Chindlers

Graphic Designer

Program: Graphic Designer
Title: Graphic Designer
Prerequisites: Basic Computer Skills
Certifications Upon Completion: certificate of completion/Adobe ACA
Length of Course: 300 Hours

COURSE OBJECTIVE:

This course is for beginners. Students will be able to complete all coursework in one program. This course will begin with the basic and progress to most current, industry standard software. Powerful programs such as Adobe PhotoShop, Adobe Illustrator and InDesign will be introduced and utilized to supplement traditional tools. Students will start to develop personal portfolios by completing several in-class projects. These portfolios can help candidates get work opportunities.

PROGRAM DESCRIPTION:

This course prepares individuals to successfully use the software and apply it in a real job.

INSTRUCTIONAL STRATEGIES:

Our institution has developed its own e-learning platform (www.tutoracademy.org) together with a combination of class lectures, hands on with a computer,one on one demonstrations, and in-house lab experiences applicants can accomplish certification.

PROGRAM LENGTH

The following hours are recommended program lengths. It is understood, however, each student

learns at his or her individual pace and there will be students who successfully complete the program in fewer or more hours that what is recommended.

METHOD OF EVALUATION

Our onsite testing program through(Pearson Vue) will evaluate and certify each candidate, reports will be produced to assist candidates in becoming certified.

GRADING FORMULA

Percentage %	Grade
90+	A
87-89	A-
84-86	B+
80-83	B
77-79	B-
74-76	C+
70-73	C
65-69	D+
60-64	D
<59	F

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Program: Adobe Illustrator

Title: Adobe Illustrator

Prerequisites: Basic Computer Skills

Certifications Upon Completion: certificate of completion

Length of Course: 120 Hours

Course content

Expand all
102 lectures
120:37:31

– **Introduction**		12:30
Why learn Illustrator?	Preview	01:57
How to Study?	Preview	03:26
Getting an Adobe Certification	Preview	05:06
Changes to User Interface in CC 2018		01:28
Exercise Files		00:33
– **Basics**		41:00:29
Illustrator Documents	Preview	08:44
Artboards		10:48
Updated Artboards (New in CC 2018)		03:18
Navigation		07:50
Working with Vectors		09:41
User Interface		10:29
Properties panel (New in CC 2018)		03:29

Settings	06:10
Basics Quiz	12 questions
– Working with Objects	41:14:45
Basic Shapes	12:05
Transformations	07:55

Combining Shapes	13:21
Selection Techniques	06:28
Organising Objects	12:52
Aligning and Distributing Objects	05:23
Working Precisely	09:25
Exercises	07:16
Working with Objects Quiz	12 questions

– Appearance of Objects	31:05:48
Stroke settings	13:11
Swatches	13:37
Gradients	10:23
Appearance panel	15:08
Effects	11:06
Exercises	02:23
Appearance of Objects Quiz	12 questions

– Drawing	10:19:04
Basic Drawing Tools	10:04
Drawing Exercise	14:31
Coloring	11:59
Drawing assistance tools	08:38
Draw Inside	06:27
Pen Tool	14:01

Pen Tool exercise	18:28
Pen Tool alternatives	14:08
Curvature Tool (New in CC 2018)	03:09
Distort and Transform tools	08:56
Symmetrical drawing	09:04
Concentric drawing techniques	09:58
Manual tracing exercise	09:41
Drawing Quiz	12 questions

– Brushes	57:27
Calligraphic Brushes	11:50
Scatter Brushes	10:28
Art Brushes	10:58
Bristle Brushes	02:54
Pattern Brushes	11:22
Image Brushes	09:55
Brushes Quiz	12 questions

– Images	59:49
Working with Images	10:30
Preparing simple images for tracing	08:23
Preparing complex images for tracing	10:24
Image Trace	20:31

Improving and Colouring traced images		10:01
Images Quiz		12 questions

– Type 01:31:41

Character formatting		12:17
Paragraph formatting		12:02
Using Text styles		07:12
Fonts		07:59
Variable and SVG Fonts (New in CC 2018)		03:22
Touch Type		03:21
Type on a Path		05:59
Type and Shapes		04:33
Warp Text		07:02
3D Type		06:27
Create Outlines from Text		07:48
Image within Text		03:21
Text Wrap		03:15
Type Exercise		07:03
Type Quiz		12 questions

– Advanced Techniques 01:49:08

Introduction to Masking	Preview	10:33
Clipping Mask		04:58
Opacity Mask		03:23

Masking exercise	02:27
Recolor Artwork	09:13
Live Paint Bucket	08:56
Envelope Distort	03:43
Puppet Warp (New in CC 2018)	03:56
Symbols	06:08
Symbol Tools	06:20
Graphs	10:17
Blending Objects	04:34
Creating Patterns	10:27
Refining Pattern Design	06:55
Gradient Mesh	08:32
Perspective Drawing	08:46
Advanced Techniques Quiz	12 questions
– Export and Integration	41:40
Saving work for Print	08:13
Saving work for Web	07:42
Export for Screens	03:46
Adobe Apps	08:24
Integration with Bridge	02:48
CC Libraries	06:06
Archiving Projects	04:41

Export and Integration Quiz	12 questions
– CC 2019 New Features	25:38
Freeform Gradients	05:22
Global Edit	04:23
Enhanced visual font browsing	05:47
User Interface Improvements	04:33
Viewing Improvements	05:33
– CC 2020 New Features	10:36
Simplify Path	02:26
Delete Anchor Point Tool update	01:51
Faster Effects	00:59
Recolor Freeform Gradients	03:31
Auto Spell Check	01:00
Background Save	00:49
– Conclusion	08:55
Building Your Portfolio	08:02
Conclusion	00:48
PDF Resources	00:05

Chindlers

Photoshop

Program: Photoshop
Title: Photoshop
Prerequisites: Basic Computer Skills
Certifications Upon Completion: certificate of completion
Length of Course: 45 Hours

COURSE OBJECTIVE:

Photoshop is considered one of the leading photo editing software's. This course covers the fundamental basic functions to get started on editing and improving you photos. This software allows you to manipulate, cut, crop, and colorize to create the perfect image, using all the tools that we can offer. Our Students learn all aspects of visual design giving them what they need to expand and progress when to getting the next step. When it comes to our students we focus all aspects of Photoshop allowing our students not only a full experience, but the knowledge and confidence to expand their photoshop skills

PROGRAM DESCRIPTION:

This course prepares individuals to successfully use photoshop for web and print .

INSTRUCTIONAL STRATEGIES:

Our institution has developed its own e-learning platform (www.tutoracademy.org) together with a combination of class lectures, hands on with a computer,one on one demonstrations, and in-house lab experiences applicants can accomplish certification.

PROGRAM LENGTH

The following hours are recommended program lengths. It is understood, however, each student learns at his or her individual pace and there will be students who successfully complete the program in fewer or more hours that what is recommended.

METHOD OF EVALUATION

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reports will be produced to assist candidates in becoming certified.

GRADING FORMULA

Percentage %	Grade
90+	A
87-89	A-
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77-79	B-
74-76	C+
70-73	C
65-69	D+
60-64	D
<59	F

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Course content

Expand all
175 lectures
45:45:35

– **Introduction**		**3:**00:00
Introduction	Preview	05:48
Workbook for Section 1 & Download All The Course Resources		00:02

	Get the Best Photoshop Version	Preview	3:05:20
	Join Our Photoshop Community		30:24
	Over 250 Premium Resources!		00:23
	ACTIVITY: Create a Black and White Image	Preview	3:06:01
	History Panel		03:05
	The New Undo		02:22
	Photoshop Search		02:38
	OPTIONAL: Speed up Photoshop		03:43
	What's new in Photoshop CC 2020		05:45
	Do you like this feature in course?		00:41 the
–	**Get Started**		03:02:19
	Introduction		01:42
	Use Photoshop’s Interface Efficiently	Preview	03:24

Customize Your Workspace		06:04
Create a New Project		04:16
Save your Photoshop work		06:51
Optional – Save your work to the cloud		05:19
Get around Photoshop Fast		05:24
ACTIVITY: Crop and Straighten Photos	Preview	03:50
Open Images in 6 Ways		03:53
Export Your Work in 5 Ways		07:15
ACTIVITY: Resize an Image		08:13
The Powerful Properties Panel		05:11
Review		00:57

– **Layers 101**	**6:**57:14
Introduction	00:39
OPTIONAL: What Are Layers?	03:24
Start Using Layers	07:07
Use the Layers Panel	05:45
Select Layers	07:00
Move Layers	05:49
EXERCISE: Layer Dexterity	02:02
Solution: Layer Dexterity	04:33
Arrange Images Quickly	09:00

Layer Opacity vs. Fill	04:39
EXERCISE: Fast Alignment	01:51
Solution: Fast Alignment	03:18
Review	02:07
– Layers 102	10:07:42
Introduction	00:51
Layer Types Explained	08:14
Customize the Layers Panel	05:18
Identify Layers	07:54
Filter Layers	05:12
EXERCISE: Sort Layers	01:59
Solution: Sort Layers	06:43
Manipulate Layers in Photoshop CC 2020	07:50
Manipulate Layers in CS4 - CC 2018	06:19
Rotate layers in CC 2020	04:55
Use Blending Modes	03:10
Lock Layers	02:59
OPTIONAL: Best Layer Hotkeys	05:02
Review	01:16
– Artboards	3:00:08
Introduction	00:41

Find out how artboards can help you	05:53
The hidden value of artboards	06:39
Creating and resizing artboards	06:03
Duplicate artboards and using guides	06:50
Exporting artboards	03:07
Conclusion	00:55

– Raster Layers	3:00:56
Introduction	00:48
OPTIONAL: Photoshop vs. Illustrator	04:12
Use the Brush Tool	08:25
ACTIVITY: Soften Skin Imperfections	04:46
Use the Eye Dropper & Swatches	08:10
The Libraries Panel	08:28
OPTIONAL: Fix the Eye Dropper	03:36
Resolution vs. Image Size	02:37
OPTIONAL: Change T-Shirt Color	05:14
Optimize Project Size	04:49
Non-destructive Editing	03:26
Review	01:25

Selections 101	59:39
Selections Explained	04:44
Modify Selections	05:17
Rectangular Marquee	04:05
Elliptical Marquee	02:49
EXERCISE: Hands On Marquees	01:32
Solution: Hands On Marquees	04:07
Hide Pixels with Layer Masks	04:52
ACTIVITY: Combine 2 Images with Layer Masks	04:24
Quick Selection Tool and Magic Wand	04:15
The Object Selection Tool in CC 2020	03:09
Remove a person from their background in CC 2020	07:29
ACTIVITY: Make an Orange Purple	05:30
Save & Load Selections	02:02
ACTIVITY: Change the Color of T-Shirt v2	04:21
Review	01:03
Selections 102	46:38
Introduction	00:46
Use Lasso Tools	04:26

Pen Tool Overview	05:20
Use Direct & Path Selection Tools	04:42
ACTIVITY: Pen Tool Selections	05:54
Quick Mask Mode	03:21
Select a Color in a Photo	04:45
ACTIVITY: Remove Background	06:45
Select and Mask Hair	06:26
Channel Selections	02:55
Review	01:18

– **Shape Layers**	01:19:44
Introduction	00:40
Create Shapes	07:30
Modify Shapes	04:27
Free Transform (Ctrl+T) in CC 2020 works differently	02:43
ACTIVITY: Design Web Buttons	11:58
New Custom Shapes in CC 2020	02:00
Use Custom Shapes	04:39
ACTIVITY: Design Shapes with the Pen Tool	07:29
Generate Guides from Shapes	02:44
Place Images in Shapes	04:56

ACTIVITY: Create a Website Layout	05:20
ACTIVITY: Design a Flat Illustration - Part 1	09:37
ACTIVITY: Design a Flat Illustration - Part 2	08:27
ACTIVITY: Design a Flat Illustration - Part 3	06:15
Create a Flat Illustration	1 question
Review	00:59

– **Creative Layer Styles**	01:18:45
Introduction	00:47
Layer Styles Crash Course	07:15
Download & Scale Layer Styles	07:03
Create Gold Text Effect	07:15
Embed Text in Photos	04:35
Use Global Light	04:57
Create Shiny 3D Text	08:03
Create Neon Effect	03:30
ACTIVITY: Design an Emoji – Part 1	07:21
ACTIVITY: Design an Emoji – Part 2	07:31
ACTIVITY: Animate an Emoji - Part 1	06:40
ACTIVITY: Animate an Emoji - Part 2	06:17

Create & Animate an Emoji	1 question
Create a Fire Text Effect	06:01
Review	01:30

– Work with Smart Objects	01:07:09
Smart Objects Explained	04:58
ACTIVITY: Design an Android Icon	10:56
Create Your Own App Icon	04:30
Breaking Smart Objects	03:42
Showcase Your Work Professionally	02:59
ACTIVITY: Create a Realistic Mockup	05:02
Unpack Smart Objects in CC 2020	05:22
Linked Smart Objects	05:38
Filters with Smart Objects	03:34
ACTIVITY: Create a Business Card Part 1	06:53
ACTIVITY: Create a Business Card Part 2	07:49
ACTIVITY: Create a Business Card Part 3	04:28
Review	01:18

– Create a Cute Character	27:22
ACTIVITY: Create the Shape	09:32
ACTIVITY: Add Layer	07:28

Styles		
ACTIVITY: Finishing Touches		10:22
Create A Cute Character		1 question
– Repair Your Photos		50:08
Introduction		00:47
Remove Skin Issues		07:05
Remove Watch & Necklace from Photos		06:52
Clean Up Face Imperfections		06:52
Move People in Photos		03:44
Enhance Faded Photos		04:18
Dodge, Burn, Sponge tools		05:28
Remove Red Eyes from Photos		02:46
Create an Action in Photoshop	Preview	03:48
Resize Lots of Images Quickly		07:23
Review		01:05
– Text Layers		01:04:57
Text Layers Explained		11:22
Font Types		05:07
Get New Fonts		06:45
Learn Typography Best Practices		05:22

	Combine Fonts		03:56
	EXERCISE: Hands On Text Layers		01:27
	Solution: Hands On Text Layers		08:12
	Identify a Font	Preview	05:56
	Stay Consistent in Your Projects		06:37
	Align Text Layers		04:22
	Glyphs Explained		04:27
	Review		01:24
–	**Improve Your Photos**		32:30
	Introduction		01:06
	Make Your Teeth White		04:51
	Reshape Your Face		04:36
	Create a Lens Flare		03:03
	Tilt Shift: Miniaturize Objects		04:19
	Add Glowing Lines to Photos		07:58
	Add Light to an Area		03:01
	Reshape Your Body		02:45
	Review		00:51
–	**Course Conclusions & What's Next**		01:31
	Final Words		01:31

Chindlers

Adobe Indesign

Program: Adobe InDesign
Title: Adobe InDesign
Prerequisites: Basic Computer Skills
Certifications Upon Completion: certificate of completion
Length of Course: 120 Hours

COURSE OBJECTIVE:

InDesign is a desktop publishing software application for creating flyers, brochures, magazines, newspapers, **and** books. Projects created using **InDesign** can be shared in both digital **and** print formats. **InDesign** is used by graphic designers, artists, publishers, **and** marketing professionals.

PROGRAM DESCRIPTION:

This course prepares individuals to successfully use the software .

INSTRUCTIONAL STRATEGIES:

Our institution has developed its own e-learning platform (www.tutoracademy.org) together with a combination of class lectures, hands on with a computer,one on one demonstrations, and in-house lab experiences applicants can accomplish certification.

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77-79	B-
74-76	C+
70-73	C
65-69	D+
60-64	D
<59	F

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Course content

Expandall
78 lectures
120:48:32

– Introduction 11:45

InDesignTutorialBasics CourseIntroduction	Preview	02:19
Exercisefiles&projects	Preview	02:42
WhatdoesAdobe InDesigndo?	Preview	01:34
Whatarethedifferences betweenInDesignand PageMaker,Illustrator, Photoshop,	Preview	05:10

– PROJECT 1: One page flyer 13:17:39

How to change MM to Inches & changing UK to US dictionary in

I
n
D

esign?	01:39
New document in InDesign - what is bleed & slug?	08:08
How to create your own RGB & CMYK colors in Adobe InDesign	08:39
How do I steal colors from a logo using InDesign?	03:14
How to color the background of a page in InDesign	03:33
Importing resizing rotating & flipping images & Logos inside InDesign	07:53
How to Import text from Microsoft Word into Adobe InDesign	05:46
How to group, ungroup & rotate images in Adobe InDesign	05:12
How to make a dotted line, dashed line & borders in InDesign	05:20
How best to preview your work in Adobe InDesign	05:16
How to make a simple PDF from InDesign	06:43
How to save your InDesign file as a JPEG	03:18
Why should I use CC Libraries in InDesign?	05:08
How to share your InDesign files with others by using package document	04:26

Class Exercise 1	03:24
Assignment 1: Page Flyer	1 question
– PROJECT 2: Other people's files	20:20
Ideas, Inspiration & starter templates	04:59
Working with other people's InDesign documents, missing images	03:12
How to find missing fonts in InDesign?	04:27
How to replace images in InDesign?	01:30
Opacity, transparency and see through ness in Adobe InDesign	02:29
Why is InDesign adding [Converted] and making me save as	01:06
What if I can't find the InDesign file - can I open the PDF?	02:37
– PROJECT 3: Company Newsletter/Brochure	50:30:22
Creating a new company newsletter or brochure, what are spreads	06:58
How to use a Master Page in Adobe InDesign	05:33
How do I add automatic page numbering to a InDesign file	04:12
Removing a masterpage & deleting parts off the master page in InDesign	02:30

Production Video 1	02:53
What is Effective PPI & Image resolution in the InDesign links panel	06:52
How to add drop shadows to an image or logo in InDesign	04:20
What is TypeKit used for in Adobe InDesign?	08:37
How to add the Copyright, Registered & Trademark symbols in InDesign	05:08
Where can I find the different versions of letters in InDesign - Ligatures	03:35
How to add placeholder text & lorem ipsum & get a word count in InDesign	03:04
Importing Text from Microsoft Word & keeping or removing the formatting	02:58
Creating Columns in a text box using Adobe InDesign	01:46
How do I justify text & turn off hyphenation in InDesign	03:59
What is a the space after & leading in Adobe InDesign	05:22
How to underline text with a full width line in Adobe InDesign	01:53
How do I make a paragraph style in Adobe InDesign	06:06

How do I update a Paragraph Style in Adobe InDesign	04:28
How to us Find & Change to remove double spaces after a period or full stop	02:37
Stealing colours from images, is there a format painter in Adobe InDesign?	03:09
InDesign Class Exercise 2 - Magazine Spread	04:22
Assignment 2: Magazine Spread	1 question

− PROJECT 4: Long Business Document — 26:46:10

How to bring in lots of text into InDesign at once	08:11
How do I import paragraph styles from another document?	12:45

How do I insert completely blank pages in Adobe InDesign?	02:03
How do I create a gradient in Adobe InDesign?	07:20
Do I need to use layers in Adobe InDesign?	05:29
Opacity advanced, mater marks and Transparency Effects in Adobe InDesign	04:24
How do I add rounded corners to an image or box in Adobe InDesign?	02:53
How to add a large first letter to my text aka Drop Cap?	02:16
How do I increase the space between letters in Adobe InDesign aka Tracking or Ke	02:32
How do I get text to move around an image or shape using text wrap?	03:57
Why can’t I put text over anything that has text wrap applied?	03:25
How to draw an arrow or triangle or star in Adobe InDesign?	06:40
How do I put an image inside other shapes like a circle - cropping?	02:47
What is Adobe Stock?	04:17
Where can I find free images & icons that I can use for my business?	04:23

How do I add bullets and numbered lists in Adobe InDesign?	00:51
How can I create a table inside Adobe InDesign?	07:10
How do I convert tables from Microsoft Word or Excel into Adobe InDesign?	04:26
How do I get images to move with the text in Adobe InDesign?	03:22
How do I create a Line Break, Column Breaks & Page Breaks in Adobe InDesign?	04:17
How do I make an automatic table of contents in Adobe InDesign?	04:46
How do you change the tabs in Adobe InDesign?	04:30
Can i change the numbering of my pages so 1 starts later in the InDesign file?	03:26
– PROJECT 5: Conference Name Badge	10:20
How do I combine Microsoft Excel spreadsheet in InDesign?	09:04
CLASS EXERCISE: Create your own business card	01:16
Assignment 3: Create your own business card	1 question
– What next	26:18:25
How to create a mockup	04:07

for your portfolio using InDesign		
BONUS:Software Updates2019	Preview	40:41
BONUS:Software Updates2020	Preview	28:15
What to do after this InDesign tutorial course?		01:31
Class project for your own portfolio		03:51 Assignmer

– Cheat sheet & shortcuts 13:31

InDesign cheat sheet & shortcuts		