

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



**SYLLABUS FOR
GRAPHIC DESIGN TECHNICIAN**

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

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CLASS XI – SUBJECT STRUCTURE & MARKING SCHEME

| Sl. No. | NAME OF THE SUBJECT | Internal Assessment | External Assessment | Total Marks | Pass Criteria (%) |
|---------|---|---------------------|---------------------|-------------|-------------------|
| 1 | English | 30 | 70 | 100 | 35 |
| 2 | General Foundation, Industrial Sociology & Entrepreneurship | 30 | 70 | 100 | 35 |
| 3 | Applied Mathematics | 30 | 70 | 100 | 35 |
| 4 | Graphic Design - Paper I | 30 | 70 | 100 | 35 |
| 5 | Fundamentals of Computer | 30 | 30 + 40 | 100 | 35 |
| 6 | Graphic Design - Paper II | 30 | 70 | 100 | 50 |

Note:

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

CLASS XII – SUBJECT STRUCTURE & MARKING SCHEME

| S. No. | NAME OF THE SUBJECT | Internal Assessment | External Assessment | Total Marks | Pass Criteria (%) |
|--------|---|---------------------|---------------------|-------------|-------------------|
| 1 | English | 30 | 70 | 100 | 35 |
| 2 | General Foundation, Industrial Sociology & Entrepreneurship | 30 | 70 | 100 | 35 |
| 3 | Graphic Design - Paper I | 30 | 70 | 100 | 35 |
| 4 | Graphic Design - Paper II | 30 | 70 | 100 | 50 |

GRAPHIC DESIGN

TECHNICIAN

SYLLABUS FOR CLASS XI

English
Class XI

Examination Duration: 3 Hours

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

General Foundation, Industrial Sociology and Entrepreneurship

Class XI

Examination Duration: 3 Hours

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

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 |
| TOTAL NUMBER OF HOURS | | 105 |

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 angle

Graphic Design - Paper I
Class XI

Examination Duration: 3 Hours

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

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: 2 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 |
| TOTAL NUMBER OF HOURS | | 65 |

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: 8 Hours

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

GRAPHIC DESIGN

TECHNICIAN

SYLLABUS FOR CLASS XII

English
Class XII

Examination Duration: 3 Hours

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

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 |
| TOTAL NUMBER OF HOURS | | 80 |

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

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

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: 8 Hours

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