



Ministry of cooperatives
Labour and Social Welfare



Iran Technical and Vocational
Training Organization

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Graphic design technology skills in international competitions

Occupational group

Information Technology (IT)

International code

2513-53-144-1

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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

*Iran Technical and Vocational
Training Organization*

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Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

Training standard:

The Training Map for achieving the Job’s subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about whether a competency is achieved or not.

Include: written examination, practical examination

Required Qualifications for Trainers:

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

competency title:**Graphic design technology skills in international competitions****competency description:**

Graphic design is the process of visual communication, and problem-solving through the use of type, space, image and color.

The field is considered a subset of visual communication and communication design, but sometimes the term "graphic design" is used interchangeably with these due to overlapping skills involved. Graphic designers use various methods to create and combine words, symbols, and images to create a visual representation of ideas and messages. A graphic designer may use a combination of typography, visual arts and page layout techniques to produce a final result. Graphic design often refers to both the process (designing) by which the communication is created and the products (designs) which are generated.

admission requirements:

minimum degree of education: Post first year of high school

minimum physical and mental ability: Complete physical and mental health

Prerequisite skills: icdl Grade 2

Course duration:

Course duration: 340 hours

-Theoretical: 100 Hours

-Practical: 240 Hours

-Apprenticeship: ... Hours

-Project: ... Hours

Evaluation : (%)

Written:25%

Practical:65%

Work ethics:10%

Required Qualifications for Trainers:

Computer engineer with 3 years experience

competency training standard tasks	
1	Meet Adobe Illustrator
2	Adobe Illustrator Selection Tools
3	Adobe Illustrator Type Tool
4	Adobe Illustrator Layout Tools
5	Adobe Illustrator Drawing Tools
6	Adobe Illustrator Colour
7	Adobe Illustrator Shapes
8	Adobe Illustrator Images
9	Adobe Illustrator AutoTrace
10	Adobe Illustrator print
11	Getting started with InDesign
12	Tab Handling
13	Smart Layout
14	Typography
15	Type & Images
16	Imagery
17	Colour Panels
18	Text frames
19	Images
20	Printing
21	Photoshop Introduction
22	Photoshop Precise Positioning
23	Photoshop Practicalities
24	Photoshop Filters
25	Photoshop Selection & Selection Techniques
26	Photoshop Masking
27	Photoshop Type
28	Photoshop Repairing and Replacing Images
29	Photoshop Layers
30	Photoshop Colour
31	Photoshop Brushes
32	Photoshop Automation
33	Photoshop Roundtripping
34	Starting with Acrobat
35	Working with Acrobat

36	Bookmarks
37	Page Manipulation
38	Working with PDF
39	Adding and changing text and graphics
40	PDF and Multimedia
41	Acrobats Commenting tool



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Training standard
Contents analysis form

Title: Meet Adobe Illustrator	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Tool Panel & Tools -Palettes Overview -Control Bar -Views -Working with Preferences	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training Organization*

Training standard
Contents analysis form

Title: Adobe Illustrator Selection Tools	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Selection Tool -Direct Selection Tool -Adding to /Removing from Selections -Tips & Tricks for Sleeker Selections in Illustrator -Select & Edit Paths -Lasso Selection Tool -Add /Remove to Lasso Selection Tool -Select Menu Techniques	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator Type Tool	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Creating /Editing Type -Typeface Attributes /Tracking /Leading /Kerning -Type on a Path -Type Path Options -Outline Type -Type Area Tool -Frame Options	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator Layout Tools	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Grids /Guides -Rulers -Stacking Order -Grouping /Ungrouping -Align & Distribute	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator Drawing Tools	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Bezier Pen -Adding /Removing Anchor Points -Joining / Cutting Paths -Knife /Scissors /Shape /Eraser /Smooth -Pen Drawing Techniques -Curves & Angled Corners	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator Colour	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Colour Palettes -Process /Spot /Global Colours /Pantones -Swatches Palettes -Adding /Editing /Deleting Swatches -Eyedropper -Paintbucket	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator Shapes	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Elliptic, Poly, Spiral, Rectangle Tools -Geometric Shapes -Reshaping / Resizing -Transform Tool /Scale /Reflect /Shear /Rotate -Pathfinder Palette -Shear /Scale Tool	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator Images	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Importing & Placing Images - Matching Image Colour - Linking /Embedding Images - Working with Links Palette - Basic Image Tracing	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator AutoTrace	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Using AutoTrace to map Outlines -Use Threshold -Tracing Options -Working with Trace Paths -Using Live Paint to recolour Artwork	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Adobe Illustrator print	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Print Options -Understanding Print Jobs -Print to .PDF -Print to Professional Bureau -Troubleshoot Print Issues	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Getting started with InDesign	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Creating and saving a document -New document setup -Tools / panels -Document navigation	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Tab Handling	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Tab palette -Tab characters -Editing tabs -Adding leaders	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard
Contents analysis form

Title: Smart Layout	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Grids & Guides -Smart Guides -Align & Distribute Objects -Rulers (Zero Point),	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Typography	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Placing External Text (Word, RTF) -Paragraph & Character Formatting -Typography & Layout	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Type & Images	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Working with Text & Images -Working with Text Wrap -Clipping Paths -Removing Backgrounds for Text Wrap -Text Insets	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Imagery	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Placing images -Editing images / graphic frames -Image formats -Graphic frames	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Colour Panels	time			Equipment's ,tools, materials ,books
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Working with Colour -Colour Modes -Colour Swatches -Changing / Matching Colour -Understanding Colour	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Text frames	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Formatting Text frames -Text frame properties -Text frame – multi column setup	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Images	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Placing & Importing Images -Resizing, Rotating, Adjusting Images -Working with Images from Photoshop -Positioning Images in Layouts -Working with Multiple Images	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Printing	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Preview -Preflight & Package -Export (print) to .PDF	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Introduction	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Photoshop Interface -None Destructive Workflow -Control Bar -Photoshop Panels -Photoshop Techniques	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Precise Positioning	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Grids / Guides / Rulers -Print v Pixel -Image Resize / Resolution / Artwork sizing -Rotation -Transformation Tools -Working with Crop Tool	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Practicalities	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Working with Multiple Images -Understand different Image Modes -Photoshop Keystrokes -Working with Views -Window >Arrange -Window >Workspace -Image Formats	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Filters	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Filter Gallery -Liquify -Oil Paint -Vanishing Point	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Selection & Selection Techniques	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Lasso, Magnetic Lasso, Magic Wand, -Feathering Selections -Expanding / Reducing Selections -Modifying / Transforming Selections -Quick Masks -Save / Load a Selection	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Masking	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Quick Masks -Quick Mask Mode -Creating Accurate Masks -Adding to & Removing from a Mask	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Type	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Creating Type -Editing Type -Type Masks -Type & FX Effects -Shaping Type -Type & Good Design	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Repairing and Replacing Images	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Clone Tool (remove or replace part/s of an image -Healing Brush (fix damages to part or whole of image) -Red Eye Removal -Content Aware Fill	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Layers	time			Equipment's ,tools, materials ,books
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Understanding Layers -Creating, Editing, Shuffling Layers -Merging & Flattening Layers -Layer Palette -Fill Layers -Adjustment Layers	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Colour	time			Equipment's ,tools, materials ,books
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				From Adobe
Knowledge and Skill: - Working with Colour -Colour Modes -Colour Harmony -Colour Replacement Brush -Hue and Saturation -Colour Balance -Black and White Mode -Colour Palettes -Colour Models, CMYK, RGB, LAB -Gradients, creating & editing -Mixing & matching Colour -Pantones & Spot Colours -Colour Profiles	Determined by the instructor			
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Brushes	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Working with Brushes -Creating Brushes -Brush Tool & Mixer Brush -Brush Presets	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				From Adobe
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Automation	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Contact Sheets -Batch Processing -Photoshop Merge & Panoramics -Blending Panoramas -Editing Panoramas -Automation Options	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Photoshop Roundtripping	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Placing Photoshop files in DTP software -Editing Photoshop Files -Save / Load a Selection	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Starting with Acrobat	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Working with the Screen -Menu and Bars -Toolbar Customisation -Navigation Panes	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Working with Acrobat	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Opening & Viewing a PDF document -Navigating pages & Views -Page Layout -Working in Reading Mode	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Bookmarks	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Working with Bookmarks -Creating, Editing, Deleting Bookmarks -Bookmark Structure -Importing Bookmarks from Word -Bookmark Options	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Page Manipulation	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Arranging Pages -Page Extraction -Combining Pages -Page Rotation -Working with Page Crops	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Working with PDF	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Printing to a PDF file -Using PDFMaker in Adobe Office -Converting images -Scanning directly to PDF -Combining multiple files into a PDF -Converting web pages to PDF -Converting screen shots	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Adding and changing text and graphics	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - ext TouchUp Tool -Working with Text Tools in Acrobat -Text Placement and Positioning -Changing/adding an image -Adding headers and footers -Adding a background -Adding a watermark	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: PDF and Multimedia	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Inserting sound -Inserting video -Sound & video options -Navigation options -Video buttons -Media options -Display options -Creating posters	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe

Training standard
Contents analysis form

Title: Acrobats Commenting tools	time			Equipment's ,tools, materials ,books
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				
Knowledge and Skill: - Adding sticky notes to a page -Adding a text box comment -Adding a callout comment -Ovals, Lines, Rectangles, Polygons & Clouds -Applying a stamp to the page -Exporting and importing comments	Determined by the instructor			From Adobe
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

*Required quantity for each 15 Trainees

From: Adobe