

## ENGLISH LANGUAGE Paper – I

CLASS XI AND XII      Marks – 50 (1½ hours)

Objective : To provide experience of the structure and vocabulary of English to enable students to

1. Study other subjects in the curriculum
2. Develop communication skills for vocational purposes.

There will be two papers as follows:

### Paper 1 (1½ hours)

Question One **Either**

(a) Candidate will be required to write a report in about three hundred words based on information provided.

**OR**

(b) Candidates will be required to write a passage of about three hundred words in the form of a description of events, or of a process, directions or instructions.

[Both types – (a) and (b) – will be set]

Question Two

Candidates will be required to write a letter from a choice of two subjects. Suggestions will be given. The lay-out of the letter with address, introduction, conclusion, etc., will form part of the assessment.

Question Three

An unseen passage of prose of about three hundred words will be given. Questions based on the passage will be of the objective type and will include multiple-choice answers, which may be verbal or diagrammatic. All questions will have to be answered. Questions will test the candidate's understanding of ideas expressed in the passage as well as the meaning of words and the function of structures.

Question Four

An unseen passage of about two hundred and fifty words will be given. A question or questions will be asked to test the candidate's ability to extract information from a passage. Candidates will be directed to provide the required information in the form of enumerated notes, not in connected prose.

## English – Paper II

1½ Hr

50 Marks

**OBJECTIVE:** To provide experience of a variety of English Prose, Poetry, Play, Addressing issues of human interest and concern.

Candidates are requested to answer five questions from the selected pieces. The question will be set to test the candidates ability to recall and respond to the information contained therein.

Question 1 will be compulsory, which will be set from the stories selected from Twelve Contemporary Short Stories. Another five questions will be set, one from each of the parts. i.e from twelve Contemporary Short Stories, Poems, Essays, Excerpts of plays and from Great Modern Lives. Candidates are to answer any four out of the five questions. Total five questions to be answered.

### **Q1. Compulsory + Any four.**

#### I. Twelve Contemporary Short Stories. (OUP)

- |                    |   |                               |
|--------------------|---|-------------------------------|
| 1. Ruskin Bond     | : | The Eyes Have it.             |
| 2. Roald Dahl      | : | Parson's Pleasure             |
| 3. Jug Suraiya     | : | Badger                        |
| 4. R.K. Narayan    | : | Martyr's Corner               |
| 5. Bernard Malamud | : | The First Seven Years.        |
| 6. Allen Seally    | : | How Raj Kapoor Saved my Life. |

#### II. Poems

- |                           |   |                      |
|---------------------------|---|----------------------|
| 1. Wystan Hugh Auden      | : | The Unknown Citizen  |
| 2. David Herbert Lawrence | : | The Best Of School   |
| 3. Robert Frost           | : | The Road Not Taken   |
| 4. Edgar A Guest          | : | It couldn't be done. |
- (The Art of Dynamic Thinking – Melvin Powers. Better Yourself Books)

III. Essays

1. J.B. Priestley : Too many people
2. E.R. Braithwaite : Job Hunting

IV. Excerpts from plays (Shakespeare)

1. Merchant of Venice  
Prince of Arragon's Speech : "..... Who chooseth me shall get as much as he deserves"
2. Julius Caesar:  
Mark Anthony's Speech : "Friends, Romans, Countrymen....."

V. 100 Great Modern Lives – Ed. John Canning (Rupa & Co.)

1. Douglas Collier : Jamshedji Tata
2. Andrew Ewart : Henry Ford.

**GENERAL FOUNDATION AND INDUSTRIAL  
SOCIOLOGY ENTERPRENEURSHIP**

Class XI (1<sup>st</sup>. Year) Theory 3hrs. 50 Marks Total 40 Hrs.

Paper I – Sociology

- |    |   |        |
|----|---|--------|
| 1. | Constitution of India   | 2 Hrs. |
| 2. | Industrialization through five years plans.                             | 2 Hrs. |
| 3. | Industrial safety, First Aid and Hygiene & Safety Management.<br>2 Hrs. |        |
| 4. | Population Education  | 3 Hrs. |
| 5. | Unemployment and Automation<br>3 Hrs.                                   |        |
| 6. | Qualities of an Ideal Supervisor<br>1 Hrs                               |        |
| 7. | Environmental Education   | 2 Hrs  |
| 8. | Rural Development   | 2 Hrs  |

Paper II – Environmental Education & Rural Development. 3 Hrs. 50 marks

- |    |   |        |
|----|---|--------|
| 1. | 1. Environmental Resources, Human Resources and Natural Resources | 2 Hrs. |
|    | 2. Population its impact.   | 1 Hr.  |
|    | 3. Impact of industrialization on environment.                    | 1 Hr.  |
|    | 4. Effect of modern agriculture on environment.<br>2 Hr.          |        |
|    | 5. Occupational Hazards.<br>2 Hr.                                 |        |
| 2. | Rural Development   | 5 Hrs  |
| 3. | Globalization   | 6 Hrs. |
| 4. | Concerns Today  | 8 Hrs. |

2<sup>nd</sup>. Year (XII) Paper I 50 marks 3 Hrs.

Paper I.

- |    |  |
|----|--|
| 1. | 1. Trade Union Act – 1926                |
|    | 2. Factories Act – 1948                  |
|    | 3. Minimum Wages Act – 1946              |
|    | 4. Workmen’s Compensation Act – 1923.    |
|    | 5. Employees State Insurance Act – 1948. |
|    | 6. Payment of wages Act – 1936.          |

7. Maternity Benefit Act – 1961.
8. Contract Labour Act – 1971.
9. Industrial Disputes Act – 1947.
10. Employees Provident Fund Act – 1952.  
13 Hrs.

- |    |  |        |
|----|--|--------|
| 2. | 1. Entrepreneurship.   | 2 Hrs. |
|    | 2. All about small business including Indian Contract Act – 1872.<br>The sale of Goods Act – 1930. | 5 Hrs. |
|    | 3. Estimating and Costing  | 6 Hrs. |
|    | 4. Project Planning and Project Report Making.   | 4 Hrs. |
|    | 5. Building people   | 5 Hrs. |
|    | 6. Science & Technology  | 7 Hrs. |

Paper II                      50 Marks                      3 Hrs.

Entrepreneurship Project Plan

GENERAL FOUNDATION  
AND  
INDUSTRIAL SOCIOLOGY ENTERPRENEURSHIP

Class XI                      Theory 3 Hrs.                      Marks – 50

**Sociology – Paper – I**

**1. CONSTITUTION OF INDIA.**

**Features Of The Constitution & Preamble.**

1. Fundamental rights
2. Fundamental duties
3. Directive principles of state policy
4. Differences between fundamental Rights and Directive principles – citizen's role in nation building
5. Role of taxes direct, indirect.

**2. INDUSTRIALISATION THROUGH FIVE YEAR PLANS**

1. VIII five year plan
2. IX five year plan (A critical appraisal)
3. Discuss – critically the industrial achievement during the plan period 1<sup>st</sup>. to 7<sup>th</sup>. Five year plan.
4. Importance of public sector.

### **3. INDUSTRIAL SAFETY, FIRST AID AND HYGIENE**

- i. Efficient Worker Safe Worker.
  - a. Causes of work Injuries.
    - i. Bad house keeping
    - ii. Hand tools
    - iii. Portable electric tools
    - iv. Working around machines
    - v. Safety equipments
    - vi. Lifting weight
    - vii. Padders
    - viii. Fire
  - b. Types of injuries and appropriate first aid
    - i. Severe bleeding
    - ii. Cessation of breathing
    - iii. Shock
    - iv. Poisoning
    - v. Drowning
    - vi. Fractures
    - vii. Burns
    - viii. Fainting
  - c. Safety Management.

### **4. POPULATION EDUCATION.**

- a. Family Planning, small family norms, gender equality, female infanticide, Abortion laws / Euthanasia.
- b. Worker and his family – Love and Sex – Qualities of an ideal husband – Qualities of an ideal wife. Setting up a home.

### **5. UNEMPLOYMENT AND AUTOMATION**

- i. Definition of unemployment
  - ii. Types of unemployment
    - a. Casual, seasonal, cyclical.
    - b. Technological, frictional.
- Automation and Computerization
- i. Tools that substitute hand.

- ii. Machine that substitute muscles.
- iii Computers that substitute brains.

## **6. QUALITIES OF AN IDEAL SUPERVISOR**

- 6.1 Be a part of the management
- 6.2 Be a leader of the workmen under you.
- 6.3 Be a policeman when needed
- 6.4 Knowledge of technical job.
- 6.5 Quality control and waste control.
- 6.6 Planning and scheduling.
- 6.7 Method of improvement.
- 6.8 Cost control.
- 6.9 Training your men.
- 6.10 Safety and first aid.
- 6.11 Working conditions of your men.
- 6.12 Problems in supervising women.
- 6.13 Wage payment.
- 6.14 Job evaluation
- 6.15 Merit rating
- 6.16 Labour laws.
- 6.17 Economics
- 6.18 Use of psychological tools.
- 6.19 Common sense
- 6.20 Cool and collective.

## **7. ENVIRONMENTAL EDUCATION**

- 1. Environmental resources (energy, air, water, soil, minerals, plants, animals), carrying capacity, effects of exploitation.
- 2. Population explosion and incompatibility between resources and number, demands on environment to meet 'basic human needs' and 'aspiration of more ambitious goals, its effect on environment'.
- 3. Impact of industrialization on environment:
  - 3.1 Irreversible changes in landscape.
  - 3.2 Encroachment / degradation of environment and its effects.
- 4. Effects of modern agriculture on environment:
  - 4.1 Use of high-yielding varieties and deprivation of genetic resources.
  - 4.2 Canal irrigation and water logging.

- 4.3 Use of fertilizers and pesticides and its effects on environment.
- 4.4 The dangers in manufacturing, storing, transporting, disposing of insecticides.
- 5. Land use, soil degradation, population pressure and depletion of forests, grassland and cropland.
- 6. Environment pollution of air, water and soil and its effects on the living world.
- 7. Hazardous industrial and agricultural products:
  - 7.1 Safety and health risks connected with their use,
  - 7.2 Impact on environment when used.
- 8. Misuse of medical technology: the drug menace.
- 9. Properties of materials (bio-degradable & non-degradable)
- 10. Typical environmental problems
  - 10.1 Deforestation
  - 10.2 Desertification
  - 10.3 Landslides
  - 10.4 Silting and drying of water resources.
  - 10.5 Pollution of lakes and waterways.
  - 10.6 Toxic substances
- 11. Occupational hazards
  - 11.1 Organizational risks.
  - 11.2 Equipment related risks.
  - 11.3 Process related risks.
  - 11.4 Product related risks.
- 12. Environmental action
  - 12.1 Environmental protection and conservation of resources.
  - 12.2 Pollution control, environmental pollution laws and regulations.
  - 12.3 Waste disposal.
  - 12.4 Desirable nutrition and sanitation practices.
  - 12.5 Recuperation, recycling and substitution.
  - 12.6 Community action for ecological restoration, social and agro forestry.
  - 12.7 Economic use for resources (material, energy, money, time)
  - 12.8 Living in harmony with nature, the environmental ethics.
- 13. Occupational safety
  - 13.1 Fire safety



- 13.2 Safe handling of equipment and materials.
- 13.3 Safety precautions in lab/workshop/work site.
- 13.4 First aid.
- 13.5 Safety management.

8. RURAL DEVELOPMENT.

- 1. Land use profile in India
- 2. Causes of economic backwardness: the 'poverty trap'
- 3. Measures to increase agriculture productivity by improving the inputs.
- 4. Afforestation – social and farm forestry (environmental, social and economic enhancement).
- 5. Rural waste re -cycling-biogas plant, compost making.
- 6. Provision of basic health services for the community – provision of medical care, improvement of environmental sanitation, control of communicable diseases, mother and child health care, school health services. Development of desirable health, nutrition and environmental sanitation practices in the community.
- 7. Activization of agencies responsible for rural development.(Integrated Rural Development Programme. Small Farmers Development Agency, etc.)
- 8. Innovations and Development of Rural Industries.

**ENVIRONMENTAL EDUCATION AND RURAL DEVELOPMENT**  
**Class XI**                                      **Theory 3 Hrs.**                                      **Marks – 50**  
Sociology – Paper – II

1.
  - i. Environmental Resources (energy, air, water, soil, minerals, plants & animals)
  - ii. Population – Human resources and Natural resource. Exploitation and Exploration of natural resources. Conservation of natural resources waste products management. Respect for laws regulating Community living. Respect for others freedom. Concern for public property.
  - iii. Impact of industrialization on environment.
    - a. Irreversible change in landscape.
    - b. Encroachment / degradation of environment and its effects.
  - iv. Effect of modern agriculture on environment.
    - a. Effect of high-yielding varieties and deprivation of genetic resources.
    - b. Canal irrigation and water logging.
    - c. Use of fertilizers and pesticides and effect.
    - d. The dangers in manufacturing, storing, transporting, disposing of insecticides.
  - v. Land use, soil degradation, population pressure and depletion of forest grasslands and cropland. Environment pollution of air water and soil and its effect on the living world.
  - vi. Measure of medical technology the drug abuse.
  - vii. Biodegradable and non-degradable materials.
  - viii. Typical environmental problems. Deforestation, Desertification, Landslides, silting and drying of water resources, pollution of lakes and resources, toxic substances.
  - ix. Occupational Hazards

- a. Organizational risks
- b. Equipment related risks.
- c. Process related risks.
- d. Product related risks.

2. Rural development (with reference to the 20-point programme, 1986)

- a. Land use profile in India.
- b. Causes of economic backwardness, the poverty trap.
- c. Measures to increase agriculture productivity by improving the inputs.
- d. Afforestation – social and farm forestry. (environmental, social and economic enhancement)
- e. Rural waste recycling – bio gas plant, compost making.
- f. Provision for basic health service for the community – medical care, environmental sanitation, communicable diseases, mother and child health care, school health service.  
Development of desirable health, nutrition and environmental sanitation practices in the community.
- g. Activisation of agencies responsible for rural development. (Integrated rural development programme IRDP, small farmers development agency, marginal farmer's development agency.
- h. Innovation and development of rural industry.

3. Globalization.

- a. Globalization as a worldwide aspiration linking human values.
- b. Modernism and Internationalism.
- c. Global broadcasting and journalism, role of news agencies, effects of the global reach of broadcasting, risk to cultural values due to bombardment of foreign base media

4. Concerns today.

- a. Nuclear disarmament - CTBT
- b. Human rights, Gia hypothesis, Malthusian theory, Darwinism & Francis Galton and the Eugenists.
- c. Consumer and the competitive market.
- d. Dehumanization due to technological advances.
- e. Advertising and its impact.
- f. Impact of society moving towards quick fix solutions leading to corrupt practices.

- g. Underemployment and unemployment.
- h. The ethical and the moral impact of the Internet.
- i. Reaching out : Types of communication networks and their utilities  
e-mail, facsimile, video conferencing, understanding of the internet as  
a global knowledge base and communication network.

**GENERAL FOUNDATION &  
INDUSTRIAL SOCIOLOGY  
ENTERPRENEURSHIP**

**Class XII**

**Paper – I**

Part – A Compulsory objective type of questions covering the entire syllabus of class XI and class XII carrying 20 marks.

Part – B Will have 8 questions covering labour legislation and entrepreneurship, Building people & Science Technology of which candidates will have to answer 6 questions carrying 5 marks each = 30 marks.

Paper – II Will be of 3 hrs consisting of a complete project plan, preparations of a feasibility certificate and registration – 50 marks.

Paper I 3 Hrs. Marks - 50.

1. The trade union Act - 1926
  1. Trade union
  2. Registration
  3. Various rules and regulations.
  4. Cancellation of Registration.
  5. Rights and duties of Trade union.
  
2. Factories Act – 1948.
  1. Definitions of adult, adolescent, young person, manufacturing process worker, factory, occupier.
  2. Scope :- applicable to
    - a. Establishment with 10 or more workers – work with the aid of power. 20 or more workers without the aid of power.
    - b. Establishment not in accordance with the above two cases but notified by the Government.
  
3. Main provisions
  - i. Health, safety, welfare
  - ii. Hours of work
  - iii. Employment of young persons and women

- iv. Annual leave with wages
- v. Occupational diseases
- vi. Administration
- vii. Enforcement
- viii. Penalties for offences.

4. **Minimum Wages Act, 1948.**

- i. Living wage, Fair wage, Minimum wage & subsistence wage.
- ii. Scope
- iii. Salient features
  - a. Minimum time rate of wages
  - b. Minimum piece rate
  - c. A guarantee time rate
  - d. Overtime rate.
  
- iv. Provisions
  - a. Payment in cash
  - b. Cost of living
  - c. Maintaining records
  - d. Violation and enforcements.

4. **Workmen's compensation Act – 1923**

- a. Objectives – imposition of compensation.
- b. Scope – Certain category of railway men
- c. To all wage earners earning up to Rs.1000/- per month in certain notified establishments.
- d. For death, permanent total disablement, permanent partial disablement, Temporary disablement.

5. **Employees State Insurance Act 1948.**

- i. Objectives - Benefits to employees in case of sickness, maternity, disablement, dependents, employment injury.
- ii. Scope – Applies to all non-seasonal factories, shops, hotels, restaurants. Not applicable to men of armed forces and those drawing above Rs.5,000/- per month.
- iii. Finance - Employees contribution – 2½ %  
 - Employer's contribution – 5 %  
 Those drawing less than Rs.6/- per day are exempt from contribution.

6. Payment of Wages Act – 1936.

- i. Objectives – To ensure wages for employees drawing less than Rs.1600/- per month.
- ii. Provisions : a. State Government to enforce.
- iii. Fixation of wages periods
- iii. Deductions :
  - a. Fines
  - b. Absence from duty
  - c. Damages, Loss
  - d. House / Accommodation
  - e. Advances or over payment
  - f. Income Tax societies.
  - g. Co-operative
  - h. Insurance premium
  - i Levy on mines.

7. Maternity Benefit Act - 1961

- i. Objective – To regulate employment of women in certain establishment for certain period before and after child birth.
- ii. Scope – Applies to factories, mines, circus, industries, plantations and Government establishment.
- iii. Provisions – Eligibility conditions, period for benefit paid, rate of benefit.

8. Contract labour Act – 1970.

- ii. Object – To regulate the employment of contract labour.
- iii. Scope – Applies to establishment in which twenty or more workers are employed or were employed on any day of the preceding 12 months as contract labour to every contractor who employs or who employed on any day of the preceding twelve months, twenty or more workers.
- iv. Terms – Contractor, Establishment
- v. Main provisions.
  - a. Setting up of advisory Boards
  - b. Registration of establishments
  - c. Welfare and health of contract labour.
  - d. Penalties and Procedures.

- 9 Industrial Disputes Act – 1947.
- i. Definition of industrial disputes.
  - ii. Machinery set up by the Act.
  - iii. Labour court, Board of enquiry, Industrial tribunal, Conciliation
  - iv. Adjudication
10. Employees Provident Fund Act – 1952.
- Object & Scope – Applied to all factories and establishments and notified industries employing 20 or more people.
- i. Rate of contribution
  - ii. Protection from attachment
  - iii. Membership
  - iv. Family pension scheme
  - v. Benefit of the scheme.
- (The latest amendments to the Act must be taken into consideration)
11. Entrepreneurship
12. All about small business.
- i. Small Business
  - ii. Need for small business
  - iii. Economic Contribution
  - iv. Possible types of business
  - v. Employer and labour relation
  - vi. Buyer and seller relation
  - vii. Incentives in certain areas
  - viii. Assistance from District Industries Center.
  - ix. Assistance from small scale industries.
  - x. Service industries.
- Managerial Qualities of an Entrepreneur
- i. Should be confident
  - ii. Should be dynamic
  - iii. Should be creative
  - iv. Should be able to take initiative
  - v. Should be flexible
  - vi. Should be result oriented
  - vii. Should be energetic and hard working

- viii. Should be far sighted
  - ix. Should accept challenges
  - x. Should be able to communicate effectively.
  - xi. Should be aware of ancillary development.
13. Estimating and costing.
14. Project planning & project report making.  
Indian Contract Act – 1872.
- i. Definition of contract, offer, acceptance, performance of contract.
  - ii. Indemnity and Guarantee.
  - iii. Different kinds of agents.
- The sale of Goods Act – 1930
- i. Definition of Buyer, Seller, Delivery Goods.
  - ii. Price
  - iii. Formation of the contract sale.
  - iv. Difference between sale & hire purchase.
15. Building People.
- i. Privatization v/s Nationalization
  - ii. The need for governments to govern and leave economic activities to the people, Role of NGOs.
  - iii. Generation of financial resources to meet governmental expenses.
  - iv. Impact of privatization on economic development with specific reference to Insurance, Telecommunications, Railways and Electricity.
16. Science & Technology.
- i. Animal and human aggression
    - a. Human and non-human signals of aggression.
    - b. Weapons devised by man for offence and defence.
    - c. Nuclear weapons, control on weapons manufacture, sale of foreign power.
    - d. Technology – does it make war more or less likely?
  - ii. Science and Technology as change agents
    - a. Affect of scientific developments on our lives – at work and at home.
    - b. Business on net – e- commerce, its feasibility and implications.
  - iii. Cosmology and space research
    - a. Current theories about the origins of the universe.



- b. Probability of existence of Extra Terrestrial Intelligence.
- iv. Emergence of new technologies their appreciation
- a. Non-Digital and Digital technology.
  - b. Communication technology.
  - c. Information technology.

## **ENTREPRENEURSHIP PROJECT PLAN**

### **PAPER – II            3 Hrs.**

#### **CURRICULUM IN ENTREPRENEURSHIP DEVELOPMENT**

Entrepreneurship curriculum is divided into five major modules:

1. Entrepreneurial career orientation.
2. Entrepreneurial spirit (values and attitudes) and behavioural competencies.
3. Entrepreneurial motivation.
4. Enterprise launching competency.
5. Enterprise management competencies.

#### 1. ENTREPRENEURIAL CAREER ORIENTATION

Today, most prevalent and commonly pursued career after education is that of a wage earner. The great potential of self-employment and the incentives thereof are not well known. This information, orientation and necessity related to future career option will orient students to entrepreneurial career.

#### 2. ENTREPRENEURIAL SPIRIT AND BEHAVIOURAL COMPETENCIES.

Entrepreneurial spirit consists of values and attitude. Since value provides the direction and attitude decides the tendency to act in a given situation, certain competencies are needed to actually take action governed by values and attitudes. These competencies will help students in entrepreneurial career.

#### 3. ENTREPRENEURIAL MOTIVATION

Force, drive and energy are needed to pursue the path of entrepreneurial career. Since forces are provided by creating an urge in the individual for efficiency that reflects through competition with other or with one's standards of performance, the total process is termed as entrepreneurial motivation.

#### 4. ENTERPRISE LAUNCHING COMPETENCY

This includes competencies related to sensing opportunities; project/product; project formulation availing incentives; resource mobilization and finally launching the enterprise.

#### 5. ENTERPRISE MANAGEMENT COMPETENCIES

The enterprise may be small or big but it demands management abilities in its own/manager. The various management functions such as production, marketing, finance, etc., are crucial functions for entrepreneurs. This module will help students in developing enterprise management competencies.

# **PRINT DESIGN**

**Class XI                      Theory                      3 hrs                      40 marks**

## **DESIGN AND LAYOUT**

### **BASIC PRINCIPLES OF DESIGN:**

Proportion - Harmony - Balance - Contrast - Rhythm - Repetition - Movement

### **SELECTION OF TYPE FACE**

Parts of a type - Development of type faces - Type characters - Type family - Type font - The point system - Type Faces- Legibility & Readability of type.

### **MONOGRAM - TRADE MARK - LOGO TYPE**

### **ART AND COPY PREPARATION – PLANNING:**

The Layout - The purpose and components of a layout - Preparation of a layout - Layout styles - Formal and Informal - Stages in the preparation of layout - Advantages & Disadvantages - Marking up - Accuracy and Finish in the layout - Dummy

Types of copy - Line copy - Line art techniques - Continuous tone copy - Scaling art - Assembling the paste-up materials and equipment - Guidelines for paste up.

### **EDITORIAL ASPECTS**

Proof-reading - Importance of proof reading - Procedures - Proof-reading marks - Classification of errors - Qualification and duties of proof reader - Proof readers reference Copy holder -Typographical, grammatical and errors of style - Punctuations -Grammatical marks - Syllabic points - Rhetorical points - Parenthetical point - Word division - Capitalisation.

### **PARTS OF A BOOK**

Half title or bastard title - Frontispiece - Advertisement - Title page - Printer's imprint - Dedication - Preface - Contents - List of illustration - Forward or Acknowledgements - Introduction - Appendices - Glossary or Vocabulary.

## **PRINT DESIGN**

**Practical**

**3 Hours**

**60 Marks**

### **Layout and Design**

#### **CLASSIFICATION OF TYPE FACES:**

Block letters, Venetian, Old face, Transitional, Modern and Decorative types.

#### **LAYOUT PROCEDURES;**

Interpretation of copy and layout, preparing composing room layouts - rough and finished layouts.

Layout for simple title pages, letterheads, visiting cards, envelopes, greeting cards, invitations, certificates, advertisements and folders. Designing of monogram and trade marks.

## **PRINT DESIGN**

**Class XII                      Theory                      3 Hours                      40 Marks**

### **MARGINS:**

Planning for margin - Kinds of margins - Types of heading - Chapter heading - Chapter opening - Heading and sub heading - Running heads - cut in headline - Centered headline - Marginal headline - shoulder headline - Types of notes in a book - Footnote - Marginal note - Shoulder notes - cut in notes - note-up-on notes

### **BOOK JACKET OR BOOK COVER:**

Purpose and function - parts of a book jacket

### **PLANNING IN DESIGN:**

Planning and Analysing - Technical and aesthetical aspect

### **ELEMENTS IN A DESIGN**

Photographs - Advantages of using photographs in printing - Texture - Drawing - Photography - Type - Illustration and Decoration - Preparation of Originals - Types of Originals - Estimating

### **ARTISTS:**

Staff artists - Free lance artists - Advertising artists - Work of the designer - Responsibilities of a staff designer - Design studio, production and sales departments.

### **DESIGN IN VARIOUS FIELDS:**

Format of a News paper - Parts of a Newspaper - Types of Newspaper - Magazine design - Parts of a magazine - House Journals - Package design - Purpose of a package - Elements of good package design - Shape of the package - Typographical treatment - Stationery Design.

### **COLOUR BASICS**

Working with colours - Appropriate and inappropriate uses of colours - Screen colours versus printed colours - Preparing separations for spot colour and process colour - Four colour separation - Rosette and Moiré problems - Criteria for making sellable reproduction - Tone reproduction - Gray balance - Memory colours - Flesh tone - Sharpness - Image resolution - Output resolution - Resolution and image size - Colour models.

**Practical will be based on the theory covered 60 marks – 3 hrs.**

**COMPUTER APPLICATIONS,  
COLOUR REPRODUCTION  
& DESKTOP PUBLISHING**

**COMPUTER APPLICATIONS**

**CLASS XI                      THEORY                      3 HOURS                      40 MARKS**

**COMPUTER FUNDAMENTALS**

Computer generations - Parts of a computer - Components of a PC - System Unit – Different types of computers - Printer – Scanner

**COMPUTER HARDWARE**

Features and use - CPU - Monitor - Keyboard - Mouse - Storage media - Memory of a computer - Primary Memory - RAM & ROM - Secondary memory - Floppy Disc - Compact Disc - .

**COMPUTER SOFTWARE**

Need - Categories of software - Installing a software - System and Application Software - File management.

**MICROSOFT OFFICE**

**FILE OPERATIONS IN OFFICE APPLICATION**

Creating, Saving, Opening, Closing a file and Exiting

**FILE MANAGEMENT**

Copying, moving, deleting and searching for a file, Find and Replace

**MENU BARS AND TOOL BARS**

Displaying, moving, customizing tool bars and menu bars, displaying, hiding status and scroll bars.

**WORD**

**GETTING STARTED**

Working with text - Graphics and text boxes - Editing a document - Making changes to the document - Checking spelling -

**SIMPLE FORMATTING**

Character and Paragraph formatting - Designing a document - Setting margins, page numbers, text at the top and the bottom of each page - creating tables - inserting rows - columns - formatting text - changing the font size.

## **PRINTING A DOCUMENT**

### **MAIL MERGE**

Merging labels and Envelops - Automatic bullets and numbering - using bookmarks.

## **EXCEL**

### **INTRODUCTION TO SPREADSHEETS**

Use of spreadsheets - spread sheet basics - Labels - Values and Functions - what-if-analysis - Automatic recalculation - Graphics Creating and working with a worksheet

### **FUNCTIONS OF MICROSOFT EXCEL**

Calculation - Recalculation - Repeat information - Reverse changes - Add display enhancements - Cell and cell addresses - Standard toolbar - Formatting toolbar - Formula bar - Status bar - Components of an excel workbook

### **EDITING AND FORMATTING WORKBOOKS**

Sorting, creating and working with Formulae and Functions - Mathematical calculations - manipulating data - changing the layout - simple graphs - database management - manipulating sheets.

### **CREATING MACROS AND CUSTOMIZING EXCEL**

### **PRINTING FROM EXCEL**

## **POWERPOINT**

### **GETTING STARTED**

Creating, editing and saving presentations

### **DEVELOPING A PRESENTATION**

Form a word outline - Creating note pages - preview of slide shows

### **BRINGING PRESENTATIONS TO LIFE**

Inserting objects - charts - pictures and sound - inserting video clips - drawing - repositioning - resizing and aligning objects - animating an object

### **GIVING PRESENTATION**

Finalising the presentation - printing - setting up the slide shows - using slide navigator - meeting minder - creating a Template for future use.

**COMPUTER APPLICATIONS  
COLOUR REPRODUCTION  
& DESKTOP PUBLISHING**

**Practical                      3 Hours                      60 marks**

**Word Processing**

**INTRODUCTION TO WORD PROCESSING**

Study of hardware and software - system unit - study of keyboard, purpose of various functional keys - storage medium, operating system - loading- formatting.

**INVOKING WORD PROCESSOR**

Menu, document name, edit screen, text entry, editing a document, insertion of words/lines, changing the format, underlining of words /lines, saving a document, printing a document, mail merge, data merge.

**DOCUMENT PREPARATION**

Commands, cursor movement, insertion, deletion, find and replace, blocks document saving, on- screen formatting, print controls, tabs.

**DOCUMENT PRINTING**

Print control options, Page layout, merging documents using mail merge, data merge, interacting with database.

**UTILITIES**

Deleting a document, viewing the directory, changing the logged volume, spell check.

PRINTING PROCESSES FOR THE WORD PROCESSED DOCUMENT.



## **COLOUR PROCESSING & DESKTOP PUBLISHING**

**Class XII**

**Theory**

**3 Hours**

**40 marks**

### **PLANNING, PAGE LAYOUT AND FONT:**

Planning for publications like newspaper, magazine, news letter, house journal, brochure, books and others. Determining size and shape of the layout - working with multicolumn documents - grids - spreads - templates - choosing the right type face and size - working with paragraphs - Tracking and Kerning.

### **WORKING WITH PARAGRAPHS.**

First line indents - Alignments - Parts of a page - Common DTP blunders.

### **ADVERTISING**

Definition - Functions of advertisement - Complete and incomplete advertisement - components of advertisement - Copy cor advertisement - Components of a copy - Persons concerned in advertising work - Qualifications for advertisers - Useful suggestions for copy writing.

### **WORKING WITH GRAPHICS**

Bit-maps and object oriented images - Problem of scaling with bit-maps - Grey scales - Understanding digital halftones - The bit mystery - Resolution Basics - Image resolution - Monitor resolution - Output resolution - Resolution and Image size - PPI, LPI, DPI

### **SCANNING - COLOUR SEPARATION AND CORRECTION:**

Types of scanners - Rotary-Drum, flatbed, sheet fed and handheld scanner - Scanner output - GCR, UCR, Purpose of proofs, Types of proofs - Digital proofs, Dot gain, Dot loss, Computer to plate - Computer to Print.

## **COLOUR PROCESSING & DESKTOP PUBLISHING**

**Class XII**

**Practicals**

**3 Hours**

**60 Marks**

### **(a) PAGEMAKER**

#### **BASIC CONCEPTS:**

Creating and opening publications

Using the tool box - Working with text and graphics

Adding and deleting pages - Correcting mistakes

Naming and saving a publication

Positioning ruler guides - Typing Text - Formatting text Characters - Formatting paragraph - Drawing a Box, - Drawing Lines,

Importing Text - Placing a graphic, resizing a graphic, printing the Page

#### **CREATING A BROCHURE**

Opening a new document, - creating columns - Creating and styling a Heading - Changing type styles and alignment - Rotating and moving a text box - setting indents, tabs, and leaders

Creating tables - coping a graphic between Publications - Printing the Publication.

#### **DESIGNING A PAGE LAYOUT:**

Layout Grid - Creating a page with different number of columns

Designing a book cover

#### **ASSEMBLING PUBLICATIONS INTO A BOOK**

Numbering pages in a multiple Publication Document

Indexing a Publication- Creating a table of contents

#### **PRINTING**

Selecting a target Printer and Printer resolution, Selecting printing options - Printing on an image setter - Film preparation - Printing colour Producing colour separations on a postscript Image setter.

#### **PRACTICE OF**

Graphic design of visiting cards

Letter heads, Books, Magazine covers, Posters, Charts etc.

Copy fitting, Preparation of masters, Use of Masters for taking out proofs on a Mini Offset printing Machine.

Binding the pages in the form of a booklet using a spiral binder - Costing and Estimating

## **(b) QUARK XPRESS**

### **BASIC ELEMENTS**

Using Master Page

Creating style sheet

Tips for good design

Types of layout

Working with text and graphics

Rotating and moving a Text Box

Setting indents, tabs, and leaders

Creating Tables

Copying a Graphic between Publications

Printing the Publication

Working with type faces

Using Blend: Mid linear, rectangular, circular, diamond

Working with various file formats

Printing Techniques

Colour Separations

Preparing copy for Service Bureau

## **(c) FREEHAND**

### **INTRODUCTION TO FREEHAND**

Working with various tools used

Organizing your illustration

Special effects

Working with colour

Filling Shape

Working with Text

Importing and Exporting graphics

## **(d) PHOTOSHOP**

### **CREATING VARIOUS COLOURS USING PHOTOSHOP**

Applying, replacing and removing colours

Editing Colours

Copying colours between Publications

Colouring of line art, Usage of pantone colours.

How to read colour Strip and do colour correction:

Use of densitometer and Colour strips

Measuring of Density, Difference of Density

Dot percentage, Dot Gain

Trapping

Contrast

Balance

## **IMAGE MANIPULATION USING ADOBE PHOTOSHOP**

Graphic Drawings, inputs of pictures, Sketches,  
Drawing and editing Line and Shapes  
Duplicating an Object  
Manipulating an Object  
Moving, resizing and Transforming an Image  
Cropping an Image  
Wrapping Text around Graphics  
Modifying a bitmap Image  
Compressing and Decompressing a TIFF Image

## **USE OF DESKTOP SCANNER**

Gray Scale  
Line Art  
Text image integration using both computer terminal & scanner.  
Selection of proper line screen per inch.  
Highlights and shadow  
Set scanner, Contrast and Detail.  
Scan a colour image using a CCD Desktop

## **SCANNER**

Size Scanned Image  
Converting RGB images to CMYK format  
Set Sharpness  
Make Colour Corrections  
Set Output Characteristics  
PPI, Line Screen, Dot Gain adjustments etc.  
Send Page to a Laser Printer or Image setter.  
Post Scan Analysis  
Check Image size and number of pixels  
Check Highlight Shadow, Colour Cast etc.

## **GRAPHIC REPRODUCTION**

**Class XI    Theory                    3hours.                    40 marks**

### **PROCESS ROOM EQUIPMENT AND ACCESSORIES**

Photography - Principles and application of photography - Stages of graphic reproduction - Reproduction systems - Graphic images - Graphic arts - Historic development of photographic process.

### **PROCESS CAMERA AND ITS MAIN PARTS**

Parts of the process camera - Copy board - Illumination lamp - Lenses assembly - Bellows - Screen holders and filter holders - Camera back - Types of process camera - Focal length - Optical axis - Optical centre - Focal plane - Iris diaphragm or aperture of F. stop

### **VARIOUS LIGHT SOURCES USED IN PHOTOGRAPHY**

Arc lamp - Incandescent lamp - Tungsten halogen lamps - Quartz iodine lamp - Cold cathode lamp - Mercury vapour lamp - Fluorescent lamp - Pulsed-Xenon lamp - Metal halide lamp.

### **FILM PROCESSING EQUIPMENT**

Manual processing - Tray and tank processing - Automatic processor - Construction of an automatic processor - Working principles of an automatic processor - Types of automatic processor - Advantages of an automatic processor over conventional processing.

### **DENSITOMETER, SCREENS AND FILTERS**

Density - Visual densitometer - Photoelectrical densitometer - Principles of densitometer - Functions of densitometer in the reproduction system  
Halftone screens - Glass cross line and contact screens - Preparation of Glass cross line screen - Types of contact screens - Special effect contact screen - Choice of screen ruling - Filters - Kinds of filters.

## **GRAPHIC REPRODUCTION**

**Class XII                      Theory                      3hours.                      40 marks**

### **DARKROOM LAYOUT**

Light room, darkroom and storage room - General requirement of a satisfactory darkroom - Darkroom entrances - Safe light.

### **LINE AND HALFTONE PHOTOGRAPHY**

Preparing copy for reproduction - Originals - Line and continuous tone originals - combination copies - Characteristics of good copy - Operational steps for line negative preparation - Determining basic exposure for line copy - Test strip method - Gray scale method - Inverse square law - Gray scale - uses of gray scale.

### **THEORY OF DOT FORMATION**

Diffraction theory - Penumbra theory - Pinhole theory - Tone reproduction curve - Gamma - Line over prints - Reverse over halftone - Halftone photography - Copy range - Screen range - Base density - Flash exposure - Bump exposure - Screen angle - Screen ruling

### **CONTACT PHOTOGRAPHY**

Factors of contacting - Application of contact printing - Basic principles of contact printing - Types of contacts - Advantages and limitations of contact printing - Determining the correct exposure for contact printing - Hard and soft dots - Spreads and chockes - Methods of making spreads and chockes

### **LIGHT AND COLOUR**

Common phenomena of light - Characteristics of light - Photographic light sources - Characteristics of light sources - Colour theories - additive and subtractive theories - Colour separation principles - Filter factor and filter ratio

### **FILM MATERIALS AND DEVELOPER SOLUTION**

Densitometry - Sensitometry - Emulsion structure - Types of emulsion - Components of developer - Kinds of development - Factors influencing development

**Practical will be based on the theory covered 60 marks – 3 hrs.**

## **FILM ASSEMBLY & PLATE MAKING**

**CLASS XI                      Theory                      3hours.                      40 marks**

### **THE FLOW OF LITHOGRAPHIC PRODUCTION**

Lithographic prepress - Typography and typesetting - Art and copy preparation - Basic camera operation - Colour separation and correction - Film image assembly - Proofing - Plate making - Lithographic press - Presswork - Finishing.

### **LAYOUT AND PLANNING INFORMATION**

Layout the basis of all subsequent planning operations - Factors related to the preparation of layout - Sheet size - Sheet grain direction - Areas of critical register

### **PLANNING IMPOSITION SCHEMES**

The imposition - heads - folio - fore-edge - tails - gutters - Perfecting - signatures - Collating marks - Inner and outer pages

### **METHODS OF PRINTING BOOKWORK**

Work and turn - Work and tumble - Back margin allowances - Sewing and saddle stitching - Perfect binding - Side stitching - Spiral wire - Bookwork margins

### **MATERIALS USED FOR PLANNING**

Layout sheets - Manilla paper - Cartridge paper - Goldenrod paper - Plastic sheet - Acetate based sheet - Vinyl (PVC) based sheet - Polyester sheet - Lamination masking strip film - Metal masking film - Petroleum jelly - Aluminum foil - Red masking tape - clear transparent tape

### **TOOLS REQUIRED BY THE PLANNER**

Pencils and ball-point pens - Ruled grid on plastic sheet - Ruled grids on glass - liquid opaque - Erasers - Compass - The beam compass - Dividers - Sheet and plastic set squares - Steel or plastic rules - Irregular or French curves - T squares - Rubber and hand roller - Scalpels and cutting tool - Rotary trimmer - brushes - scribes - Punch register systems - Suitability of punch register.



## **FILM ASSEMBLY & PLATE MAKING**

**Practicals**

**3 Hours**

**60 Marks**

Assembling of Negative & Positive line flats-

Use of Pinbar - Reverse Screen tints - Silhouetting-Method of Duplicating films with orthochromatic & Daylight Film, - Procedure for making contact - Method of making spreads & Chokes- Manual method Superimposing - Preparing coating Solution for Either Albumin or wie-on process - Exposing & Developing a plate.

## **PHOTO REPRODUCTION**

**Class XII Theory**

**3hours.**

**40 marks**

### **CHEMISTRY OF PHOTOGRAPHY**

Photographic emulsion - Developing solution - Fixation - Reducer - Line & Halftone photography - Theory of halftone reproduction - Understanding densitometry.

### **ASSEMBLING THE FLAT**

Basic functions of the flat - Determining the Emulsion - Opaque and trimming - Cutting the windows and Reference marks - Stripping multi-colour jobs - Use of resister marks and Register pins.

### **FILM DEVELOPING AND DARK ROOM PROCEDURES**

Layout of the dark room - Order of trays - Theory of negative - Preparation of tray solution - Developing procedure for negative - Manuel and Automatic processing - Advantages and Disadvantages.

### **TYPES OF CONTEMPORARY PLATES**

Surface plates - Pre-sensitized plates - Negative and positive - plates-exposing - Developing - Gumming - Bimetal plates - Direct image - Photomechanical principles - Photo-direct plates - Contemporary Lithographic plates.

### **PLATEMAKING MATERIALS**

Plate metals - Coating materials - Other materials used in plate making.

### **EQUIPMENT FOR PLATE MAKING**

Plate making sinks - Whirlers - Vaccum printing frames - Exposure sources - Automatic plate processors.

## **PHOTO REPRODUCTION**

**Class XII    Practicals                    3hours.                    60 marks**

### **CHEMISTRY OF PLATEMAKING**

Control of plate making variables - Wet ability of image and non image areas- Ink receptivity of image areas - Water receptivity of non-image areas - Graining or surface preparation of metals

### **PLATEMAKING TROUBLES**

Scumming- Fogging- Incomplete development - Poor reproduction - Blind images  
- Image gain or sharpening - Premature plate wear.

**Computer to Plate:- Advantages and disadvantages**