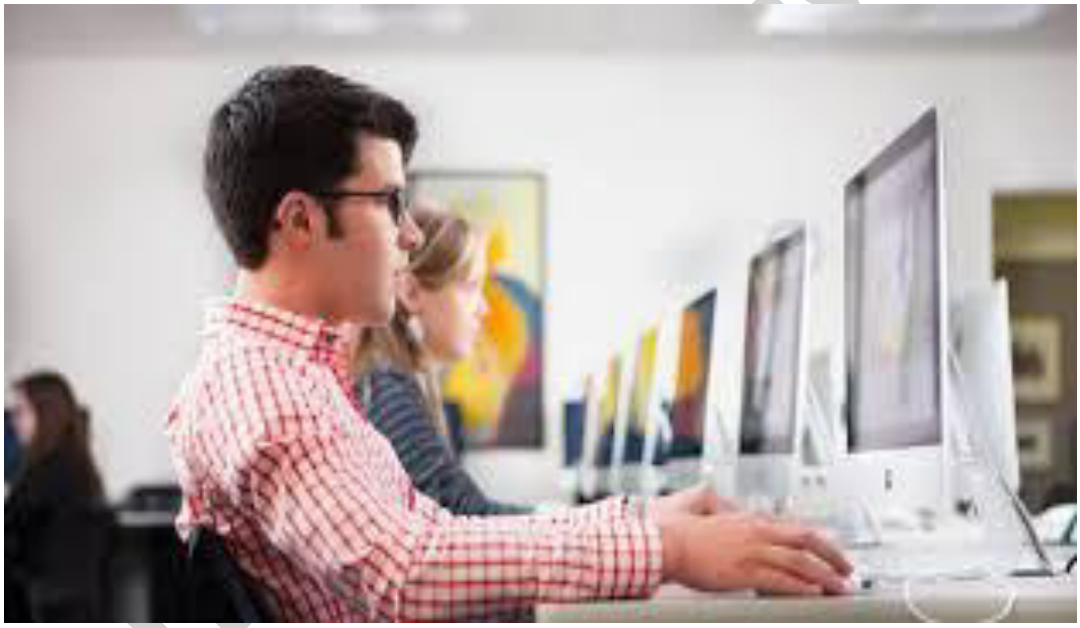
COMPUTER GRAPHIC DESIGNER

Source: National competency Standard
(Competency Standards Code No: D22S002)
National Certificate at NVQ Level in the occupation of
COMPUTER GRAPHIC DESIGNER will be awarded to those who are competent in units 1+2+3+4 - D22S002Q1L4 - NVQ Level 4



NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY,

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Unit of competency	Elements of Competence	Module Number & Module	Tasks Number & Task
1.Develop concepts and sketches D22S002U01	1. Identify client's needs 2. Generate ideas to develop concept 3. Develop hand drawn sketches	**M -01.** Basic of Graphic Design (Basic Module)	1. Artwork
			2. pixel
			3. Vector Graphic Elements
			4. Raster Graphic Elements
			5. Tools and Equipment Used
			6. Graphic Elements
			7. Color Basic and Theory
			8. Principle of Graphic design
			9. Gestalt Principle
			10.Page Layouts
			11.Graphic Design Rules and Guidelines
			12.Broaches
			13.Advertisements
			14.Poster
			15.Logos
			16.Business Cards
			17.Presentations
			18.Maps
			19.Report Covers
			20.General Working Condition
			21.Intellectual property rights
			22.Fundamentals Of entrepreneurship
			23.Planning & scheduling work
		M-09 Install Software	G1. Prepare storage media
			G2. Partition Hard Disk
			G3. Format Hard Disk
			G4. Install Operation System
			G5. Configure Devices Drivers, Service Packs,Operation System
			G6. Install Application utility Software
			G7.Make final checkup of software
2.Design and creat graphics for prints products D22S002U02	1. Prepare layout for printing process 2. Prepare graphics and images to suit the design concept 3. Manipulate images	**M-03** Graphic software Fundermantals	A1.Drawing lines and curves
			A2.Drawing shapes with effects
			A3.Use paint brush
			A4.Select areas
			A5.Fill Effect and Color
			A6.Apply Menu bar Options
			A7.Erase an Area
			A8.Select Color Using eye Dropper tool

Unit of competency	Elements of Competence	Module Number & Module	Tasks Number & Task
2.Design and creat graphics for prints products D22S002U02	4. Prepare print layout design	**M-04** Scan Images and Objects	B1. Calculate size and Resolution
			B2. Activate Scanner Software
			B3. Scan Graphic or Photograph
	5. Perform proofing artwork and obtain approval		B4. scan using OCR Option
		M-05 Manipulate Images	C1. select appropriate Application
			C2. Resample Images
			C3. Scale Images
	6. Perform preflighting and output		C4. Retouch Images
			C5. Correct Colors
			C6. Super Impose Images
			C7. Mask Images
			C8. Select Color Mode
			C9.Crop the Images
			C10.Save to relevant file format
		M-06. Design Artwork	D1.Prepare Rough Sketch
			D2.Collect the Materials
			D3.Import/Place Images
			D4.Select Font
			D5. Format Text
			D6.Select Appropriate Color Format
			D7.Apply Filters
			D8.Apply Patterns
			D9.Apply Blending Modes
			D10.Work with Paths
			D11.Create Artwork
			D12.Check the Artwork
			D13.Provide Proof
			D14.Create Graphic for the Web
			D15.Save the Artwork
		M-07 Out Put Product	E1.Check the final file Links
			E2.Check the color profile
			E3.Convert text to Objects
			E4.Save File As required format
			E5.Collect Related Material for Output
			E6. Transfer files to Removable Drive
			E7.Send the File to image setter or laser printer
			E8. Output Via Communication Lines

Unit of competency	Elements of Competence	Module Number & Module	Tasks Number & Task
3.Design and creat graphics for web interfaces D22S002U03	1. Prepare a layout for web interfac 2. Prepare graphics andimages to suit thedesign concept 3. Manipulate images 4. Perform layout according to design concept 5. Perform proofing artwork and obtain approval	**M-08** Prepare Customized Graphic Elements	F1.Creating ICC monitor profile
			F2.Creating Custom RGB Profile
			F3.Creating custom CMYK profile.
			F4.Creating custom grayscale and spot-colour profiles
			F5.Setup printing colour management
4.Conduct interpersonal communication D22S002U04	1. Respond to client requests 2. Offer information toclient 3. Exchange information effectively	**M-02** Communication skills & interpersonal skills (Basic Module)	1. Definition of communication and the importance of effectiveness.
			2. Verbal and non-verbal communication techniques,
			3. Identify customer needs and wants
			4. serve the customer
			5. Body language theory, signals and meanings.
			6. Barriers of communication.
			7. Listening & responding in an ethical manner.
			8. Build up good public relationship with customers, work team and rest of the staff members.
			9. Techniques for building good rapport.
			10.Negotiating skills.
			11. Ability to win customer confidence.
			12. Handle customer complaint
			13. Use telephone and fax machine.
			14. Internet & E-mail