

GRAPHIC DESIGN : COURSE DESCRIPTION

This course will primarily focus on becoming acquainted with graphic design and its various techniques like page layout, photo manipulation and edit, logo, posters, social media posts, illustrations using various software, including Adobe Photoshop, Adobe Illustrator and Adobe Indesign.

Upon completion of this course, students should be able to:

- 1) identify and explain graphic design and its practical use
- 2) experiment with a variety of media and formats to develop creative concepts
- 3) research and synthesize ideas from outside resources
- 4) produce projects that demonstrate creativity and apply aesthetic principles for effective communication in chosen media for a given audience and purpose; interpret and evaluate visual imagery
- 5) come up with a portfolio within the end of the course which will lead them to their certification

PREREQUISITES NONE

COURSE CONTENT ALERT

Despite our best efforts, this course may include exercise files and assignments, which may or maynot include debate assuming certain political stances about women, race, gender, and embodiment that might contradict personal ideologies and religious beliefs. Here, the main intention is to educate students via realtime projects and other possible methods. If you have sensitivities to any of the above content that you believe would prevent you from viewing it or cause you unusual discomfort, please notify us or directly to the trainer. Also, if at any time during class you feel such discomfort, feel free to leave the classroom. Doing so will communicate a neutral rather than negative message – and you can feel free to talk about your experience afterwards if you wish to.

EVALUATION

Attendance	20%	
Classroom performance	10%	
Assignments submissions	20%	
Classroom Tests	10%	
Portfolio / Final Project	40%	
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	100%	Note: One should achieve atleast 70% score to get certified and be eligible for internship program

CLASS PARTICIPATION AND ATTENDANCE

ATTENDANCE: There is a maximum of 2 excused absences (requiring verification through management or medical administrative authority), and 2 unexcused absences. More than 4 absences will result in lowering the final grade by one letter grade. Unexcused absences include personal absences for any reason. Emailing the instructor that you will be absent does not constitute an excused absence. Absences beyond those listed above will result in a deduction of one letter grade in the final grade for the class. Arriving late and leaving class early is noted in the attendance log and will be considered as part of class participation when determining the final grade.

CLASS PARTICIPATION: The personal use of laptops and smartphones during instruction has been proven to undermine the capacity of students to pay full attention and can lead to lower grades in some cases by up to 70%. This includes the distraction of keeping smartphones on the desk during instruction. For this reason, students are asked to keep their smartphones in their backpacks or purses, and to keep laptops closed during instruction. Failure to do so will result in being asked to leave the class and will result in being marked absent for that class.

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GRADING SCALE

93 - 100	A+	Outstanding
70 - 93	A	Excellent
< 70	F	Failure

Note:

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REQUIRED MATERIALS

Note: No textbook is required for this course

REQUIRED SOFTWARES:

Adobe Photoshop
Adobe Illustrator
Adobe Indesign

Note: Please contact student relation / frontdesk regarding queries of softwares and other courses related materials if not already assigned.

CONFIDENTIALITY

Creativity and design goes hand in hand. It requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

OFFICE HOURS

One-on-one student consultations will automatically be scheduled as part of the course, i.e. at the end of the course in internship counseling session. Or donot hesitate to discuss any thoughts or concerns at any time throughout the course. Private appointments will be accommodated upon request.

CHECK CLASS ANNOUNCEMENTS AND YOUR SOCIAL MEDIA / LMS DAILY

Students will be informed of holidays, due dates and class content and updates through their social media groups or any other LMS assigned by the organization and through announcements posted of noticeboard, so check your platforms and announcements daily.

COMMUNICATE CLEARLY

Whether online or offline, your message should be clear, concise, and professional so that your issues canbe responded to effectively. Include the entire thread of an ongoing conversation so your instructor can recall the history of your issue without searching for other links you have sent. Sign off with your first and last name.

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LATE WORK & EXCUSED ABSENCES

UNEXCUSED : Late projects and assignments will be docked 10 points per class meeting overdue for unexcused absences. Quizzes, tests, and class activities cannot be made up.

EXCUSED : neosphere policy requires that instructors excuse students for the following events and allow students to make up work (some instructors may require documentation,).

Contact your instructor as soon as possible about unforeseeable events.

- Court-imposed legal obligations (e.g., jury duty and subpoenas)
- Medical procedure
- Required participation in neosphere-sponsored events (e.g., performances, outdoor events, academic research presentations)
- Observation of religious holy days
- Requirements of military service
- Unscheduled absences involving unforeseen emergencies such as injury, hospitalization, deaths in the immediate family, consequences of severe weather and other crises.

NOTE: You are responsible for deadlines so please do not wait for the day a project is due. Assignments are due at the beginning of class so that we can discuss them during class. If you are late to class, your project will also be considered late.

COURSE MATERIALS PROTECTED

- **THERE IS TO BE NO UNAUTHORIZED RECORDINGS OR REDISTRIBUTION OF COURSE MATERIALS** (this includes pre-tests practice tests, and hard/soft copy provided during the course)
- Unauthorized recordings of class and redistribution of course materials are prohibited; they include recording any portion of class for social media or other forms of electronic sharing. Recordings that accommodate individual student needs must be approved in advance and are for personal use only.

ACADEMIC HONESTY & AVOIDING PLAGIARISM

Original ideas are the foundation of meaningful discussion, critical thinking, creativity and productivity. Your ideas are what's most important, even when we read outside resources. Properly citing sources allows us to make distinctions between your ideas and those of others. By accepting this syllabus, you are agreeing that you have read and understood all information below regarding neosphere Academic Integrity Policy:

Cheating, plagiarism*, copying and any other behavior that is contrary to neosphere standards of behavior will not be tolerated. Students caught violating any aspect of the neosphere Academic Integrity Policy will be penalized in all cases. Penalty ranges from "0" on an assignment to "F" for the course without regard to a student's accumulated points. Students may also face expulsion. It is the student's responsibility to become familiar with the policies of neosphere regarding academic integrity and to avoid violating such policies.

*Plagiarism includes not only copying another's words without acknowledging the source but also "using another's ideas, opinions or theories, even if they have been completely paraphrased in one's own words, without acknowledging the source. Written work must be submitted when asked solely for this course, and collaboration is only permitted when approved by instructor.

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REPORTING SEXUAL VIOLENCE

Sexual violence includes nonconsensual sexual contact and nonconsensual sexual intercourse (which is any type of sexual contact without your explicit consent, including rape), dating violence, sexual harassment, sexual exploitation, domestic violence, and stalking. You may reach out for confidential help or report an incident for investigation.

If you choose to write or speak about an incident of sexual violence and disclose that this violence occurred while you were a neosphere student, the instructor is obligated to report the incident to the management / student relation for Students. The purpose of this report is to provide a safe and nondiscriminatory environment for all students.

There is an exception to this required reporting for preventative education programs and public awareness events or forums. While the instructor is not required to report disclosures during these instances, unless you make or initiate a complaint, during these programs or events, the instructor or another officials will ensure that the students are aware of the available resources at neosphere and will help to solve the problem occurred.

CLASS DISRUPTION

Every student has the right to a comfortable learning environment where the open and honest exchange of ideas may freely occur. Each student is expected to do his or her part to ensure that the classroom (and anywhere else the class may meet) remains conducive to learning. This includes respectful and courteous treatment of all in the classroom. According to the terms of neosphere, the professor will take immediate action when inappropriate behavior occurs.

GENERAL DISCLAIMER

The professor reserves the right to make changes to this syllabus and coursework as necessary to meet the needs and speed of class progress. All changes will be announced either in class or on noticeboard or via student relation. It is your responsibility to obtain updated information for assignment due dates.

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COURSE CONTENT

Module 1: Photoshop

- Interface walkthrough
- Layers and its features
- Text, shapes and colors
- Filters inside photoshop
- Basic selection process
- Making better selection
- Transform & Distort
- Blending modes
- Advance selection process
- Brush & Digital Painting
- Color correction
- Photomanipulation & social media

Module 2: Illustrator

- Interface walkthrough
- Vector brush & its types
- Symbols / spray - edit and create
- Warp and distortion
- Color / swatches & gradients
- Tracing vector illustrations
- Pathfinder / Shapebuilder
- Type and typography
- Blending modes
- Expand and rasterize
- Effects inside illustrator
- Basics of Logo Making

Module 3: Indesign

- Interface walkthrough
- Pages and its features
- Type, images, shapes and content vs container
- Columns and threading
- Type and paragraphs
- Text wrap
- Packaging for print
- Magazine/Brouchure design

DURATION: 3 Months