

GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY



CURRICULUM FOR
COMPUTER GRAPHICS

(3 – Month Course)

CURRICULUM SECTION
ACADEMICS DEPARTMENT

96-H, GULBERG-II, LAHORE

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CURRICULUM SALIENT:

Entry Level	:	Matric
Total Duration of Course	:	3 Month
Total Training Hours	:	300 Hours
		25Hours in A Week
		6 days per week.
Training Methodology	:	Practical 90 %
		Theory 10 %
Medium of Instruction	:	Urdu / Local Language.
	•	1 hour per week for Work Ethics

SCHEME OF STUDIES**Computer Graphics
(3 – Months Course)**

Sr. No.	Subject / Main Topic	Theory Hours	Practical Hours	Total Hours
1.	Basic line work (using related Tools)	06	55	61
2.	Computer Applications	10	145	155
3.	Corel Draw	14	58	72
4.	Work Ethics	-	12	12
Total		30	270	300

DETAIL OF COURSE CONTENTS**Computer Graphics**
(3 – Months Course)

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	Inpage		-
1.1	Installation	1	
	1.1.1 Page setup.		
	1.1.2 Elaboration of ribbon.		
1.2	Elaboration of Tool bar.		23
1.3	Master page.	½	
	1.3.1 Use of Keyboard (Preset, User)		
1.4	Import and export.	½	
	1.4.1 Edit.		16
1.5	View keys (view pages with short commands.	½	
	1.5.1 Create table		
	1.5.2 Format table.		
	1.5.3 Style Sheet.		
	1.5.4 Super script and sub script.		
1.6	Installation of printer and its use usage.	3½	16
	1.6.1 All		
	1.6.2 Selected.		
	1.6.3 Current.		

2.	Installation of Corel Draw		
	2.1 Instructions of installation.	2	16
	2.1.1 With CD.		6
	2.1.2 With Copy of Corel.		
	2.2 Installation of Fonts.	1	10
	2.3 Detail of Standard Tool bar.		6
	2.3.1 New file, Print, save etc.		
	2.4 Detail of Formatting bar.	2	8
	2.4.1 Page.		
	2.4.2 Page orientation		6
	2.4.3 Measurement units, etc.		6
	2.5 Detail of Tool bar with properties.	2	
	2.5.1 Pick tool		6
	2.5.2 Shape Tool		6
	2.5.3 Zoom tool,		6
	2.5.4 Elipse tool		10
	2.5.5 Polygon tool to filling tool.		10
	2.6 Detail of Color palette.	2	12
	2.6.1 Chose colors.		6
	2.6.2 Mixing colors.		
	2.7 Corel inter face options.	1 ½	18
	2.8 Views Tool.		
3.	Editing with Urdu text.		
	3.1 Paste of Urdu text	½	8
	3.1.1 Editing		
	3.1.2 Modification		
	3.2 Modification in Corel.	½	
	3.2.1 With alignment.		
	3.2.2 With Tool.		
	3.3 Alignments in an object.	1½	
	3.3.1 Left		
	3.3.2 Right		
	3.3.3 Top		

	3.3.4 Bottom.		
	3.4 Make a brosher simple.	1½	12
	3.4.1 In English		
	3.4.2 In urdu		
	3.5 Make visiting card.		
	3.5.1 English		
	3.5.2 Urdu.		
	3.6 Import and export.	2	
	3.6.1 With different extensions.		
	3.7 Find and replace	2	
	3.8 Colors and text.		
	3.9 Insert and delete page		
	3.10 Artistic media & power clip.	2	
	3.11 Text format with text tool		
	3.12 Text format with shape tool.	2	
	3.13 Use of Bitmap.		
	3.14 Effects.		
	3.15 Corel Script.		
	3.16 Make a 4 colors visiting cards.		24
	3.17 Make a 4 colors brosher		14
	3.18 Install of Scanner.	2	
	3.19 Scan an object or picture.		
	3.20 User of printer		
4.	Work Ethics	-	12
Total		30	270

Computer Lab

Sr. No.	Equipment / Tool	Quantity
1.	Main Server Adequately Configured To Support 20 Work Station With Windows XP 2006 OR VISTA	01 No
2.	System 2 GH Pentium Or Higher (Or Equivalent), 512 MB Of RAM 80-Gb Hard Disk VGA Monitor, Combo Drive, Keyboard, Mouse optical laser	20 Nos.
3.	Computer Operating Table	20 Nos.
4.	Revolving Chairs / Stool	20 Nos.
5.	Printer.	01 No.
6.	Laser Printers	1 Nos.
7.	Scanner	1Nos.
8.	Multimedia Project	01 No.
9.	Ups	As required
10.	Additional Table Hubs And Cable For Printer , Scanners	As required
11.	Office Table	01 No.
12.	Office Chair	01 No.
13.	Laboratory, Adequately For Computer Usage, Air Conditioned And Dust Proved Complete Wiring And Electrical Fittings	AS required
14.	Application Software Inpage and Corel Draw 9 Or Latest	Installed on each system

REFERENCE BOOKS:-

Title Of Book	Name Of Author	Name Of The Publisher
Inpage 2000 (experience required)	LOCAL	
Corel Draw	LOCAL	

MIN. QUALIFICATION OF TEACHER / INSTRUCTOR

1. Graphic Designer. Inpage and Corel Draw with 4 -Year Teaching Experience