Graphic Design with Photoshop with Software Included Program

Program Duration: 12 months

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| **Course Sequence** | **Modules/Lessons** | **Suggested Study Schedule** |
| Graphic Design with Photoshop | 1. Understanding the Client | Week 1-- 2 |
|  | 1. Designing the Logo | Week 3 – 4 |
|  | 1. Design, Layout, and Color Fundamentals | Week 5 – 6 |
|  | 1. Working with Type | Week 7 – 8 |
|  | 1. Photo Editing | Week 9 – 10 |
|  | 1. Designing a Brochure | Week 11 – 12 |
|  | 1. Creating Print Advertising | Week 13 – 14 |
|  | 1. Designing for the Web | Week 15 – 16 |
|  | 1. Email Advertising | Week 17 – 18 |
|  | 1. Bring it all Together | Week 19 – 20 |
| Intro to Leadership |  | Week 21 |
| Leaders and Work-life Balance |  | Week 21 |
| Leading and Managing change |  | Week 22 |
| Leading Teams |  | Week 22 |
| Business Essentials |  | Week 23 – 25 |
| Management Fundamentals |  | Week 26 – 28 |
| Marketing and Sales |  | Week 29 – 31 |
| Business Financial Management |  | Week 32 – 35 |
| Business in the Electronic Age |  | Week 36 – 38 |
| Business Presentation Skills |  | Week 39 – 41 |
| Business Correspondence Level 1 |  | Week 42 – 43 |
| Human Resource Management |  | Week 44 – 46 |
| Office Procedures level 1 |  | Week 47 – 49 |
| Office Procedures level 2 |  | Week 50 -- 52 |
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* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.