layout features. View pages Set page setup. Create a new document. Practice use of pasteboard. Practice use of commands: Send to back, Sent to front, Lock, Group & Ungroup.	
35	**Works with text boxes** • Create a new text box • Create the size of text box • Create column in a text box • Set text inset and run around • Enter text and edits text in a text box • Import text in a text box • Link and unlink the text boxes • Rotate text • Set colors and shades • Align text	1
36	**Work with picture boxes** • Create picture boxes • Change the size and location of picture boxes • Change the shape of picture boxes • Rotate picture box • Add graphics in a picture boxes • Import graphics in a picture boxes • Apply colors and shades of picture boxes.	1
37	**Work with Layout Features.** Set space aligns. Apply step and repeat command. Draw arrow, line, end caps, line and frame. Create new frame style. Create automatic page number in a document. Copy different elements one document to another. Save file in a page makeup program. Distinguish between save and save As. Set indents and outsets. Practice use of bullets and lists. Apply drop caps.	1
38	**Exercises on Character and Paragraph.** Apply character spacing, tracking and kerning. Practice use of horizontal and vertical scaling. Set hyphenation and justification. Practice use of leading.	1
39	**Concept on output.** • Set the page setup. • Select printer. • Apply print command. • Print one or more pages.	1
	Macromedia Flash	
40	**Introducing with Flash Framework** • Bitmap Handler • Vector Program • Vector Animator • Authoring Program	1

	• Animation Sequencer • Programming Interface & Database Front End	
41	**Panels and Setting** • Flash Tool basic • Toolbox • Tool tips • Color & Flash tools • Fundamental flash interface • Menu bar *(File menu, Publishing, Printing, Edit menu, View menu, Insert menu, Modify menu, Text menu, Control menu, Window menu)*	1
42	**Selection & the Pen tool** Lasso tool The arrow tool Introducing the pen tool.	1
43	**Working with text** • Flash Text Boxes • The Character panel • The Paragraph panel • The Text options panel	1
44	**Drawing & Printing tool** • Choose Color. • The Stroke & Fill panel. • Adjust Stroke & Color. • The Pencil tool. • The Line tool. • The Rectangle tool. • The Dropper tool. • The Brush tool. • The Eraser tool.	1
45	**Use of Color in Flash** • Introducing color basics. • Toolbox color. • Color from stroke & fill panels. • The Switches panel. • The Mixer panel. • Gradient Color.	1
46	**Explore the Timeline** • View the Timeline. • Manipulate the Timeline. • The Timeline Relationship.	1
46	**Symbols and Instances** • The Library and Its Features. • Symbol Types. • Graphic Symbols. • Movie Clips. • Button Symbols. • Editing Symbols. • Modify Instance Properties.	1
47	**Drawing in Flash** • The Drawing Panels. • Fill and Stroke Effects. • Static Masks.	1

	• Creating Type and Text Effects.	
48	**Animating in Flash**	1
	• Frame-by –Frame Animation.	
	• Twining.	
	• Guide Layers.	
	• Masking Animations.	
49	**Bitmaps and other Media**	1
	• Preparing Bitmaps for Flash.	
	• Importing Bitmap Images.	
	• Setting Bitmap Properties.	
	• Using Bitmaps as Fills.	
	• Tracing Bitmaps.	
	• Color Insert.	
50	**Sounds for Flash**	1
	• Basics of Sampling and Quality.	
	• Sound File Import Formats.	
	• Sound File Export Formats.	
51	**Importing and Editing Sounds.**	1
	• Importing Sound in Flash.	
	• Assigning a sound to a Button.	
	• Adding Sound to the Timeline.	
	• Synchronizing Audio to Animations.	
	• Stopping Sounds.	
	• Editing Audio in Flash.	
	Internet & E-mail	
52	**Internet Applications**	1
	• Clear concept about Internet, E-mail message, E-mail account, Internet Explorer etc.	
	• Connect to the on line by using Dial up or broadband Internet Connection	
	• Browse and visit the reputed website all over the world.	
	• Use the search engine for searching Information on the web	
53	**Set up Out Look for E-mail, check and respond to E-mail message**	2
	• Create an E-mail account (of yahoo, hotmail, etc.) first time	
	• Set-up an E-mail account first time using outlook	
	• Compose, send, check and respond an E-mail message.	
	• Attach a file to an E-mail Message and open an attached file	
54	**Manage and organize Mail box and E-mail Message.**	2
	• Delete a message temporarily and permanently	
	• Clean up mail box by managing junk E-mail	
	• Move Messages to another folder	
	Total	60

a) Practical: Common and Core Competencies

Sl. No.	Topics	Period
	Basic Concept	
01	Identify Computer Hardware, Graphics & Multimedia Software	10
	Adobe Illustrator	
02	Identify Adobe Illustrator Software Environment.	4
03	Customize the Illustrator software tools.	4
04	Draw Basic Objects.	4
05	Process of Selection	4
06	Works with Layers.	4
07	Exercises on Paths.	4
08	Work with Coloring the Objects.	4

09	Exercises on Transformation.	4
10	Exercises on Addition Text.	4
11	Show skill on Advanced Typography.	4
12	Exercise on Raster & Vector Image.	4
13	Work with Filter.	4
14	Practice on Charts and Graphs.	4
15	Project work	4
16	Print a project	4
Adobe Photoshop		
17	Identify Adobe Photoshop Software	4
18	Exercises on Basic Elements of Photoshop.	4
19	Exercise on basic elements of an Image.	4
20	Show skill on Image Color.	4
21	Exercises on Channels.	4
22	Work with Painting and Editing.	4
23	Work with Fill and Stroke.	4
24	Exercises on Selection and Path.	4
25	Exercises on Layers.	4
26	Show skill on Filter.	4
27	Color mapping and adjusting.	4
28	Project work	12
29	Print a Project	4
Quark Xpress		
30	Show skill on Basic Elements of Quark Xpress program	4
31	Exercises on Tools and Palettes.	4
32	Show skill on style sheet	4
33	Exercise on Master page.	4
34	Exercise on design elements	4
35	Works with text boxes	4
36	Work with picture boxes	4
37	Work with Layout Features.	4
38	Exercises on Character and Paragraph.	4
39	print a file	4
Macromedia Flash		
40	Identify Macromedia Flash Software	4
41	Panels and Setting	4
42	Selection & the Pen tool	4
43	Working with text	4
44	Drawing & Printing tool	4
45	Use of Color in Flash	4
46	Explore the Timeline	4
46	Symbols and Instances	4
47	Drawing in Flash	4
48	Animating in Flash	4
49	Bitmaps and other Media	4
50	Sounds for Flash	4
51	Importing and Editing Sounds.	4
Internet & E-mail		
52	Open an E-mail Account	2
53	Send a mail, check and forward E-mail message	2
54	Browsing Websites	4
	Total	**240**

Entry Qualification:

Minimum S.S.C/Equivalent pass or Appeared

Employment opportunities:

1. Government Services,
2. Semi Government Services,
3. Corporation,
4. Private sectors,
5. NGO's
6. Abroad,
7. Self employment.

List of Tools (For number of trainees 30):

Sl. No.	Name of Tools and Tackles	Qty
01	Computer Unit	30
02	UPS	30
03	Internet Connection	Every PC
04	Software CD (Windows, Office, Adobe Collection, Quark Xpress, Macromedia flash etc)	1
05	Printer (Color/Laser)	2

Raw Materials:

Sl. No.	Items	Qty.
01	Offset Paper, Tracing Paper, Glossy Paper, Photo Paper	
02	Ink Cartage, Toner etc.	
03	Blank CD	
04	Pen Drive or Storage Device	

Job list: Same as practrical

Book Reference:

1. Adobe Photoshop - (1) By Board
   (2) Bappi Ashraf
   (3) Shahjahan Sajib
   (4) Azizur Rahman
   (5) Reference copy of Adobe Corporation Publishing.

2. Adobe Illustrator - (1) By Board
   (2) Bappi Ashraf
   (3) Shahjahan Sajib
   (4) Azizur Rahman
   (5) Reference copy of Adobe Corporation Publishing.

3. Quark Xpress - (1) By Board
   (2) Bappi Ashraf
   (3) Shahjahan Sajib
   (4) Azizur Rahman
   (5) Reference copy of Adobe Corporation Publishing.

4. Internet - (1) By Board
   (2) Bappi Ashraf
   (3) Shahjahan Sajib
   (4) Azizur Rahman
   (5) Reference copy of Adobe Corporation Publishing.

5. Computer Fund - (1) By Board
   (2) Bappi Ashraf
   (3) Shahjahan Sajib
   (4) Azizur Rahman
   (5) Reference copy of Adobe Corporation Publishing.

6. Computer Fundamentals   -Dr. Lutfar Rahman

The End