



Daffodil Polytechnic Institute, Institute Code: 50238

Lesson Plan – Academic session: August 2024 – December 2024

Subject Teacher : Ilman Hossen Antor (Instructor)
 Subject Name : Desktop Publishing
 Subject Code : 29661
 Technology : Graphic Design Technology
 Semester : 6 GD
 Recommend Book : 1. Desktop publishing, by Md. Torikul Islam

Subject Aims:

After completing this module the trainee will be able to:-
 Operate Computer and Peripheral Independently.
 Learn about Graphic art Techniques.
 Design Logos, Cover pages, Advertisements, Letter heads etc.
 Create various types of layout with Formatting
 Create Illustration images, Pictures, for various formats meant for printing purpose.

Subject Outcome:

Photoshop-history & introduction, the file menu, the tools, Drawing lines & shapes. Inserting picture and shapes, filling colors, Image correction, text effects, filters, Creating design patterns. Type facing and type design; Thumbnail sketches; Text wrap, Drawing, Working with Objects, Transforming and Distorting Shapes, Applying color, Producing consistent color, Transparency, Gradients, and Patterns, Appearance Attributes, Styles, and Effects.

Marks	Grade Point	Letter Grade	Marks	Grade Point	Letter Grade
80>	4.00	A+	55-59	2.75	B-
75-79	3.75	A	50-54	2.50	C+
70-74	3.50	A-	45-49	2.25	C
65-69	3.25	B+	40-44	2.00	D
60-64	3.00	B	0-39	0.00	F

Mark Distribution (for 200 Marks)			
Theory Marks		Practical Marks	
Midterm	20	PC	25
Class test	10	PF	25
Quiz test	05		
Attendance	05		
Final	60		
Total	100	Total	50

Class Timing Distribution	
Particulars	Time
Greeting with students	05 Minutes
Previous Class Review	10 Minutes
Present Class Topic Discussion And Lecture Delivery	30 Minutes
Practice Session	30 Minutes
Question answer	10 Minutes
Present Class Topics Review	05 Minutes

	Chapter/ Exam / Industrial Visit	Learning Area	Learning Outcome	Class/Lab Supporting Equipment's
7	Understanding the Fundamentals of DTP	Fundamentals of Desktop Publishing 1.1 Explain Desktop Publishing - 1.2 Discuss the application of Desktop Publishing	Explain Desktop Publishing and its applications.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro YouTube link: https://www.youtube.com/watch?v=RO3ILV9SXzg
	DTP Job Market and Requirements	DTP Job Market and Requirements 1.3 Discuss the job market of Desktop Publishing - 1.4 Discuss the software requirement for Desktop Publishing - 1.5 Discuss the hardware requirement for Desktop Publishing	Discuss job market, software, and hardware requirements.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro YouTube link: https://www.youtube.com/watch?v=keoszfh4DZ8
3	Importance of Word Processing in DTP	Word Processing in DTP 2.1 Explain the importance of word processing in DTP - 2.2 Discuss various word processing environments/software	Explain the importance of word processing.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro

4.	Text Formatting Techniques	2.9 Describe Avro Unicode font.2.3 Discuss text formatting, margins, borders, etc. - 2.4 Discuss font size, font style, colors, paragraph alignments, etc.	Apply text formatting techniques.	
5	Using Charts, Tables, and Graphics	Advanced Word Processing	Utilize charts, tables, and graphics.	2.5 Discuss the use of charts, tables, graphs, diagrams, etc. - 2.6 Discuss the use of images and graphics in word processing for DTP
Quiz Test-1				
6	Introduction to Adobe PageMaker	Adobe PageMaker Basics 3.1 Describe the work-environment of Adobe PageMaker - 3.2 Discuss the advantages of using Adobe PageMaker	**: Describe the work environment of Adobe PageMaker.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro
Class Test-2		Chapter-1,2 & 3	Marks-10	
7	When to Use Adobe PageMaker	Applications of Adobe PageMaker 3.3 Discuss when to use Adobe PageMaker	Determine when to use Adobe PageMaker.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro YouTube link:

8	: Tools in Adobe PageMaker	- 3.4 Discuss page layout and Adobe PageMaker Tools	Use PageMaker tools.	https://www.youtube.com/watch?v=cerEki-bOUs
9	Advanced Formatting in PageMaker	Advanced Page Formatting	Utilize advanced formatting techniques.	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro
10	Moving and Placing Text and Graphics	Text and Graphics in PageMaker	Move text blocks and graphics	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro
11	Page Setup and Master Pages	Page Setup in PageMaker	Set up pages and use master pages	1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro
12	Mid Exam	Mid Exam	Mid Exam	Mid Exam

13	<p>Advanced Document Customization</p> <p>Introduction to Adobe InDesign</p>	<p>DskPZvMjWGctfqWhscPrRKTYXS6rfe CxaMQ</p> <p>Adobe InDesign Basics</p>	<p>Create and customize documents</p> <p>Describe the setup and tools in InDesign.</p>	<p>1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro YouTube link: https://www.youtube.com/watch?v=pvvgAqd_EGQ</p>
14	SAVE AND EXPORT FILE OF ILLUSTRATOR PROGRAM	<p>6.1 Explain save and export. 6.2 Discuss printing file format. 6.3 Explain PDF file setting. 6.4 Discuss the file extension. 6.5 State the missing file extension. 6.6 Discuss the exporting image /Object in other program.</p>	1. To know about how to save and export file.	<p>1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro</p>
15	CREATE BOOK COVER. (Practical)	<p>6.1 Follow Occupational Safety & Health (OSH) practices. 6.2 Open software & setup document. 6.3 Create layout & drawing. 6.4 Add text, image, logo, illustration, shapes & color.</p>	1. To know how to make book cover.	<p>1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro YouTube link: https://www.youtube.com/watch?v=50yumDIV8MQ</p>

		<p>6.5 Follow design principles.</p> <p>6.6 Follow specification & sample copy.</p> <p>6.7 Save in appropriate file format.</p> <p>6.8 Clean & store tools & equipment.</p> <p>6.9 Maintain the record of perform task.</p>		
16	BRUSH AND PATTERN OF ILLUSTRATOR PROGRAM	7.1 Discuss the brush.	<p>1. To Know about brush and pattern tools.</p> <p>2. To Know about calligraphy brush.</p> <p>3. To Know about brush libraries.</p>	<p>1. Projector.</p> <p>2. Computer.</p> <p>3. Internet.</p> <p>4. Keyboard.</p> <p>5. Adobe Illustrator 2023</p> <p>6. Bijoy 52</p> <p>7. Avro</p>
17		<p>7.2 Discuss calligraphy brush.</p> <p>7.3 Explain border pattern.</p> <p>7.4 Discuss the applying pattern brush.</p> <p>7.5 Discuss the brush libraries.</p> <p>7.6 Explain art brush effect in text.</p>		
18	Class Test-2	Chapter-4,5 & 6	Marks-10	
19	DESIGN INNER PAGES (Practical)	<p>7.1 Follow Occupational Safety & Health (OSH) practices.</p> <p>7.2 Open software & setup document.</p> <p>7.3 Create layout & drawing.</p> <p>7.4 Add text, image, logo, illustration, shapes & color.</p> <p>7.5 Maintain margin & setup page number.</p> <p>7.6 Follow design principles.</p>	<p>1. To Know about design inner pages.</p> <p>2. To Know about design save in appropriate file format</p>	<p>1. Projector.</p> <p>2. Computer.</p> <p>3. Internet.</p> <p>4. Keyboard.</p> <p>5. Adobe Illustrator 2023</p> <p>6. Bijoy 52</p> <p>7. Avro</p> <p>YouTube link: https://www.youtube.com/watch?v=50vumDIV8MQ</p>

		<p>7.7 Follow specification & sample copy.</p> <p>7.8 Save in appropriate file format.</p> <p>7.9 Clean & store tools & equipment.</p> <p>7.10 Maintain the record of perform task.</p>		
20	Quiz Test-2			
21	PATHFINDER & SHAPE BUILDER OF ILLUSTRATOR PROGRAM	<p>8.1 Describe pathfinder option.</p> <p>8.2 Discuss shape modes option.</p> <p>8.3 Explain expand.</p> <p>8.4 Discuss compound shape.</p> <p>8.5 Discuss shape builder option.</p>	<p>1. To know about pathfinder & shape builder.</p>	<p>1. Projector.</p> <p>2. Computer.</p> <p>3. Internet.</p> <p>4. Keyboard.</p> <p>5. Adobe Illustrator 2023</p> <p>6. Bijoy 52</p> <p>7. Avro</p>
22	DESIGN THREE FOLDED BROCHURE (Practical)	<p>8.1 Follow Occupational Safety & Health (OSH) practices.</p> <p>8.2 Open software & setup document.</p> <p>8.3 Create layout & drawing.</p> <p>8.4 Add text, text wrap, image, logo, illustration, shapes & color.</p> <p>8.5 Maintain margin & column.</p> <p>8.6 Follow design principles.</p> <p>8.7 Follow specification & sample copy.</p> <p>8.8 Save in appropriate file format.</p> <p>8.9 Clean & store tools & equipment.</p> <p>8.10 Maintain the record of perform task.</p>	<p>1. To know making how design three folded brochure.</p>	<p>1. Projector.</p> <p>2. Computer.</p> <p>3. Internet.</p> <p>4. Keyboard.</p> <p>5. Adobe Illustrator 2023</p> <p>6. Bijoy 52</p> <p>7. Avro</p> <p>YouTube link: https://www.youtube.com/watch?v=50vumDIV8MQ</p>

23	ALIGN & DISTRIBUTION OF ILLUSTRATOR PROGRAM	<p>9.1 Describe alignment options.</p> <p>9.2 Describe distribution options.</p> <p>9.3 Discuss distribution spacing option.</p> <p>9.4 State align to.</p>	1. To know about align & distribution.	<p>1. Projector.</p> <p>2. Computer.</p> <p>3. Internet.</p> <p>4. Keyboard.</p> <p>5. Adobe Illustrator 2023</p> <p>6. Bijoy 52</p> <p>7. Avro</p>
24	OUTPUT SETTING OF ILLUSTRATOR PROGRAM	<p>10.1 Discuss the various paper sizes.</p> <p>10.2 Discuss plate size.</p> <p>10.3 Explain machine size.</p> <p>10.4 Explain cutting, registration, gripper and folding mark.</p> <p>10.5 Discuss the color separation preview.</p> <p>10.6 Describe the overprint preview.</p> <p>10.7 Discuss RIP.</p>	2. To know to output setting of illustrator program.	<p>1. Projector.</p> <p>2. Computer.</p> <p>3. Internet.</p> <p>4. Keyboard.</p> <p>5. Adobe Illustrator 2023</p> <p>6. Bijoy 52</p> <p>7. Avro</p>
25		<p>10.8 State RGB to CMYK conversion process.</p> <p>10.9 Explain create outline & expand.</p>		
26	Class Test-2	Chapter-7,8 & 9	Marks-10	
27	DESIGN LEAFLET (Practical)	<p>9.1 Follow Occupational Safety & Health (OSH) practices.</p> <p>9.2 Open software & setup document.</p> <p>9.3 Create layout & drawing.</p> <p>9.4 Add text, text wrap, image, logo, illustration, shapes & color.</p> <p>9.5 Follow design principles.</p>	1. To know how make a leaflet.	<p>1. Projector.</p> <p>2. Computer.</p> <p>3. Internet.</p> <p>4. Keyboard.</p> <p>5. Adobe Illustrator 2023</p> <p>6. Bijoy 52</p> <p>7. Avro</p> <p>YouTube link: https://www.youtube.com/watch?v=50vumDIV8MQ </p>

		<p>9.6 Follow specification & sample copy.</p> <p>9.7 Save in appropriate file format.</p> <p>9.8 Clean & store tools & equipment.</p> <p>9.9 Maintain the record of perform task.</p>		
28	<p>DESIGN POSTER (Practical)</p>	<p>10.1 Follow Occupational Safety & Health (OSH) practices.</p> <p>10.2 Open software & setup document.</p> <p>10.3 Create layout & drawing.</p> <p>10.4 Add text, image, logo, illustration, shapes & color.</p> <p>10.5 Follow design principles.</p> <p>10.6 Follow specification & sample copy.</p> <p>10.7 Save in appropriate file format.</p> <p>10.8 Clean & store tools & equipment.</p> <p>10.9 Maintain the record of perform task.</p>	<p>1. To know about how to design a poster.</p>	<p>1. Projector. 2. Computer. 3. Internet. 4. Keyboard. 5. Adobe Illustrator 2023 6. Bijoy 52 7. Avro YouTube link: https://www.youtube.com/watch?v=50vumDIV8MQ</p>
29				
<p>Final Exam</p>				