

**CERTIFICATE  
OF  
VOCATIONAL EDUCATION  
EXAMINATION (YEAR 12)**



**SYLLABUS FOR  
GRAPHIC DESIGN TECHNICIAN**

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*Correspondence should be addressed to*

**THE CHIEF EXECUTIVE & SECRETARY  
COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS  
P-35,36 Sector VI  
Pushp Vihar  
Saket  
New Delhi – 110017**

The certificate course in **GRAPHIC DESIGN TECHNICIAN (GDT)** is equivalent to Class XII, with the added advantage of acquiring a basic knowledge of Graphic Designing.

A successful candidate has two options open to him:

1. To become a small-scale entrepreneur and execute Graphic Designing Contracts.
2. Find suitable employment in the Graphic Designing Industry.

A successful candidate, if interested, has a third option of taking up higher studies in Graphic Designing by joining the Institution of Engineers (India) as a student member.

### **Eligibility Criteria:**

The eligibility criteria for taking admission in CVE 12 Examination are as follows:

1. Age: 16 to 25 years
2. Must have passed Class X examination from a recognised board with English, Science and Mathematics as compulsory subjects

## CONTENTS

<b>S. No.</b>	<b>Topic</b>	<b>Page No.</b>
<b>1</b>	Subject Structure and Marking Scheme	<b>4</b>
<b><u>CLASS XI</u></b>		
<b>2</b>	English	<b>6</b>
<b>3</b>	General Foundation, Industrial Sociology & Entrepreneurship	<b>7</b>
<b>4</b>	Applied Mathematics	<b>9</b>
<b>5</b>	Graphic Design – Paper I(Theory)	<b>12</b>
<b>6</b>	Fundamentals of Computer	<b>14</b>
<b>7</b>	Graphic Design – Paper II(Practical)	<b>18</b>
<b><u>CLASS XII</u></b>		
<b>8</b>	English	<b>20</b>
<b>9</b>	General Foundation, Sociology & Entrepreneurship	<b>21</b>
<b>10</b>	Graphic Design – Paper I(Theory)	<b>24</b>
<b>11</b>	Graphic Design – Paper II(Practical)	<b>26</b>

## CLASS XI – SUBJECT STRUCTURE & MARKING SCHEME

S. No.	NAME OF THE SUBJECT	Theory/Practical	Internal Assessment	External Assessment	Total Marks	Pass Criteria (%)
1	English	Theory	30	70	100	40
2	General Foundation, Industrial Sociology & Entrepreneurship	Theory	30	70	100	40
3	Applied Mathematics	Theory	30	70	100	40
4	Graphic Design - Paper I	Theory	30	70	100	40
5	Fundamentals of Computer	Practical	30	30 + 40	100	40
6	Graphic Design - Paper II	Practical	30	70	100	60

**Note:**

**FUNDAMENTALS OF COMPUTER** - There will a project of 30 marks and practical examination of 40 marks to be conducted by the Council.

## CLASS XII – SUBJECT STRUCTURE & MARKING SCHEME

S. No.	NAME OF THE SUBJECT	Theory/Practical	Internal Assessment	External Assessment	Total Marks	Pass Criteria (%)
1	English	Theory	30	70	100	40
2	General Foundation, Industrial Sociology & Entrepreneurship	Theory	30	70	100	40
3	Graphic Design - Paper I	Theory	30	70	100	40
4	Graphic Design - Paper II	Practical	30	70	100	60

**GRAPHIC DESIGN**

**TECHNICIAN**

**SYLLABUS FOR CLASS XI**

**English**  
**Class XI**

**Examination Duration: 3 Hours**

<b>S. No.</b>	<b>Name of the Topic</b>	<b>No. of Hours</b>
	<b>GRAMMAR</b>	
<b>1</b>	<b>Sentences</b>	<b>6</b>
<b>2</b>	<b>Subject &amp; Predicate</b>	<b>6</b>
<b>3</b>	<b>Parts of Speech</b>	<b>20</b>
<b>4</b>	<b>Phrases &amp; Clauses</b>	<b>9</b>
<b>5</b>	<b>Simple, Compound &amp; Complex Sentences</b>	<b>10</b>
<b>6</b>	<b>Tenses</b>	<b>12</b>
<b>7</b>	<b>Formal Letter Writing</b>	<b>12</b>
	<b>LITERATURE</b>	
<b>1</b>	<b>The Eyes Have It</b>	<b>6</b>
<b>2</b>	<b>Job Hunting</b>	<b>6</b>
<b>3</b>	<b>Benjamin Franklin</b>	<b>6</b>
<b>4</b>	<b>The Martyr's Corner</b>	<b>6</b>
<b>5</b>	<b>Life History of Abdul Kalam</b>	<b>6</b>
<b>TOTAL NUMBER OF HOURS</b>		<b>105</b>

## **General Foundation, Industrial Sociology and Entrepreneurship**

### **Class XI**

Examination Duration: 3 Hours

<b>S. No.</b>	<b>Name of the Topic</b>	<b>No. of Hours</b>
<b>1</b>	<b>Personality Development</b>	<b>13</b>
<b>2</b>	<b>Human and Industrial Relationship</b>	<b>15</b>
<b>3</b>	<b>Developing Coping Mechanism</b>	<b>15</b>
<b>4</b>	<b>Motivation</b>	<b>10</b>
<b>5</b>	<b>Professional Ethics</b>	<b>12</b>
<b>6</b>	<b>Developing Fitness for a Job</b>	<b>15</b>
<b>TOTAL NUMBER OF HOURS</b>		<b>80</b>

#### **1. Personality Development:**

- 1.1** Self esteem
- 1.2** Self-concept
- 1.3** Self-acceptance

#### **2. Human and Industrial Relations:**

- 2.1** Human relations and performance in organisation
- 2.2** Understand self and others for effective behaviour
- 2.3** Behaviour modification techniques
- 2.4** Industrial relations and disputes
- 2.5** Relations with subordinates, peers & superiors
- 2.6** Characteristics of group behaviour and trade unions

#### **3. Developing Coping Mechanism:**

- 3.1** Coping with loneliness
- 3.2** Coping with depression
- 3.3** Coping with fear
- 3.4** Coping with shyness
- 3.5** Coping with anger
- 3.6** Coping with failure
- 3.7** Coping with criticism
- 3.8** Coping with conflicts
- 3.9** Coping with change
- 3.10** Coping with study

**3.11** Substance abuse

**3.12** Mass media

**4. Motivation:**

**4.1** Factors determining motivation

**4.2** Characteristics of motivation

**4.3** Methods of improving motivation

**5. Professional Ethics:**

**5.1** Concept of ethics

**5.2** Concept of professionalism

**5.3** Need for professional ethics

**6. Developing fitness for a job:**

**6.1** Leadership

**6.2** Team work

**6.3** Career guidance

**6.4** Work environment



**Applied Mathematics**  
**Class XI**

Examination Duration: 3 Hours

S. No.	Name of the Topic	No. of Hours
1	Units	4
2	General Simplification	6
3	Ratio & Proportion	4
4	Percentage	5
5	Algebra	12
6	Logarithm	6
7	Indices	8
8	Equations	14
9	Factorization	10
10	Properties of Triangle, Circle & Polygons	6
11	Mensuration	20
12	Trigonometry (Ratio & Identities)	10
<b>TOTAL NUMBER OF HOURS</b>		<b>105</b>

**1. Units:**

- 1.1 Introduction
- 1.2 Definitions
- 1.3 Classification of units
- 1.4 Conversion of the basic mechanical units

**2. General Simplification:**

- 2.1 Introduction
- 2.2 Fractions & Decimal Fractions
- 2.3 LCM & HCF
- 2.4 Multiplication and division of decimals
- 2.5 Conversion of fraction from one to another
- 2.6 Multiplication of fraction with numbers like 10, 100, 1000
- 2.7 Some more methods of converting fractions

### **3. Ratio & Proportion:**

- 3.1** Ratio
- 3.2** Proportion
- 3.3** Relationship between Ratio & Proportion

### **4. Percentage:**

- 4.1** Introduction
- 4.2** Conversion of decimal to percentage and vice versa
- 4.3** Profit & Loss

### **5. Algebra:**

- 5.1** Introduction
- 5.2** Careful Consideration of subject items
- 5.3** Addition and Subtraction
- 5.4** Multiplication and Division
- 5.5** Algebraic formulae
- 5.6** Proofs

### **6. Logarithm:**

- 6.1** Introduction
- 6.2** Definition of different terms used in logarithms
- 6.3** Laws of Logarithm
- 6.4** How to refer to a log table
- 6.5** Negative characteristic
- 6.6** Relationship between log and antilog
- 6.7** How to refer to Antilog table
- 6.8** Rules while using logarithms
- 6.9** Addition, subtraction, multiplication & division using indices

### **7. Indices:**

- 7.1** Exponent and multiplication
- 7.2** The laws of indices
- 7.3** Zero and negative integral indices
- 7.4** Fractional Indices
- 7.5** Exponential Equations

### **8. Equations:**

- 8.1** Equations & Root
- 8.2** Solving linear equation with one variable
- 8.3** Solving problems using equations

- 8.4 Number Problems, Age Problems, Mensuration Problems
- 8.5 Solving simultaneous linear equation
- 8.6 Method of elimination by addition and subtraction
- 8.7 Word problem involving simultaneous equation
- 8.8 Quadratic Equations – Problems on Quadratic Equation

**9. Factorization:**

- 9.1 Factorizing polynomials
- 9.2 Factorization of a perfect square trinomial – e.g.  $(4x^4 + 12x^2 + 9)$
- 9.3 Factorizing the difference of two squares
- 9.4 Trinomials
- 9.5 Factorization using the middle term factor
- 9.6 Problem solving based on factorization

**10. Properties of Angle, Triangle, Circle and Polygons:**

- 10.1 Introduction
- 10.2 Different properties related to the angular properties of the triangle
- 10.3 Different types of triangles
- 10.4 Median and Altitudes
- 10.5 Mid-Point theorem of the triangle
- 10.6 Circle - Elements
- 10.7 Properties of the circle – Arc, Sector, Segment, Chord and Tangent
- 10.8 Polygons – Types and Features
- 10.9 Method of finding the internal and external angle of polygons

**11. Mensuration:**

- 11.1 Introduction to the topic
- 11.2 Formulae for various Plane and irregular figures (Area, perimeter and volume)
- 11.3 Area and Perimeter of Plane Figures like Rectangle, Square, Area of four walls, Triangle, Parallelograms, Rhombus, Trapezium, Circle
- 11.4 Surface area of different solid figures
- 11.5 Volume of different Solid figures
- 11.6 Volume of the metal that is removed from different machining process

**12. Trigonometry:**

- 12.1 Introduction to Trigonometry
- 12.2 Notation for angle
- 12.3 Trigonometrical Ratio
- 12.4 Reciprocal ratios
- 12.5 Understanding of the different sides of the triangle based on the angle given
- 12.6 Understanding the use of Trigonometrical table for finding different angles

**Graphic Design - Paper I**  
**Class XI**

**Examination Duration: 3 Hours**

<b>S. No.</b>	<b>Name of the Topic</b>	<b>No. of Hours</b>
<b>1</b>	<b>Introduction to Graphic Design</b>	<b>2</b>
<b>2</b>	<b>Study of Types (Typography)</b>	<b>2</b>
<b>3</b>	<b>Book Work and its planning</b>	<b>6</b>
<b>4</b>	<b>Desktop Publishing Software</b>	<b>4</b>
<b>5</b>	<b>Vector Graphic Software</b>	<b>2</b>
<b>TOTAL NUMBER OF CLASSES</b>		<b>16</b>

**1. Introduction to Graphic Design:**

- 1.1 Introduction to design in general
- 1.2 Introduction to Graphic Design

**2. Study of Types (Typography):**

- 2.1 Classification and Names of Fonts
- 2.2 Old English or Gothic, Roman, Script or Cursive, Serifs, Sans Serifs
- 2.3 Point system (Font Sizes)
- 2.4 Leading, Kerning, Tracking

**3. Book Work and its planning:**

- 3.1 Size of books
- 3.2 Parts of a book
- 3.3 Paper sizes
- 3.4 Preparing the text
- 3.5 Proof Reading
- 3.6 Casting of matter into pages
- 3.7 Design Techniques

**4. Desktop Publishing Software:**

- 4.1 Adobe Page maker
- 4.2 Adobe In Design
- 4.3 Adobe Photoshop

## **5. Vector Graphic Software:**

**5.1** Adobe Illustrator

**5.2** Corel Draw

# Fundamentals of Computer

## Class XI

Examination Duration: 3 Hours

S. No.	Name of the Topic	No. of Hours
1	Introduction to Computer	5
2	Number System	8
3	Operating System	4
4	Introduction to MS Office	2
5	Microsoft Word	10
6	Microsoft Excel	16
7	Microsoft Power Point	4
8	Internet & Security	8
9	Project Work	8
<b>TOTAL NUMBER OF HOURS</b>		<b>65</b>

### 1. Introduction to Computer:

- 1.1 Introduction & application of computers
- 1.2 History of the Computer – Evolution and generation of computers
- 1.3 Hardware & Software
- 1.4 Different Hardware devices with physical demonstration
- 1.5 Different types of software used with their areas of application
- 1.6 Storage devices – Evolution and its application in modern technology
- 1.7 Characteristics of the computer
- 1.8 Organization of the computer
- 1.9 Basic operation carried out by the computer
- 1.10 Understanding the day to day application of the computer

### 2. Number System:

- 2.1 Introduction to the number system
- 2.2 Types of number systems used – Decimal, Binary, Octal and Hexadecimal
- 2.3 Conversion from Decimal to Binary and vice-versa
- 2.4 Conversion of Decimal to Octal and Vice-Versa
- 2.5 Conversion of Decimal to Hexadecimal and Vice-Versa
- 2.6 Conversion of Fractional Decimal to Binary, Octal and Hexadecimal
- 2.7 Logic Gate – Not, Or, And

### 3. **Operating System:**

- 3.1 Introduction about Operating System and its uses
- 3.2 Types of Operating System
- 3.3 Application of Operating System in our computer
- 3.4 Method of Installing the Operating System
- 3.5 Method of partitioning the Hard Disk during the installation of the Operating System
- 3.6 Advantages & Comparisons of different types of Operating Systems

### 4. **Introduction to MS Office:**

- 4.1 Introduction to Microsoft Office Package
- 4.2 Different applications available in the package
- 4.3 Advantages and application of different applications
- 4.4 An overview on the available applications – MS Word, Excel, PowerPoint, Access, Outlook
- 4.5 Process of Opening the Microsoft Office Package from the START BUTTON

### 5. **Microsoft Word:**

- 5.1 Introduction
- 5.2 Procedure of opening the Microsoft word Application
- 5.3 Introduction to the Microsoft Word Screen/Page
- 5.4 Understanding different options available
- 5.5 Understanding different context menus available on the page with their application
- 5.6 Understanding the **OFFICE BUTTON** – New, Open, Save, Save As, Print, Prepare, Publish, Close, Word Options, Recent Documents
- 5.7 Understanding the **HOME** Menu – Clipboard Option, Font Options, Paragraph, Styles
- 5.8 Understanding the **INSERT** Menu – Pages, Tables, different methods of inserting pictures, Links, Header & Footer, Text Formatting, Symbols
- 5.9 Understanding the **PAGE LAYOUT** Menu – Different themes, Page Setup, Page Background, Paragraph Indentation, Alignment
- 5.10 Understanding the complete process of Mail Merge (Letter)
- 5.11 Understanding the Concept of viewing the pages in different styles, New windows, Split page option
- 5.12 Practical work on the above content

### 6. **Microsoft Excel:**

- 6.1 Introduction
- 6.2 Procedure of opening the Microsoft Excel Application
- 6.3 Introduction to the Microsoft Excel Screen/Page
- 6.4 Understanding different options available
- 6.5 Understanding the method of renaming, adding and removing the sheet

- 6.6 Understanding the method of copying and moving the sheet
- 6.7 Understanding different short cuts used on the application
- 6.8 Understanding the **HOME** menu – Clipboard Options, Font Options, Paragraphs, Styles
- 6.9 Understanding the **INSERT** Menu – Table Creation, different methods of inserting pictures & shapes, Charts, Links and Method of formatting the text
- 6.10 Understanding the **PAGE LAYOUT** Menu – Themes, Page setup, Scale, Sheet Options, Alignment
- 6.11 Understanding the **FORMULAS** Menu – Insert function, Function Library (Auto Sum, Logical, Text, Lookup, Date & time)
- 6.12 Conditional Formatting
- 6.13 Basic Menu options like View, Data and Review
- 6.14 Practical work on the above content

## 7. Microsoft PowerPoint:

- 7.1 Introduction
- 7.2 Procedure of opening the Microsoft Power Point Application
- 7.3 Introduction to the Microsoft Power Point Screen/Page
- 7.4 Understanding different options available
- 7.5 Understanding different shortcuts used for the application
- 7.6 Understanding the **HOME** Menu – Clipboard, Slides, Font, Paragraph indentation, drawing tools, find & replace
- 7.7 Understanding the **INSERT** Menu -- Table Creation, different methods of inserting pictures & shapes, charts, link, method of formatting the text & methods of inserting movie clip & audio in the slide
- 7.8 Understanding the **DESIGN** Menu – Page Setup, different themes to be used as the background of the slides, colours, fonts, effects, background styles
- 7.9 Understanding the **ANIMATION** Menu – Custom Animation, different transition options for the slides, background music, transition speed, slideshow option (on mouse click or after time interval that is set)
- 7.10 Understanding the **SLIDE SHOW** Menu – Start & End of the slide show, slide show setup, monitoring the resolution and other factors
- 7.11 Understanding various options like Review and View
- 7.12 A presentation to understand the working of different options available in the application

## 8. Internet & Security:

- 8.1 Introduction to Internet & Security
- 8.2 Different types of connections that can be established in the system
- 8.3 Uses, advantages and disadvantages of the Internet
- 8.4 Security – Definition & Goals
- 8.5 Basic ISP (Internet Service Providers) Infrastructure



- 8.6 Virus – Definition and its different types
- 8.7 Firewall – Definition and applications
- 8.8 Understanding the basic security measures

**9. Project Work**

The students will prepare a project work using the concepts taught in the 'Fundamentals of Computer'.

**Graphic Design - Paper II**  
**Class XI**

Examination Duration: 3 Hours

<b>S. No.</b>	<b>Name of the Topic</b>	<b>No. of Hours</b>
<b>1</b>	<b>Sketching &amp; Drawing</b>	<b>8</b>
<b>2</b>	<b>Introduction to Adobe Illustrator and Corel Draw</b>	<b>4</b>
<b>3</b>	<b>Sketching of natural objects and environment</b>	<b>8</b>
<b>4</b>	<b>Logo Sketching &amp; Logo Design using Adobe Illustrator and CorelDraw</b>	<b>10</b>
<b>5</b>	<b>Designing Visiting Cards and Letter Heads using Adobe Illustrator &amp; Corel Draw</b>	<b>10</b>
<b>6</b>	<b>Basic Page Design using Adobe Page Maker</b>	<b>15</b>
<b>7</b>	<b>Designing of Magazine page using Adobe Illustrator &amp; Adobe PageMaker</b>	<b>20</b>
<b>8</b>	<b>Introduction to Adobe Photoshop</b>	<b>15</b>
<b>TOTAL NUMBER OF HOURS</b>		<b>90</b>

**GRAPHIC DESIGN**

**TECHNICIAN**

**SYLLABUS FOR CLASS XII**

**English**  
**Class XII**

**Examination Duration: 3 Hours**

<b>S. No.</b>	<b>Name of the Topic</b>	<b>No. of Hours</b>
	<b>GRAMMAR</b>	
<b>1</b>	<b>Direct &amp; Indirect Speech</b>	<b>18</b>
<b>2</b>	<b>Phrases &amp; Idioms</b>	<b>8</b>
<b>3</b>	<b>Letter Writing (Informal)</b>	<b>11</b>
<b>4</b>	<b>Report Writing, Essay Writing &amp; Precis Writing</b>	<b>15</b>
<b>5</b>	<b>Comprehension &amp; Story Writing</b>	<b>13</b>
	<b>LITERATURE</b>	
<b>1</b>	<b>Wright Brothers</b>	<b>8</b>
<b>2</b>	<b>Jamshedji Tata</b>	<b>8</b>
<b>3</b>	<b>Solar Energy</b>	<b>8</b>
<b>4</b>	<b>Thomas Edison</b>	<b>8</b>
<b>5</b>	<b>Henry Ford</b>	<b>8</b>
	<b>TOTAL NUMBER OF HOURS</b>	<b>105</b>

**General Foundation, Industrial Sociology and Entrepreneurship**  
**Class XII**

Examination Duration: 3 Hours

S. No.	Name of the Topic	No. of Hours
1	The Constitution of India	5
2	An Ideal Supervisor	5
3	Industrial Safety, First Aid and Hygiene	10
4	Entrepreneurship	10
5	Labour Laws	16
6	Environmental Science	10
7	Estimation & Costing	12
8	Project Plan	12
<b>TOTAL NUMBER OF HOURS</b>		<b>80</b>

**1. The Constitution of India:**

- 1.1. Salient Features
- 1.2. Preamble to the Constitution
- 1.3. Fundamental Duties
- 1.4. Directive Principles of State Policy
- 1.5. Difference between Fundamental Rights and Directive Principles

**2. An Ideal Supervisor:**

- 2.1 Qualities of an ideal supervisor

**3. Industrial Safety, First Aid and Hygiene:**

- 3.1. Concept of Safety
- 3.2. Safety Consciousness
- 3.3. Necessity of safety
- 3.4. Safety Measures

**4. Entrepreneurship:**

- 4.1. Introduction
- 4.2. Definition of Entrepreneurship
- 4.3. Need for Self-Employment
- 4.4. Advantages of Entrepreneurship

**4.5. Roles and responsibilities of an Entrepreneur**

**4.6. Qualities of a good Entrepreneur**

**5. Labour Laws:**

**5.1. Factories Act 1948**

**5.2. Apprentices Act**

**5.3. Employees State Insurance (ESI) Act**

**5.4. Payment of Wage Act 1936**

**5.5. Minimum Wages Act & Rules**

**5.6. Employees Provident Fund Act (EPF)**

**5.7. Workmen's Compensation Act**

**6. Environmental Science:**

**6.1 Effect of pollution on Human Health**

**6.2 Impact of technology on Environment**

**6.3 Impact of pollution on Environment**

**6.4 Waste Management**

**7. Estimation & Costing:**

**7.1 Introduction to Estimation and Costing**

**7.2 Importance and Aims of Estimation & Costing**

**7.3 Functions of Estimating Department**

**7.4 Qualities of an Estimator**

**7.5 Estimating Procedures and Errors in Estimation**

**7.6 Constituents of Estimation**

**7.7 Advantages of Standard Costing**

**7.8 Differences between Estimation and Costing**

**7.9 Procedures of Costing & Costing methods**

**7.10 Cost Control and Advantages of Efficient Costing**

**7.11 Elements of Cost**

**7.12 Components of Cost and the process of calculating material cost & labour cost**

**7.13 Block diagram of Components of Cost**

**7.14 Methods of calculating indirect expenses and depreciation cost**

**7.15 Repairs and Maintenance Costing**

**7.16 Basic numerical on Estimation and Costing**

**8. Project Plan:**

**8.1 Introduction**

**8.2 Definitions of Working Capital, Fixed Capital, Budget**

**8.3 Market Survey**

**8.4 Project Planning**

- 8.5** Project Capacity
- 8.6** Selection of Site and Plant Layout
- 8.7** Product design and development
- 8.8** Factors considered while designing a product
- 8.9** Product drawings and design specification
- 8.10** Product Development
- 8.11** Material Requirement
- 8.12** Operation Planning
- 8.13** Equipment Requirement
- 8.14** Material Handling
- 8.15** Break-Even Point
- 8.16** Preparation of Project

**Graphic Design - Paper I**  
**Class XII**

**Examination Duration: 3 Hours**

<b>S. No.</b>	<b>Name of the Topic</b>	<b>No. of Hours</b>
<b>1</b>	<b>Colour</b>	<b>4</b>
<b>2</b>	<b>Scanning</b>	<b>4</b>
<b>3</b>	<b>Digital Imaging</b>	<b>5</b>
<b>4</b>	<b>Digital Film Recording</b>	<b>4</b>
<b>5</b>	<b>Fundamentals of printing and Basic post press Techniques</b>	<b>5</b>
<b>TOTAL NUMBER OF HOURS</b>		<b>22</b>

**1. Colour:**

- 1.1 The Colour Triangle
- 1.2 Colour Palettes
- 1.3 RGB & CMYK
- 1.4 Pixels
- 1.5 Concepts of Resolution
- 1.6 Colour Correction: Using curves and levels
- 1.7 8,24,32,36 and 48 Bit Colour
- 1.8 UCR, GCR, Dot Gain & Spot Colour

**2. Scanning:**

- 2.1 Obtaining Colour Pixels
- 2.2 Types of Scanners
- 2.3 Digital Image Files
- 2.4 File Types: Pict, Tiff, EPS, Tagra
- 2.5 Data Compression
- 2.6 Image Manipulation

**3. Digital Imaging:**

- 3.1 Film Transparency
- 3.2 Line Screen Frequency, LPI and DPI
- 3.3 The Basics of Four Colour Separation
- 3.4 Rosette and Moire Problems
- 3.5 The Importance of Calibration



#### **4. Digital Film Recording:**

- 4.1** Transparency output: Quality, Pixel size, Files size and Resolution
- 4.2** Digital Work Flow
- 4.3** Imposition
- 4.4** Pre-Press work
- 4.5** CTP

**Graphic Design - Paper II**  
**Class XII**

**Examination Duration: 3 Hours**

<b>S. No.</b>	<b>Name of the Topic</b>	<b>No. of Hours</b>
<b>1</b>	<b>Size of books, parts of a book &amp; paper sizes</b>	<b>10</b>
<b>2</b>	<b>Page Design using Adobe Page Maker</b>	<b>10</b>
<b>3</b>	<b>Page Design &amp; Book Design using Adobe InDesign</b>	<b>15</b>
<b>4</b>	<b>Colour correction using Adobe Photoshop using curves and levels &amp; obtaining Colour Pixels (Scan and other digital inputs)</b>	<b>15</b>
<b>5</b>	<b>Image Manipulation using Adobe Photoshop</b>	<b>10</b>
<b>6</b>	<b>Vector Graphics using Adobe Illustrator</b>	<b>12</b>
<b>7</b>	<b>Corel Draw</b>	<b>15</b>
<b>8</b>	<b>Designing Advertisements, Book Covers, Leaflets, Posters, Brochures, Magazine Pages using the above software</b>	<b>18</b>
<b>9</b>	<b>Fundamentals of Printing</b>	<b>5</b>
<b>TOTAL NUMBER OF HOURS</b>		<b>110</b>