

Khyber Pakhtunkhwa Board of Technical Education, Plot-22 Sector B-1 , Phase-V Hayatabad , Peshawar

SCHEME OF STUDIES & EVALUATION PLAN FOR ONE YEAR DIPLOMA IN INFORMATION TECHNOLOGY COURSE (2011)

PART-I

Sr. No	Subject	Theory Hours	Practical Hours	Theory Marks	Practical Marks	Total Marks
1.	Information & Communication Technology (ICT)	40	40	100	50	150
2.	Office Automation, (Word / Excel /Power Point)	40	80	50	100	150
3.	Computer Network	60	40	50	100	150
4.	Operating System	40	80	50	100	150
5.	Computer Programs C/C ++	40	40	50	50	100
Total		120	280	300	400	700

PART-II

S No	Subject	Theory Hours	Practical Hours	Theory Marks	Practical Marks	Total
1	Introduction to Data base	80	40	100	50	150
2	MS Access	40	80	50	100	150
3	E- Commerce & Web Technology.	80	80	100	50	150
4	Graphic Design	40	80	100	50	150
5	Project .			-	100	100
Total		240	280	350	350	700

Information & Communication Technology (ICT)

(PAPER- 1)

Total Th Hrs 40
Total Th Mks 100

Total Pr Hrs 40
Total Pr. Mks 50

OBJECTIVES.

This course provides an overview of computing and computer science, including such topics as the history of computers, computer application, and basic understanding of various hardware components. Hands-on experience in installation and configuration is included. Students learn how software interacts with and controls the computer's hardware elements. Analytical logic and troubleshooting skills are emphasized. Basic networking concepts are introduced.

Course Contents.

1. Introduction to information technology

(Information Technology, Data types of data, information, History of computing
Introduction to computer hardware and trouble shooting concepts

2. Introduction to computer

Hardware

Introduction to the personal Computer, safe Lab procedures and Tool Use, Computer Assemble Step-by-Step, Basics of preventive Maintenance and Troubleshooting. Fundamental Operating System, Fundamental Laptops and portable Devices, Fundamental printers and Scanners.

Storage Devices

Main / primary memory (RAM, ROM)

Secondary / Auxiliary Storage Devices

(Hard Disk, CD-ROM, Magnetic tape, Magnetic drum), USB

Introduction of Microprocessor, Basic Architecture of microprocessor, and Introduction of different technologies of microprocessors

3. Software design and algorithm:

Software, System Software, Application Software, Flow Charts, concepts of programming languages & their types, compiler, Interpreter, Assemble

4. Productive Enhancement Software Packages

Introduction of Word Processors, Spread Sheets, Database

Introduction of Number System and their inter conversion

Impact of computers and internet on society (uses and misuses) Computer Codes

(BCD, EBCDIC, ASCII, and Unicode)

CAD/CAM

Speculation on future computers and their uses, AI Neural network, Expert System, virus, Antivirus.

5. Fundamental Networks

Networks and its types, networks media, Topologies, network Devices

Books:

1. Introduction to computer By Peter Norton,
2. Introduction to computer By John R., Roos, Glencoe.
3. [DIT-1](#) by Mohammad Khalid.
4. Introduction to I.T by Imran Syed.

OFFICE AUTOMATION .
(Version 2007 and onward)

(PAPER-I)

Total Th Hrs 40
Total Th Mks 50

Total Pr Hrs 80
Total Pr. Mks 100

A- WORD PROCESSING

Ms-Word, Word processing, Manual and electronic Word processing

1. **Screen Layouts**

Menus
Shortcut
Toolbars
Customization of Toolbars
Title Bar, Status Bar, Scroll
Bars and Rulers.

2. **Working with files**

Create, Open, Save, Rename and Close a document
Working on Multiple Documents.
Cut, Copy, Paste, Special Undo and Redo Operations
Find Replace and go to Commands
Text, Paragraph and Page Formatting
Header and Footer
Date and Time
Bullets and Numbering
Columns and Drop Caps
Tabs and Margins
Comments and Foot Notes
Insert a picture and its Formatting
Use of Spelling and Grammar Check , Auto Correct Synonyms

Theasurus.

Page Break Section Break and Background Printing
Table of contents Glossary,
Hyperlink and Bookmark
Insert a Table, Add and
Delete Columns Rows and

Cells
Merge and Split Cells
Formula Implementations

3. **Document Printing**

Selection of a printer
Printing Setting
Print Preview
Print and Page Setup
Shortcut Keys

B- MS- EXCEL

Basic Terminology of Ms- Excel

Creating Opening Renaming Saving and Closing Workbook/ Spread
Sheet

Editing Functions: Undo, Redo. Fill, Auto Fill, Delete, Cut, Copy,
Paste, Clear, Find and Replace

Inserting: Header & Footer Cells Rows / Columns and Worksheet

Working with Formulas: Entering Formula with the help of Formula
Bar Entering Formula.

Directly into the cells, sue of Arithmetic and Logical Formulas.

Use of Built- in functions Time and Date Concatenation, Sum if,
Nested Max, Min.

Average, Count, Now, Month, Day, Year Upper , Lower, Left & Right.
Tools and Date: Spell Check, Auto Correction, Workbook protection
Data Sorting and filtering

Formatting Cells and Text, Borders and Shading, Positioning Cells and
Text, Auto Format,

Categories, of numbers, Cell / Range Referencing, Alignment, Date &
Time Working With Charts, Creating Editing and Formatting of
various types of Charts

Printing: Selecting Printer, Print selected areas page selection
- Sorter View.

C- POWER POINT

1. Define [Power](#) Point

2. PRESENTAION.

[Power point](#) presentation environment

View icon of Power Point

Start Power Point, Open a Presentation

3. Creating a new presentation using

MS- Power point by

Creating By Design Template

Creating By Blank Presentation

What is slide?

4. Choose an Auto Layout, Using Auto Layout

5. Editing and Formatting a Text Box

6. Choose a Common Text Tool in the

Formatting Tool Bar

7. Apply design Template

8. Set Background & Layout of Slides

9. Adding Pictures and Graphics in a slide

10. Apply Custom Animation

Apply present animation

11. Apply Action Setting

12. Adding Sound to an Animation

13. Add Sound and Music effects

to the presentation

14. Set view Options

- Normal View
- Outline View
- Slide View
- Sorter View
- Notes Page View
- Slide Show
- Slides Show Off
- Important Short cut keys

Reference books / Helping Material

1. Business information technology-1 by Mohammad Khalid.

2. Microsoft Office by Danoja & June Jamrich Parsons.

Computer Networking .

(PAPER-I)

Total Th Hrs 60

Total Th Mks 50

Total Pr Hrs 40

Total Pr. Mks 100

OBJECTIVES

- Understanding the basic concept of computer networks.
- Understanding the different types of computer networks.
- Understanding the different types of communication.
- Configuring different network devices.
- Creating different network scenarios in a network simulator (packet tracer)

COURSE CONTENTS

PART-1 Basic Terminologies

Definition and History of Computer Networks.

Local Area Network (LAN)

Metropolitan Area Network (MAN)

Wide Area Network (WAN)

Basic Network Terminologies.

- Data
- Data rate
- Baud rate
- Peak data rate.
- Bursty data.

Peer-to-peer Network Vs Server basic Network

Networking Topologies

- Mesh, Bus, Star, Ring, Hybrid

Networking Devices

- Node
- NIC
- Modem
- Access point
- Hub (active Hub, Passive Hub)

- Bridge
- Switch
- Router

Transmission media

- Wired media
 - Coaxial cable (10 Base2 10 Base 5 10Base T, 100Base X)
 - Twisted pair cable
- Unshielded twisted- pair (Cat1,Cat 2, Cat 3, Cat 4, Cat 5, Cat 6,)
- Shielded twisted- pair
 - Fiber optic cable
- Wireless media
 - Reasons for wireless network
 - Wireless communication with LANs

Types of Connectors

- RJ45
- RJ11
- BNC

What is OSI Model?

- Application Layer
- Presentation Layer
- Session Layer
- Transport Layer
- Network Layer
- Data Link Layer
- Physical Layer

IP Addresses

- IPv4
 - Class A, Class B, Class C, Class D, and Class E, IP addresses
 - Introduction to IPv6

Subnets

Routed protocols and Routing Protocols (Deification, Similarity, Differences and examples)

Practical Portion

Installing and Configuring Modem

DSL Configuration

Creating Straight Through cable

Creating Cross Cable

Creating Rollover Cable

Basic Commands for Troubleshooting

- Ping, ipconfig / all, ipconfig / renew, ipconfig / release, trace route,

Case Study:

Installing network simulator (packet Tracer)

Creating simple network scenarios

Configuring PC's with IP addresses subnet mask and gateway

Configuring switches by giving name to switches and management IP addresses

Connection PCs to switch and then ping each other` that they are working properly.

Reference Books / Helping Material

1. DIT –I by Mohammad Khalid
2. Networking Essential By Andrew Tanenbaum.

OPERATIONG SYSTEM.

(PAPER-I)

Total Th Hrs 40
Total Th Mks 50

Total Pr Hrs 80
Total Pr. Mks 100

OBJECTIVES

- Understanding Desktop Operating System and Server Operating System.
- Understanding the role of Operating System in computing environment.
- Hands on practice on Windows 7, Windows 2008 Server and Linux.
- Networking Features in Operating System.

COURSE CONTENTS

General

What is an Operating System and its role in the Computing environment?

Major parts of Operating System.

Classification of Operating System.

- Desktop Vs Server base Operating System.

Windows 7

- Installing Windows 7
- Configure disks, Partitions, volumes, and device drivers.
- Configure file access and printers on a Windows 7 client computer.
- Configure network connectivity on a windows 7 client computer.
- Configure wireless network connectivity on a windows 7 client computer.
(Bluetooth, Wi Fi)
- Secure Windows 7 client desktop computers.
- Optimize and maintain the performance and reliability of a windows 7 client.
computer
- Remote access setting for a windows 7 client computer.

Windows Server

- Installing Windows Server 2008

Introduction to Administrative Tasks in Windows Server 2008 Environment

- Managing Server Roles and Features.
- Overview of Action Directory.

- Using Windows Server 2008 Administrative Tools.

Creating Action Directory Domain Services User Computer Objects

- Managing User Accounts.
- Creating Computer Accounts.

Creating Groups and Organizational Units

- Introduction to Groups .
- Managing Groups .
- Creating Organizational Units.

Creating and Configuring Groups Policy

- Overview of Groups Policy.
- Configuring the Scope of Groups policy Objects.
- Managing Groups policy Objects.
- Delegating Administrative Control of Group Policy.
- Configuring Group policy setting.
- Configuring Security Policies.
- Configuring an Audit Policy.

DNS

- Installing and Configuring the DNS Server Role.
- Managing and Troubleshooting DNS.

Managing Windows Server 2008 Backup and Restore

- Backups with windows Server 2008.
- Planning Backups Policy on Windows Server 2008.
- Planning a Server Restore Policy.

Linux

Installing Linux (Red Hat).

File System Management.

Creating user accounts

Installing application software's in Linux.

Configuring device drivers.

Executing basic commands in Terminal .

Reference Books / Helping Material

1. DIT-I by Mohammad Khalid.
2. Operating System concept by William stalling.
3. Operating System by Andrew S.Tanenbaum.

Computer Programming C / C ++

(PAPER- 1)

Total Th Hrs 40
Total Th Mks 50

Total Pr Hrs 40
Total Pr. Mks 50

Objective

Hundreds of computer languages are in use today, C/C ++ is one of them. It is one of the most powerful, general purpose high level programming language. It is a versatile language. This language can be used for almost any programming task. The purpose of including this subject in DIT course is to enable the students to develop application programs in various fields such as business, education, accounting, database management etc.

Chapter No. 1 Objective

WHAT IS C / C ++ ?

The purpose of this chapter is to discuss the C/C ++ language, its advantages and its brief history.

- What is C?
- Advantages of C language.
- C' s Weaknesses
- History of C.
- Difference between C & C ++

Chapter No.2 Objective:

BASIC ELEMENTS OF C/C ++ PROGRAM

The purpose of this chapter is to equip the students with different elements of C/C ++ that are required to write a complete C/C ++ program.

- C/C ++ Character Set.
- C/C ++ Reserved [Words](#).
- User- defined Words.
- Variables
 - Naming Variables
 - Variable Types
- Constants.
 - Numeric Constants
 - Integer Constants
 - Floating Point Constants.
 - Exponential Real Constants.

- Non-Numeric Constants.
 - Character Constants
 - String Constants
- * C/C ++ Operators.
- * C/C ++ Expressions
- * C/C ++ Statements.

Chapter No.3

STRUCTURE OF C/C ++ PROGRAM

Objective

C/C ++ statement are usually composed of keywords, which are used in conjunction with the basic element of the language like constants, variables and expression. The purpose of this chapter is to discuss the structure of a C/C ++ program as well as those statements, which appear in almost every C/C++ program.

- * Structure of C/C ++ program
- * C/C ++ comments.
- * C/C++ libraries
- * C/C ++ Data types.
- * The size of operator
- * Declaring Variables & Constants.
- * Assignment & Multiple Assignment operator.
- * How to assign String data?
- * Priority of Operations
- * Types Casting Operator.
- * Increment (++) & Decrement (--) operators.
- * Compound assignment operators

Chapter No. 4

OUTPUT STATEMENTS.

Objective:

There are several C/C++ functions to indicate different types of actions to be performed during executions. Output functions are one of them. This chapter will discuss those functions, which appear in almost every C/C ++ program.

- * The **printf ()** function.
- * The **clrser ()** function.
- * The **cout**, output stream.
- * The **putch ()** & **putchar ()** Character output Function.
- * The **puts ()** String output Function.

Objective

Data may be accepted for variables at the time of program's execution. For this purpose, different input statements are used, which will be discussed in this chapter

- * The **scanf ()** function
- * The **gets ()** function.
- * The **getchar ()**, **getch ()** , and **getch ()** functions.
- * Input using **cin**

Chapter No. 6**MAKING DECISIONS.****Objective**

In this chapter, students will learn how to make decisions in C/C++. They learn how to code the program, so that the computer tests a condition and selects one of two alternative actions depending on whether the condition is true or false.

- * Transfer of Control Process.
- * The **if**, **if- else** and **nested if** statements.
- * Relational operators.
- * Conditional Operators.
- * Multiple Choice statements (**switch / case / break / default**).

Chapter No.7**looping****Objective**

The counter & looping are two main features of computer programming. After this chapter, students will be able to know, how to construct or design a program with looping structure.

- * Counters.
 - Standard Counter.
 - Accumulator Counter.
 - Multiplicative Counter.
- * Looping in C/C ++
- * The **for & nested-** for statement
- * The **while** loop.
- * The do **while** loop.
- * The break, continue and exit () statements.
- * Preprocessor Directive.

Chapter No. 8**STANDARD LIBRARY FUNCTION**

Objective

Library functions make programming much simpler in many situations and save the programming effort. This chapter equip the student with the most important the most widely used library functions.

- Trigonometric Functions

Sin () , cos () , tan () etc.

- Arithmetic Functions.

Abs () , sqrt () , log () , exp () , ceil () . floor () pow () pow 10 () , random() , rand () , etc.

- String Functions.

Strlen () strlen () ,strupr () ,strrev () , strncpy () , strcat () , strncat () ,
etc.

Reference Books / Helping Material

1. C and C++ by Tariq Siddiqui.
2. C / C++ by Mohammad Khalid.
3. Let us C / C++ by Yashvant Kenetkar

Introduction to Data base

(PAPER-II)

Total Th Hrs 80
Total Th Mks 100

Total Pr Hrs 40
Total Pr. Mks 50

Objective

1. Introduction to Data base

(a) Introduction

- (i) Data
- (ii) Information
- (iii) Meta Data
- (iv) Definition of Data Base
- (v) Advantages of Data Base

(b) Data base Model

- (i) Hierarchal Model
- (ii) Network Model
- (iii) Relation Model

(C) Introduction to DBMS

Function of DBMS

2. Entity Relationship Model

(a) ERD

- (i) Elements of ERD Model
- (ii) E-R Diagram

(b) Relationships

Degree of Relationship

(c) Attributes

- (i) Introduction to Attributes

(ii) Types of Attributes

(c) **Association**

(i) 1:1

(ii) 1:M

(iii) M:M

3. Normalization

(a) Anomalies

(b) Function Dependency

(c) First Normal Form

(d) Second Normal Form

(e) Third Normal Form

4. SQL (Using MS SQL Server / Oracle/ My SQL)

(a) DDL (Data Definition Language)

(i) CREATE Statement

(ii) ALTER Statement

(iii) DROP Statement

(iv) RENAME Statement

(v) TRUNCATE Statement

(b) DML (Data Manipulation Language)

(i) INSERT Statement

(ii) UPDATE Statement

(iii) DELETE Statement

(c) DCL (Data Control Language)

(i) COMMIT Statement

(ii) ROLLBACK Statement

(d) Data retrieval

(iv) SELECT Statement

(v) WHERE Clause

(vi) GROUP BY

- (vii) ORDER BY
- (viii) HAVING Clause

- (e) Function Constraint
 - (ix) Concept of Key
 - (x) Primary Key, Secondary Key, Candidate Key, Alternate Key, Composite Key,
 - (xi) NOT NULL Constraint
 - (xii) UNIQUE Constraint
 - (xiii) Primary Key Constraint
 - (xiv) Foreign Key Constraint
 - (xv) Check Constraint

- (f) Function
 - (a) Character Function
 - (i) UPPER
 - (ii) LOWER
 - (iii) INITCAP
 - (iv) CONCAT
 - (v) SUBSTR
 - (vi) INSTR
 - (vii) LENGTH
 - (viii) LPAD
 - (ix) RPAD
 - (x) LTRIM
 - (xi) RTRIM

 - (a) Numeric Function
 - (xvi) ROUND
 - (xvii) TRUNC
 - (xviii) MOD
 - (xix) COALESCE

 - (b) Group Function

- (xx) Min
- (xxi) Max
- (xxii) AVG
- (xxiii) SUM
- (xxiv) COUNT

(c) Conversion Function

- (xxv) TO-CHAR
- (xxvi) TO-NUMBER
- (xxvii) TO-DATE

(d) Introduction Views and data dictionary

- (xxviii) Create simple / complex view
- (xxix) Importance of view in multi user environment.

(e) UNDERSTANDING/ Managing User Privileges and Roles

- (i) Introduction to Multi user environment
- (ii) Definition of Role and privileges
- (xii) CREATE USER
- (xiii) CREATE ROLE
- (xiv) DROP USER
- (xv) GRANT PRIVILEGE (DBA,ALL,SELECT, UPDATE, DELETE, INSERT)
- (xvi) Revoking User Privileges and Roles.

Reference Books / Helping Material

1. Oracle DBA by Mohammad Khalid.
2. Modern Data base System by Thomas Carolli.
3. Data Base System By Raymond.
4. Introduction to Data Base By Imran Syed

MS. Access
(Version 2007 and onward)

(PAPER-II)

Total Th Hrs 40
Total Th Mks 50

Total Pr Hrs 80
Total Pr. Mks 100

1. DATABASE CONCEPTS

What is data and Database?

1.1 Why use Electronic Database?

1.2 Tables and Relationships

1.3 One to One

1.4 One to Many

1.5 Many to many

1.3 Database Features

1.3.1 Attributes, Character Fielded

Record, Tuples Files

1.3.2 Key, Primary Key

Foreign Key, Composite Key

1.3.3 Referential Integrity

1.3.4 Use of Wild Cards

1.4 MS- Access (Database)

Ms-Access Use Access, Window

Title Bar, Control Menu, Toolbar

Status Bar

Database Window

Object button

Data types

Start Access

Creating table, Table view

1.4.1 Create Table using in

Design View

Setting Primary Key, Saving table

Close, exit add, delete record filed

Resizing row column

Freezing Hiding Column, Finding Data

Repl data, Auto content, Spell checking

Create Tales using in Wizard

1.4.2 Create relationship between Tables

1.4.3 Create Queries, define query, use adv

Types of query

Creating simple query

Executing data

Join, Difference between relations and join

Extracting data

Use of query wizard

1.4.4 Create Forms, What is form

Types of form

Create form by wizard

Create form of Design View

Add new record through form

Edit record through form

Editing option

List Box, Combo Box

Adding list Box and Combo Box

Cheek Box and option button

Command Button

1.4.5 Create Reports

What is report?

Use of Report, Standard types report

Auto report

Saving and closing auto report

Create single table report

Create two table report

Create Report in design view

Print a report

1.4.6 Database Security

Reference Books / Helping Material.

1. Business Information Technology –II by Mohammad Khalid.
2. Modern Data Base System By Thomas Canolli

E-Commerce & Web Technology.

(PAPER-I1)

Total Th Hrs 80
Total Th Mks 100

Total Pr Hrs 80
Total Pr. Mks 50

OBJECTIVE

This course provides complete knowledge of E-commerce with an intensive survey of. Technologies used to support all aspects of electronic Commerce & E-business requirements. This course provides a complete training of Dream viewer tool that. Provides a platform to implement these practices and enables students to make a. complete website that will help the students to move in a marked confidently.

Course Contents:

- *Introduction to E-Commerce.*
 - The difference between e-commerce and e-business
 - Unique features of e-commerce technology
 - Types of e- commerce.
 - Element of a business model
 - Business- to consumer (B2C) business models
 - Business-to- business (B2B) business models
- *Introduction to web Technologies*
 - Fundamental of internet and www concepts.
 - Protocols (HTTP,FTP, IP,TCP,)
 - Domain Names (com, edu, org, net, mil, sip)

HTML

Introduction to HTML

- Introduction
- A Text Editor
- A Web Browser

Creating First HTML Document

Html Tag, Head Tag, Title tag, Body Tag, Heading Paragraph Tag, Line Break Tag, Horizontal Rule Tag, Font Size

Marking Stylish Pages

Bold Tag, italic Tag, Underline Tag, Typewriter Tag, Big Tag, Small Tag, Emphasis Tag, Citation Tag, Strong Tag, Lists Unordered List, Order List

Graphics in web page

Image source Tag, Linking to local Files, to section of a page, Blink Tag, Marquee Tag,

Address Fasters and Email Link

Address Tag, Email Tag, Address and Email Link

Sniffing up text

Font Color Font Face Superscripts Subscripts Center Tag, Tables

Mata Tags and Frames

Mata Tag, Mate Refresh Tag, Meta Descriptor Tag, Frames Target Attribute No Frames Tag

Forms

Adding Forms to Web Pages Form Tag Menu Select, Text Input Element Password input. Element text Area Input Element Radio Buttons Checks, Boxes Submit & Reset Button.

Introduction to DHTML

- Introduction to java script, form Validation, Basic, Languages Structure.
- Introduction to CSS 1 & CSS2.
- Introduction to XHTML.

Dream Weaver

1. Introduction.
2. Creating Web Project.
3. Applying Html on Dream Waver.
4. CSS and its Implementation on Dream waver.
5. Creating Menus.
6. Layouts.
7. Slicing.
8. Forms.
9. Tables.
10. Website Project.

Reference Book

- 1) Complete Reference

Web Reference

- 1) WWW.W3schools. Com

Reference Books / Helping Material

1. E-Commerce by Mohammad Khalid.
2. E-Commerce for Managers by HOP Cock J.V.
3. Practical E-Commerce Thompson Warne.

Graphic Design.

(PAPER-II)

Total Th Hrs 40
Total Th Mks 100

Total Pr Hrs 80
Total Pr. Mks 50

Photoshop CS version

Exploring the Photoshop Environment

- Explore the Photoshop interface
- Customize the Workspace
- Explore the Navigation Tools

Working with Image Areas

- Select Image Areas
- Save a Selection
- Modify a Selection

Setting Color Space

- Calibrate and Profile your Monitor
- Set a Working Color Space in Photoshop
- Convert Image from one Color Space to Another
- Manage Printing and Color

Enhancing Image

- Print Strokes on an Image
- Apply Filter Effects
- Convert an Image to Black and White
- Blend Layers
- Merge Layers and Flatten Image
- Convert Color Images to Grayscale

Working with Layers

- Create Layers
- Create Type Layers

- Transform Layers
- Alter Ttype Properties
- Apply Layer Styles
- Undo Previous Steps
- Arrange and Group Layers

Saving Images for Web and Print

- Save Images for Use in Print Application
- Save Images for the Web
- Save Images as PDF

Managing Assets with Adobe@ Bridge

- Explore Adobe Bridge
- Work with Adobe Bridge
- Work with Stacks and Filters in Adobe Bridge
- Apply Metadata and Keywords to Files
- **Preparing Web Images**
- Change Measurement Units
- Reduce File Size

Creating Web Page Layouts

- Simulate a Web Page
- Create Web Page Background
- Draw Editable Vector Shapes
- Create Effects
- Export a Web Page

Enhancing Photographs

- Retouch Photographs Using Photoshop Tools
- Create Patterns
- Create Swatches and Gradients
- Create a Custom Brush
- Create Custom Patterns

Creating Special Effects

- Preview Text Effects Using Layer Comps
- Warp an Image

Automating Tasks

- Create an Action
- Manage Action

Adjusting RGB Color

- Meet Color Correction Objective
- Locate Highlights Shadows and Neutral Areas
- Make Automatic Color and Contrast Adjustment
- Make Basic Curve Adjustment

Sharpening Images

- Apply Un-sharp Images
- Sharpen an Image

(COREL DRAW Version 9 and onward)

BASICS:

- Exploring the Corel DRAW Interface
- Setup Drawing Page
- Corel DRAW Basic
- Manage Workspaces
- Customizing the Command Bar
- Saving and Printing Drawing

Overview of Course Covered

Shapes and Lines :

- Basic Shapes
- Working With Paths
- Modify Paths
- Adding Text to Objects

Overview of Course Covered

Colors

- Fills and Outline
- Custom File
- Custom Strokes
- Drop Shadows
- Modify Outline
- Transform Objects

Overview of Course Covered

Working with Text

- Format Artistic Text
- Fit Text to a Path
- Create Paragraph Text
- Wrap Paragraph Text
- Modify OCT Text
- Importing Image Text
- Insert Special Characters
- Text Effects

Overview of Course Covered

Working with Objects

- Modify Objects
- Add Graphics
- Add Clipart
- Spray Objects

Overview of Course Covered

Styles, Templates Symbols

- Working with text Styles
- Working with Templates
- Create Symbols

Overview of Course Covered

Layers

- New Layers
- Manipulate Layer

Overview of Course Covered

Bitmaps

- Import and Adjust Bitmaps
- Trace Bitmaps

Overview of Course Covered

Advanced Printing Options

Edit a Print Style

Merge Text with Drawing

Overview of Course Covered

In Page Course Outline

Toggle English / Urdu

Tools

Ribbon

Status Bar

Rulers

Document Area

Scroll Bars

Cursors

Text Box

Title Text Box

Picture Box

Graphic Box

Line

Guides

Text Chain

Master Page

Entering Text

Character Attributes

Paragraph Attributes

Hyphenation

Borders

Style sheets

Text Wrap and Repel

Inserting Page Number

Inserting Inline Pictures

Inserting Tables

Importing unformatted and preformatted Text

Exporting Text

Find / Replace

Reference books / Helping Materials

1. Design Photoshop by Saeed H. Khawar.
2. Coral Draw by Mohammad Khalid.

