

SYLLABUS *for* VISUAL DESIGN & IMAGING

The following is a sample list of what will be taught in the Visual Design & Imaging program.

Note: Students will have a demonstration and safety procedures test on all equipment along with a list of procedures for operation before they will be allowed to begin to practice on any machine.

- **Equipment, Chemical and Personal Safety in the lab.**
- **Macintosh Computer**
- **Software**
 - **Includes: Adobe Photoshop, InDesign, Illustrator; Microsoft Word and Power Point**
- **Scanner operation**
- **Digital Duplicating**
- **Bindery Methods**
 - **Includes: Comb & Coil Binding, Paper Cutter, Paper Drill, Folder, Shrink Wrapping, Padding**
- **Screen Printing**
- **Plate Making**
- **Printing Press Operation**
- **Customer Service Production**
- **Layout and Design applications**
- **Digital Photography**

- All students will complete a 10-hour OSHA certification.
- All students will complete a job shadowing experience which is to be completed in an area that is connected with a Visual Design and Imaging career.

- All projects are designed to utilize a specific software or machine. Students are given assignment sheets on paper or on the classroom website that includes a rubric describing what will be graded for each project and deadline. **Projects will include:**
 - Business Card Design, Layout & Printing
 - Personalized Note Pads
 - Identity Pieces
 - Logo Designs
 - Newsletter and Newspaper Pieces
 - Participation in Design Contests
 - Screen Printed Shirts and/or Posters
 - Customer Service
 - Safety Poster
 - Photo Manipulation
 - Greeting Card
 - Calendars
 - Packaging Design
 - Bottle Labels

Please feel free to call Mrs. Hickey for additional information or concerns by calling TCTC at 330.847.0503 ext. 1064 or through e-mail at cindy.hickey@neomin.org.