

GRAPHIC DESIGN: DIGITAL IMAGING (180 Hours)

Course No.: 70-65-55

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION AND SAFETY (2 hrs)

- _____ 1. Types of computer-generated images
- _____ 2. Job responsibilities: Art director
- _____ 3. Job responsibilities: Graphic artist
- _____ 4. Job responsibilities: Storyboard artist
- _____ 5. Opportunities in computer-graphics field
- _____ 6. Careers in graphic design industries
- _____ 7. Review safety guidelines
- _____ 8. Pass safety test with 100%accuracy

B. PRODUCTION PROCESS (8 hrs)

- _____ 1. Importance of working together as a team
- _____ 2. Brainstorming & fast prototyping techniques
- _____ 3. Produce written proposals and treatments
- _____ 4. Development and process of design brief
- _____ 5. Produce/save hand-drawn frames/boards
- _____ 6. Computer-generated frames/storyboards
- _____ 7. Pre-production & production planning
- _____ 8. Write/Save a production report
- _____ 9. Post-production
- _____ 10. Delivery/signing off
- _____ 11. Demonstrate the revision process
- _____ 12. Describe the final delivery

C. WORKSTATION SETUP AND PERIPHERAL

DEVICES (20 hrs)

- _____ 1. Demonstrate the use of a scanner
- _____ 2. Demonstrate the use of a printer
- _____ 3. Different types of storage devices
- _____ 4. Demonstrate the use of a graphic tablet
- _____ 5. Demonstrate the use of storage devices
- _____ 6. Demonstrate the use of CD/DVD "burner"
- _____ 7. Necessity for accurate color calibration
- _____ 8. Demonstrate color calibration
- _____ 9. Describe/demonstrate use of digital camera

- _____ 10. Identify/describe various file formats
- _____ 11. Situations for different file resolutions
- _____ 12. Attach and detach peripheral devices
- _____ 13. Demonstrate software installation
- _____ 14. Demonstrate hardware driver installation
- _____ 15. Transfer digital files between devices
- _____ 16. Identify various backup strategies

D. GENERAL APPLICATION TRAINING (50 hrs)

- _____ 1. Review raster and bitmap images
- _____ 2. Definition of vector-based images
- _____ 3. Demonstrate various Photoshop skills
- _____ 4. Demonstrate effects achieved by filters
- _____ 5. Demonstrate various Illustrator skills
- _____ 6. Demonstrate skills for QuarkXPress & InDesign

E. TROUBLESHOOTING (8 hrs)

- _____ 1. Solve technical problems using user guides
- _____ 2. Finding technical support on internet
- _____ 3. Solve technical problems over the internet

F. EDITING AND REVISING PROJECTS (10 hrs)

- _____ 1. Various processes of reworking projects
- _____ 2. Demonstrate ability to give & follow directions
- _____ 3. Revision & feedback processes

G. ACCESSING DIGITAL IMAGES (16 hrs)

- _____ 1. Review different digital formats
- _____ 2. Demonstrate scanning/transferring graphic
- _____ 3. Difference between resolutions for print/web
- _____ 4. Finding resources on the internet
- _____ 5. Purchase graphics/photos from the internet
- _____ 6. Transfer of files process (downloading)
- _____ 7. Download graphics/photos
- _____ 8. Discuss copyrights restrictions/use of images

H. IMAGE MANIPULATION (30 hrs)

- _____ 1. Manipulate image size & save in portfolio
- _____ 2. Manipulate image color & save in portfolio
- _____ 3. Manipulate image texture & save in portfolio

I. CREATION OF ORIGINAL IMAGES (32 hrs)

- _____ 1. Demonstrate visual effects creation
- _____ 2. Demonstrate photo collage creation
- _____ 3. Demonstrate image restorations
- _____ 4. Demonstrate image repairs
- _____ 5. Create image opacity and save in portfolio
- _____ 6. Create original images using filters & save
- _____ 7. Create original images using layers & save
- _____ 8. Create original images using rotating tools
- _____ 9. Create original images using reflecting tools
- _____ 10. Manipulate images using software tools
- _____ 11. Create image motion using software tools

J. RESOURCE MANAGEMENT (2 hrs)

- _____ 1. Define listed terms related to topic
- _____ 2. Management of resources in graphic design
- _____ 3. Example of effective use of resources
- _____ 4. Benefits of effective resource management
- _____ 5. Economic/environmental benefits/liabilities

K. EMPLOYABILITY SKILLS REVIEW (2 hrs)

- _____ 1. Job opportunities in industry
- _____ 2. Requirements for successful employment
- _____ 3. Skills relative to being suitable for the job
- _____ 4. Effective customer service techniques
- _____ 5. Submit portfolio for instructor's critique
- _____ 6. Submit finished portfolio to 3 companies
- _____ 7. Review how to prepare a résumé
- _____ 8. Review how to complete a job application