

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skill for All"



Course Contents/ Lesson Plan

Course Title: Certificate in IT (Graphics, Software & Mobile Application Designing)

Duration: 6 Months

Course Details / Description & Preliminaries

Course Title	CIT(Graphics, Software& Mobile Application Designing)
Objectives and Expectations	<p><u>Employable skills for FA/FSC or ICS through an intensive course on Graphic, Software And Mobile Application Designing</u></p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only technical skills but also soft skills (i.e interpersonal/communication skills; personal grooming of the trainees etc) as well as entrepreneurial skills (i.e. marketing skills; free lancing etc). The course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles</p>

Key Features of Training & Special Modules

available out there. Moreover, they should also know the strengths and weaknesses of each individual trainee to prepare them for such market roles during/after the training.

- i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. In order to materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the later part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labour destination countries also forms a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.
- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be

Training Tools/ Methodology

conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational lectures
- Success stories
- Case studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more.

Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

(ii) Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed

in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value. The Trainees should be required and supervised to carefully analyze the cases.

For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended

	<p>solutions of the problem / situation.</p> <p>Case studies can be implemented in the following ways: -</p> <ol style="list-style-type: none"> i. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits(At least one visit to a trade specific major industry/ site must be arranged by the training institute)
Intake to the Training	<p>Since intake level is FA / FSc or ICS so expectations from the trainees are:</p> <ul style="list-style-type: none"> • To have knowledge and concept of basic designing • To have concept of Computer system
Learning Outcome of the Course	<p>By the end of this course, the trainees should gain the following competencies:</p> <ul style="list-style-type: none"> • Design and structure of android based application databases • Design and structure of web-based applications • Design skills • Web Based android application designing • Understanding of Graphics • Design and structure • Texturing • Rigging • Editing • Drawing • Movements • Modeling
Course Execution Plan	Total Duration of Course: 6 Months (26 Weeks)
	Class Hours: 4 Hours per day (06 Days/Week)
	Theory: 20% Practical: 80%
	Weekly Hours: 24 Hours Per week
	Total Contact Hours: 600 Hours

Companies Offering Jobs in the respective trade	<ol style="list-style-type: none"> 1. Upwork 2. Freelancing 3. Fiverr 4. Government Institutes 5. Software Houses 6. Crossover 7. All Private Institutes who are managing software
Job Opportunities	<p>All over the world there is a high demand in the Information Technology industry for designers in various fields such as Mobile Application designing, Webpage designers (Front-end), Graphic designing and Software (Front-end) designing. Smartphone have brought about revolution; Animation technology has come a long way since the early days of hand-drawn cartoons. Nowadays you will find websites and apps on everything. This increase in usage of websites, apps android smart devices has created new opportunities for all to earn big and make a career out of this field. There are also opportunities for start-up entrepreneurship due to the high market demand in the market for following designated jobs;</p> <ul style="list-style-type: none"> • Mobile App Designers • Web Designers • Graphic Designer • Logo Designer
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	<p>Development Platform:</p> <ul style="list-style-type: none"> • https://github.com/ , • https://firebase.google.com/, • https://developer.android.com/studio, • https://visualstudio.microsoft.com/, • https://getbootstrap.com/https://laravel.com/, • https://jquery.com/ • https://www.oracle.com/index.html, https://flutter.dev/doc <p>Learning Material:</p> <ul style="list-style-type: none"> • https://www.w3schools.com/ • https://deitel.com/other-books/ • https://angularjs.org/ • https://www.youtube.com/c/fukatsoft1 • http://learnopenerp.blogspot.com/

WEEKLY SCHEDULE OF TRAINING

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Introduction To Trade (Graphics, Web and Mobile Application Designing)	<ul style="list-style-type: none"> • Course Introduction • Job market • Course Applications • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Introduction to Computer/IT • What is Computer • What is IT • Parts of Computer System • Introduction to World Wide Web • Compare Static websites with Dynamic websites • What is shopping carts and E-commerce? • Introduction to Freelancing • Creating Fiverr/Upwork account • Selling/Buying on Fiverr/Upwork • Creating Gigs • Workplace ethics (<i>See details at annexure II</i>) 	Home Assignment
Week 2	Web Designing Part 1: Introduction to: HTML	<ul style="list-style-type: none"> • Website Designing • Types of Design • Difference between web design and web development • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Introduction to Website designing using Client-Side Scripting Languages • HTML concepts • HTML Tag vs. Element • Nested HTML Elements • Core Attributes • Generic Attributes • HTML Formatting • Grouping Content • HTML Links • HTML Head Element • HTML Style Element • HTML Link Element • HTML Table • HTML Lists • Block Level Element vs Inline Element • HTML Layout Elements 	<ul style="list-style-type: none"> •Task – 1 •Task – 2 •Task – 3 •Task – 4 •Task – 5 •Task – 6 •Task – 7 •Task – 8 •Task – 9 •Task – 10 <p style="text-align: center;"><u><i>Details may be seen at Annexure-I</i></u></p>

		<ul style="list-style-type: none"> • HTML Layout Techniques • HTML Forms • Forms Controls • HTML I frame • HTML5 Input Types • Multimedia Formats • Playing Videos in HTML • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) 	<p>Home Assignment</p>
Week 3	Web Designing Part 2: Cascading Style Sheets	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • What is CSS? • CSS Versions • CSS Syntax • Selector Types • Inclusion • CSS Rules Overriding • CSS Comments • Colors • Background • Fonts • Text • Image • Links • Padding • Dimensions • Positioning • Floating • Round Corners • Border Image • Multi Background • Gradients • Shadow 	<p>• Task – 11</p> <p>• Task – 12 <i>Details may be seen at <u>Annexure-I</u></i></p> <p>Home Assignment</p>
Week 4	Web Designing Part 3: Bootstrap	<ul style="list-style-type: none"> • Introduction to Bootstrap • BS Grid Basic • BS Typography • BS Tables • BS Images • BS Jumbotron • BS Alerts • BS Buttons • BS Pagination • BS List Groups • BS Dropdowns • BS Collapse 	<p>• Task – 13 <i>Details may be seen at <u>Annexure-I</u></i></p> <p>Monthly Test 1</p>

		<ul style="list-style-type: none"> • BS Tabs/Pills • BS Navbar • BS Forms • BS Inputs • BS Carousel • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) 	
Week 5	Web Designing Part 4: JavaScript and DOM	<ul style="list-style-type: none"> • What is JavaScript? • Advantages of JavaScript • Limitations of JavaScript • JavaScript Development Tools • JavaScript Outputs • Comments in JavaScript • Variables • Data Types • Variable Scopes • Variable Names • Reserved Words • Motivational Lecture(<i>For further detail please see Page No: 4</i>) <ul style="list-style-type: none"> • What is an Operator? • Arithmetic Operators • Comparison Operators • Logical Operators • Bitwise Operators • Assignment Operators • Miscellaneous Operators • If-Else Statement • Flow Chart of if-else • Series of if-else • Case Study-1 (Data security & Safety) (<i>For further detail please see Page No: 6</i>) 	<ul style="list-style-type: none"> • Task – 14 & Task – 15 • <u><i>Details may be seen at Annexure-I</i></u>
Week 6		<ul style="list-style-type: none"> • The for Loop • While Loop • Do-While Loop • Switch case • Loop Control • Break Statement • JQuery • The Continue Statement • Using Labels to Control the Flow • For-In Loop • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) • Function 	<ul style="list-style-type: none"> • Task – 16 & Task – 17 • <u><i>Details may be seen at Annexure-I</i></u>

		<ul style="list-style-type: none"> • Calling a Function • Function Parameters • The return Statement • Nested Functions • Function () Constructor • Function Literals • Objects • Object Properties • Object Methods • User-Defined Objects • The new Operator • The Object () Constructor • Defining Methods for an Object • Workplace ethics (See details at annexure II) 	<p>Home Assignment</p>
Week 7		<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 4) • Page Redirection • JavaScript Page Refresh • Auto Refresh • How Page Re-direction Works? • Dialog Box • Alert Dialog Box • Confirmation Dialog Box • Prompt Dialog Box • jQuery and Its Plugins • How to use jQuery? • Local Installation • CDN Based Version • How to call a jQuery Library Functions? • jQuery slideDown() Method • jQuery slideToggle() Method • Case Study (For further detail please see Page No: 6) 	<ul style="list-style-type: none"> • Task – 18 & Task – 19 • <u>Details may be seen at Annexure-I</u> <p>Home Assignment</p>
Week 8	Graphic Designing Part1:Adobe Photoshop	<ul style="list-style-type: none"> • The Photoshop Environment • Palettes and the Palette Well • Creating Custom Workspaces • opening Images • Using the File Browser • Image Magnification • Moving the Image • Undoing Mistakes and The History Palette • Displaying Drawing Guides • Adding Annotations • Setting Preferences 	<ul style="list-style-type: none"> • Task – 20 • Task – 21 • Task – 22 • <u>Details may be seen at Annexure-I</u> <p>Home Assignment</p>

		<ul style="list-style-type: none"> • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) • Basic Image Manipulation • Bitmap Images • Vector Images • Image Size and Resolution Settings • Creating New Images • Color Basics • Color Modes and Models • Color Mode Conversion • Previewing Color Differences Between Operating Systems • Color Management • Freelancing concepts, how to start, step by step process from account opening to taking orders and contract signing • Freelancing platforms • Tips for how to increase earning 	Monthly Test 2
Week 9		<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Foreground and Background Colors • Using the Color Picker • Selecting Colors with the Color Palette • Selecting Colors with the Eyedropper Tool • Selecting Colors with the Swatches Palette • Painting Tools • Painting Tools • The Brush Tool • Blending Modes • The Pencil Tool • The Eraser Tool • The Magic Eraser Tool • The Background Eraser Tool • Using the Art History Brush • Using the History Brush • Brush Settings • Using the Brushes Palette • Creating Custom Brush Tips by Selection • Creating Custom Brush Tips in the Brushes Palette • Setting Shape Dynamics • Setting Brush Scattering • Setting Brush Texture • Setting Dual Brushes 	<ul style="list-style-type: none"> • Task – 23 • Task – 24 • Task – 25 <i><u>Details may be seen at Annexure-I</u></i> <p style="text-align: center;">Home Assignment</p>

		<ul style="list-style-type: none"> • Saving a Customized Brush • Saving a Customized Brush Library • Workplace ethics (<i>See details at annexure II</i>) 	
Week 10		<ul style="list-style-type: none"> • Making Selections • Selection Basics • Making Pixel Selections • The Marquee Tools • The Lasso Tools • The Magic Wand Tool • Selecting by Color Range • Adjusting Pixel Selections • The Extract Command • Copying and Pasting Pixel Selections • Saving and Loading Selections • Filling and Stroking • Applying Fills • Using the Paint Bucket Tool • Using the Gradient Tool • Using the Gradient Editor • Using Patterns • Using the Pattern Maker • Stroking • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) <ul style="list-style-type: none"> • Basic Image Manipulation • Text Basics • Entering Text • Selecting Text • Editing the Bounding Box • Creating a Type Selection • Applying Effects to Type Layers • Using the Character Palette 	<ul style="list-style-type: none"> • Task – 26 • Task – 27 • Task – 28 <i><u>Details may be seen at Annexure-I</u></i>
Week 11		<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Drawing • Raster vs. Vector • Shape Layers and Shape Options • Using the Pen Tools • Using the Anchor Point Tools • Using the Paths Palette • Working with Paths • Using Channels and Masking • Using the Channels Palette • Using Channels • Blending Channels and Layers 	<ul style="list-style-type: none"> • Task – 29 • Task – 30 • Task – 31 <i><u>Details may be seen at Annexure-I</u></i>

		<ul style="list-style-type: none"> • Masks • Using Alpha Channels • Manipulating Images • Changing the Canvas Size • Rotating and Flipping Images • Cropping Images • The Smudge Tool • Blurring and Sharpening Images • Using the Dodge Tool and the Burn Tool • The Sponge Tool • Filters and The Filter Gallery • The Liquify Command • The Pattern Stamp Tool • The Healing Brush Tool • The Patch Tool 	
Week 12		<ul style="list-style-type: none"> • Getting to Know the Work Area • Starting to work in Adobe Photoshop • Using the tools • Using the tool options bar and other palettes • Undoing actions in Photoshop • Customizing the workspace • Using Adobe Bridge • Viewing and editing files in Adobe Bridge • Embedding information for easy identification • Searching with Adobe bridge • Using favorites and Collections • Automating routine tasks • Working with Selections • About selecting and selection tools • Selecting with the Magic Wand tool • Using the Magic Wand with other selection tools • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) <ul style="list-style-type: none"> • Working with oval and circular selections • Selecting with the lasso tools • Rotating a selection • Selecting with the Magnetic Lasso tool • Layer Basics • About Layers • Saving a selection as a mask • Editing a mask • Loading a mask as a selection and applying an adjustment 	<ul style="list-style-type: none"> • Task – 32 • Task – 33 <i><u>Details may be seen at Annexure-I</u></i> <p style="text-align: center;">Monthly Test 3</p>

		<ul style="list-style-type: none"> • Creating Links Within an Image • Slicing and image in Photoshop • Jumping to Image Ready • Creating image maps in Image Ready • Saving linked images in an HTML file • Creating Rollover Web Visuals • About rollovers • Creating rollover states • Creating remote rollovers • Saving the page as HTML • Animating GIF Images for the Web • Creating animations in Adobe Image Ready • Animating by hiding and showing layers • Adobe Photoshop Applications • Logo Design • Flyer Design • Brochure Design • Poster Design • Menu Design • Postcard Design • Invitation Design 	
Week 13	Overview of the Previous Weeks & Mid Term Examination		
Week 14	Graphic Designing Part 2: Adobe After Effects	<ul style="list-style-type: none"> • Review of trainees performance • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Fundamentals of Motion Graphics • RGB Color Model • Frame Size • Resolution • Pixel Aspect Ratio • Alpha Channels • Frame Rate • Time Code • Interpreting Footage • How After Effects Works • Overview of panels • Creating a project and importing footage • Creating a composition and arranging layers • Adding effects and modifying layer properties • Animating the composition • Previewing your work • Optimizing performance in After Effects • Customizing workspaces 	<ul style="list-style-type: none"> • Task – 34 & • Task – 35 <u><i>Details may be seen at Annexure-I</i></u>

		<ul style="list-style-type: none"> Controlling the brightness of the user interface Finding resources for using After Effect Creating a Basic Animation Using Effects and Presets Importing footage using Adobe Bridge Importing video clips Importing stills Importing a sequence of stills (interpreting) Workplace ethics (<i>See details at annexure II</i>) 	
Week 15		<ul style="list-style-type: none"> Importing multilayered Photoshop and illustrator files Creating a new composition Applying effects to a layer Changing parameters globally Creating key frames Key frame interpolation: auto, continuous, and Bezier interpolation Temporal and spatial Interpolation Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) Working With Masks About masks Creating a mask with the Pen tool Editing a mask Feathering the edges of a mask Replacing the content of the mask Animating Text About text layers Creating and formatting point text vs paragraph text Using a text animation preset Text on a path Animating imported Photoshop text Case Study (<i>For further detail please see Page No: 6</i>) 	<ul style="list-style-type: none"> Task – 36 & Task – 37 <u><i>Details may be seen at Annexure-I</i></u>
Week 16		<ul style="list-style-type: none"> Motivational Lecture(<i>For further detail please see Page No: 4</i>) Working with Shape Layers Adding a shape layer Creating custom shapes Creating stars Default properties of shape layers Add properties 	

		<ul style="list-style-type: none"> • Creating Groups • Time remapping • Motion sketch • The smoother • The wiggler • Auto orient • Distorting Objects with the Puppet Tools • About the Puppet tools • Adding Deform pins • Defining areas of overlap • Stiffening an area • Animating pin positions • Recording animation • Case Study (<i>For further detail please see Page No: 6</i>) 	
Week 17	Graphic Designing Part 3:Adobe Illustrator	<ul style="list-style-type: none"> • Choosing a workspace • Opening a file • The document window • Using Art boards • Navigating multiple art boards • Using the new Art boards panel • Creating New Art boards • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) • Switching screen modes • Changing your view • Preview versus Outlines • Zooming and scrolling • Scrolling with the Hand tool • Changing views with the Navigator panel • The Tools panel • Using tools and panels • The Control panel • Moving the Control panel • Panel groups and the dock • Custom workspaces & Saving workspaces • Using the Manage Workspaces dialog box • Freelancing sites and starting actual work been started 	<p>• Task –38 <i><u>Details may be seen at Annexure-I</u></i></p> <p>Monthly Test 4</p>
Week 18		<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Illustrator Essentials • Using the shape tools • Repositioning and visually resizing the 	<p>• Task – 39</p> <p>• Task – 40 <i><u>Details may be seen at Annexure-I</u></i></p>

	Job search	<ul style="list-style-type: none"> rectangle • Finding or changing the shape's dimensions using the Transform panel • Rotating and shearing using the Transform panel • Constraining a shape • Entering exact dimensions • Selecting artwork • Helpful keyboard shortcuts for selections • The selection tools • Using shape and transform tools to create artwork • Using the transform tools • Adding a fill color • Viewing in Outline view • Using layers when building an illustration • Creating a new blank layer • Cutting and pasting objects • Moving objects from one layer to another • Motivational Lecture • Workplace ethics (<i>See details at annexure II</i>) • Job market& job search • Job related skills. • Interpersonal skills • Communication skills 	
Week 19		<ul style="list-style-type: none"> • Introduction to Illustrator Environment • Adding Color • Basics of the Appearance panel • Changing colors • Adding Effects • Creating a colorful illustration • Using Live Paint • Adding a symbol to your artwork • Expanding the symbol • Saving swatches • What is a Global Color? • Selecting the Same color • Saving a set of colors as a group • Creating a color group from selected colors • Using the Color panel 	<ul style="list-style-type: none"> • Task – 41 & • Task – 42 <i><u>Details may be seen at Annexure-I</u></i>

		<ul style="list-style-type: none"> • Adding Pantone colors • Working with the Drawing Tools • Working with the Pen tool • Drawing straight lines • Drawing curved lines • Drawing hinged curves • Drawing curved lines to straight lines • Drawing straight lines to curved lines • Shape Tools • Using the Eraser tool • Editing existing paths • Adding and removing points • Cutting and joining paths • Working with Live Trace • Expanding Live Traced artwork • Working with Live Paint • Combining shapes using the new Shape Builder tool • Subtracting with the Shape Builder tool • Working with Text • Formatting type • Paragraph formatting • Formatting imported type • Paragraph and character styles • Text on a path • Warping text • Text in a shape • Creating outlines • Check spelling • Find and Replace • Working with Symbols • Cleaning out the symbol library • Creating symbols • Editing symbols • Importing a symbol library • Using the symbol sprayer tools • Editing nested symbols • Replacing symbols • Motivational Lecture 	
Week 20	Employable Project/Assignment (6 weeks (i.e. 21-26) in addition of regular classes.	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Guidelines to the Trainees for selection of students employable project like final year project (FYP) • Assign Independent project to each Trainee 	

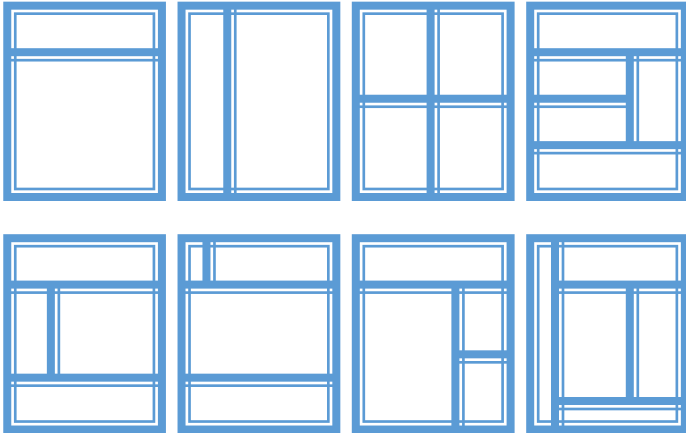
		<ul style="list-style-type: none"> • A project based on trainee's aptitude and acquired skills. • Designed by keeping in view the emerging trends in the local market as well as across the globe. • The project idea may be based on Entrepreneurship. • Leading to the successful employment. • The duration of the project will be 6 weeks • Ideas may be generated via different sites • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) • Final viva/assessment will be conducted on project assignments. • At the end of session the project will be presented in skills competition • The skill competition will be conducted on zonal, regional and National level. • The project will be presented in front of Industrialists for commercialization 	
Week 21	<p>Graphic Designing Part 4: Coral Draw</p> <p>Job search</p>	<ul style="list-style-type: none"> • Getting started with Corel Draw • Introduction to Corel Draw • Features of Corel Draw • Corel Draw Interface • Tool Box • Moving from Adobe Illustrator to Corel Draw • Common Tasks • Drawing and Coloring • Selecting Objects • Creating Basic Shapes • Reshaping Objects • Organizing objects • Applying color fills and Outlines • Mastering with Text • Introduction Text Tool • Artistic and paragraph text • Formatting Text • Embedding Objects into text • Wrapping Text around Object • Linking Text to Objects • Session on CV Building. • How to make notable CV. • Dos and Don'ts of CV making. 	<ul style="list-style-type: none"> • Task – 43 & • Task - 44 <u><i>Details may be seen at Annexure-I</i></u>

<p>Week 24</p>	<p>Oversees Employment</p>	<ul style="list-style-type: none"> • Frontend Designing • Relative Layout for Placement • Linear Layout for responsiveness • Scroll View for infinite Scrolling • UI • Multiple Files with one screen • Based on size • Based on orientation • UI for tablets devices • Services • Services Lifecycle • Activity and service • Start Service • Stop Service • Saving user information • Shared Preferences • Key Value Pair • Remove and clear functions. • Counter Example. • Introducing SQLite • SQLite Open Helper and creating a database • Opening and closing a database • SQLite & Paper DB 93 • Firebase • Saving user information <ul style="list-style-type: none"> • Working with cursors Inserts, updates, deletes • Selection of one country from countries of destination (Gulf Countries, Malaysia, South Korea etc)focusing on:- <ol style="list-style-type: none"> I. Trade specific Job Prospects and Earning levels in that country. II. Country Specific Labor laws, entry and exit requirements (Legal age requirements, Health Certificate, Police Clearance & Travel Insurance etc.). 	
-----------------------	--------------------------------	--	--

<p>Week 25</p>	<p>Oversees Employment</p>	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 4</i>) • Android Web view • Display website on android app. • Use website as an android app, • Async Task • Action on Start • Action on Progress • Action on complete • Success story (<i>For further detail please see Page No: 5 and Annexure-III at the end</i>) • Selection of another country from countries of destination (Gulf Countries, Malaysia, South Korea etc)focusing on:- i. Trade specific Job Prospects and Earning levels in that country. ii. Country Specific Labor laws, entry and exit requirements (Legal age requirements, Health Certificate, Police Clearance & Travel Insurance etc.). 	
<p>Week 26</p>		<ul style="list-style-type: none"> • Final Project Demonstration/Examination • Final Assessment 	<p>Final Assessment</p>

Tasks For Certificate in IT(Graphics, Software& Mobile Application Designing)

Task No.	Task	Description	Week
HTML, CSS & JAVASCRIPT			
1	Using Heading, Paragraph, Line Break and Horizontal Rule Tags	Write a HTML code which displays all 6 headings with each heading on new line having paragraphs and the end of each paragraph, place a line (Horizontal Rule).	Week-2
2	Using Bold, Italic, Underline, Teletype Text, Big and Small Tags	Write a HTML code which displays " <u>HELLO WORLD I AM HTML</u> " text in Teletype font and also display <u>HELLO I AM BIG</u> Text using BIG and <u>HELLO I AM SMALL</u> Text using Small Tags.	
3	Use Ordered, Unordered and Definition Lists	Use Ordered, Unordered and Definition Lists in single code to display the following output on the webpage: <ol style="list-style-type: none"> 1. Chapter 1 2. Chapter 2 <ul style="list-style-type: none"> • Chapter 2 Section 1 • Chapter 2 Section 2 • Chapter 2 Section 2 Item 1 • Chapter 2 Section 2 Item 2 • Chapter 2 Section 3 3. Chapter 3 4. Chapter 4 	
4	Use Image Tag with attributes.	Insert image in the webpage with height=30, width=30 having 3 border size and when we bring mouse on the image, it displays text "I am Image in Webpage".	
5	Use of Hyperlink	Use <A HREF> . . . Tag with all attributes to create a Local Link to any file. Make second link which is used to link High Level Directory. Make third link which is used to link any Internet website. Lastly make fourth link which contains an email address and	

		when user clicks the link, email editor opens up.																								
6	Use of Hyper Graphics	Make a webpage that contains an image, when user bring mouse on the image and click it, google.com opens in the browser.																								
7	Auto Refresh webpage	Make a webpage that refreshes itself after every 5 seconds.																								
8	Create Table	<p>Create the following Table.</p> <table border="1"> <thead> <tr> <th colspan="4">I am Table 1</th> </tr> </thead> <tbody> <tr> <td>First</td> <td>Second</td> <td colspan="2">I am Table 2</td> </tr> <tr> <td>Third</td> <td>Fourth</td> <td colspan="2">Pakistan</td> </tr> <tr> <td>Fifth</td> <td>Sixth</td> <td colspan="2">BLANK</td> </tr> <tr> <td>Seventh</td> <td>Eight</td> <td colspan="2">BLANK</td> </tr> <tr> <td colspan="3"></td> <td>I am Merged Cells</td> </tr> </tbody> </table>	I am Table 1				First	Second	I am Table 2		Third	Fourth	Pakistan		Fifth	Sixth	BLANK		Seventh	Eight	BLANK					I am Merged Cells
I am Table 1																										
First	Second	I am Table 2																								
Third	Fourth	Pakistan																								
Fifth	Sixth	BLANK																								
Seventh	Eight	BLANK																								
			I am Merged Cells																							
9	Use of Frames in webpage	<p>Use Frames to design the following different frames in the webpage.</p> 																								
10	Make a complete HTML Form	Make the following Report Form (The Country Dropdown List must contain 7 Countries in Ascending Order but when form is loaded, by default Pakistan is Selected)																								

		<p style="text-align: center;">REPORT FORM</p> <div style="background-color: #003366; color: white; text-align: center; padding: 5px;">INFORMATION TABLE</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">NAME</td> <td><input type="text"/> <small>ENTER YOUR FULL NAME</small></td> </tr> <tr> <td>EMAIL</td> <td><input type="text"/> <small>ENTER AN INTERNET CONTACT ADDRESS</small></td> </tr> <tr> <td>PASSWORD</td> <td><input type="text"/> <small>ENTER A CODE TO IDENTIFY YOU</small></td> </tr> <tr> <td>ADDRESS</td> <td><input type="text"/> <small>COMPLETE ADDRESS</small></td> </tr> <tr> <td>COUNTRY</td> <td>PAKISTAN ▾</td> </tr> <tr> <td>GENDER</td> <td><input checked="" type="radio"/> MALE <input type="radio"/> FEMALE</td> </tr> <tr> <td>HOBBIES</td> <td> <input type="checkbox"/> READING <input type="checkbox"/> LISTENING MUSIC <input type="checkbox"/> GARDENING <input type="checkbox"/> SWIMMING <input type="checkbox"/> ATHLETICS <small>CHECK ALL THAT APPLY</small> </td> </tr> <tr> <td>YOUR WEB SITE</td> <td><input type="text" value="http://"/> <small>PROVIDE YOUR WEB SITE URL IF EXISTS (Not Necessary)</small></td> </tr> <tr> <td>OTHER INFORMATION ABOUT YOU</td> <td><div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>WRITE ANY OTHER INFORMATION THAT IS NOT PRESENT HERE</small></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="SEND IN MY REPORT"/> <input type="button" value="ERASE REPORT FORM"/> </td> </tr> </table>	NAME	<input type="text"/> <small>ENTER YOUR FULL NAME</small>	EMAIL	<input type="text"/> <small>ENTER AN INTERNET CONTACT ADDRESS</small>	PASSWORD	<input type="text"/> <small>ENTER A CODE TO IDENTIFY YOU</small>	ADDRESS	<input type="text"/> <small>COMPLETE ADDRESS</small>	COUNTRY	PAKISTAN ▾	GENDER	<input checked="" type="radio"/> MALE <input type="radio"/> FEMALE	HOBBIES	<input type="checkbox"/> READING <input type="checkbox"/> LISTENING MUSIC <input type="checkbox"/> GARDENING <input type="checkbox"/> SWIMMING <input type="checkbox"/> ATHLETICS <small>CHECK ALL THAT APPLY</small>	YOUR WEB SITE	<input type="text" value="http://"/> <small>PROVIDE YOUR WEB SITE URL IF EXISTS (Not Necessary)</small>	OTHER INFORMATION ABOUT YOU	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>WRITE ANY OTHER INFORMATION THAT IS NOT PRESENT HERE</small>	<input type="button" value="SEND IN MY REPORT"/> <input type="button" value="ERASE REPORT FORM"/>		
NAME	<input type="text"/> <small>ENTER YOUR FULL NAME</small>																						
EMAIL	<input type="text"/> <small>ENTER AN INTERNET CONTACT ADDRESS</small>																						
PASSWORD	<input type="text"/> <small>ENTER A CODE TO IDENTIFY YOU</small>																						
ADDRESS	<input type="text"/> <small>COMPLETE ADDRESS</small>																						
COUNTRY	PAKISTAN ▾																						
GENDER	<input checked="" type="radio"/> MALE <input type="radio"/> FEMALE																						
HOBBIES	<input type="checkbox"/> READING <input type="checkbox"/> LISTENING MUSIC <input type="checkbox"/> GARDENING <input type="checkbox"/> SWIMMING <input type="checkbox"/> ATHLETICS <small>CHECK ALL THAT APPLY</small>																						
YOUR WEB SITE	<input type="text" value="http://"/> <small>PROVIDE YOUR WEB SITE URL IF EXISTS (Not Necessary)</small>																						
OTHER INFORMATION ABOUT YOU	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>WRITE ANY OTHER INFORMATION THAT IS NOT PRESENT HERE</small>																						
<input type="button" value="SEND IN MY REPORT"/> <input type="button" value="ERASE REPORT FORM"/>																							
11	Buttons with images	Make the Submit and Reset buttons in the form having pictures on it instead of simple text.																					
12	External Style Sheet	Call an External Style Sheet in the webpage in which Font Size of the text must be 77 points Color of the text must be green and background of the webpage must be yellow.	Week-3																				

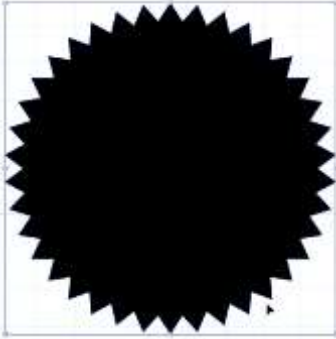


13	Bootstrap	Make a Bootstrap Website which automatically adjust itself according to the size of screen i.e. can be viewed easily on computer as well as on mobile screen	Week-4
14	Use Output Statement of JavaScript	Display your name on the screen using JavaScript.	Week-5
15	Use of If...else Condition	Use If...else statement of JavaScript to write a code to Display "Good Morning" or "Good Afternoon" according to current Time.	
16	Use of Switch Statement	Use Switch statement of JavaScript to display current day of the week.	Week-6
17	Loops to display numbers on screen	Write a Program to display count, from 5 to 15 (as shown below) using following: <ul style="list-style-type: none"> • For Loop • While Loop • Do...while Loop 5 6 7 : : 15	
18	Auto Refresh webpage	Make a webpage that refreshes itself after every 10 seconds	Week-7
19	Form Validation using JavaScript & JQuery	Validate the Form you designed in of TASK-10 using JavaScript & JQuery and if some field is missing it displays an Alert Message on the Screen	
Adobe Photoshop			
20	Paste the painting into wall	Open Adobe Photoshop, Copy a picture having .jpg extension from any paintings and paste it into wall.	Week-8
21	Using Lasso or Polygonal Lasso Tool	Draw a doghouse in a picture. Now copy a dog from any other Picture using either Lasso or Polygonal Lasso Tool and Paste the dog into the doghouse.	



22	Make a Castle with different opacity ghosts	Make a castle picture and copy the ghost image from any other picture and paste its ten copies in a castle picture. Use the Transform function on each ghost, and give the layer of each ghost a different Opacity.	
23	Use Selection tool and invert the selection	Open a picture of Guitar in the Photoshop. Use the Selection Tool Quick Select to select the black area around the guitar, after selecting all of it, Invert this selection. Now copy this guitar and Paste it onto another picture having a flowery background.	Week-9
24	Select the layer and use paint bucket tool to color the picture	Color the picture by using the Paint Bucket Tool. First of all you have to pick the right layer before using Paint Bucket Tool.	
25	Make a Picture with Text Bubbles	Make a picture in which having 5 persons talking to each other. Add Text Bubbles and use the Text Tool to add text to these speech bubbles. Use different formats for texts depending on what they're saying.	
26	Balancing the Colors of Picture	Add a picture having many colors. Now use the Selection Tools to Select different parts of the picture. Colorize these parts using the Color Balance function.	Week-10
27	Resize the pictures	Use the Crop Tool to cut your pictures down to size.	
28	Increase Picture canvas	Open a 3 x 3 Picture in Photoshop and then increase its Canvas Size. After doing so, add few more objects into it.	
29	Fixing Scratchy photos	Add any picture into the canvas having scratches on it. Now to remove these scratches, use the Clone Stamp Tool to fix up this scratchy picture.	Week-11
30	Change the appearance of the picture	Add a picture having a boat in water with very colorful background. Now to totally change the appearance of the picture, use Dodge, Burn, Spinge, Blur, Sharpen and Smudge Tools.	
31	Changing mode of picture	Add a picture of forest having many colors. Now layer by layer, change the Modes of the picture to make it	

		look better.	
32	Create a Poster for Musical Concert	Use anything you want to create a poster for musical concert. The poster must contains the Bands name “Vibes” the Date, Time, Venue, details of the Organizers those organized this musical concert. Place to buy tickets.	Week-12
33	Change the picture background	Add your own picture in Photoshop having a simple background. Now change this simple Background into beautiful scenery of forest.	
Adobe After Effects			
34	Convert the shapes	Add a polygon shape in the After Effects. Now first convert this polygon into a circle and then convert this Circle into Star shape.	Week-14
35	Text on video	Using Write-on, add text “This Is After Effects Magic” to video. The text must start from left side alphabet by alphabet.	
36	Rot scope an isolated subject	Select Roto Brush tool in the toolbar. Hold Command/Control while clicking and dragging the mouse (or moving the scroll wheel) up/down to increase/decrease the brush size (circle). Drag the Roto Brush over the main subject in your scene that you want to isolate	Week-15
37	Change the picture background	Add your own picture in After Effects having a simple background. Now change this simple Background into beautiful scenery of forest.	
Adobe Illustrator			
38	Make a circle of stars	Draw a star with the Star tool by clicking with the tool, typing in a size, and pressing OK. Click again with the tool a distance away from the first to draw a second star of exactly the same size and make 12 stars using the same method. Select the Blend tool (W) and click on the top point of the first Star, then Option-click (Alt-	Week-17

		<p>click on PC) on the top point of the second star. Draw two circles using Ellipse tool. Then select both the circle and the Blend by marqueeing across both with the Selection tool. The stars will follow around the circle. To fix this, first turn on Smart Guides (View> Smart Guides) if they're not already on. Select the circular Spine with the Group Selection tool (hidden under the Direct Select tool). Choose your Scissors tool (C) and click on the top center anchor point of the circle to cut it, which makes it an open path. Because the Spine now has a beginning and an end, the stars will stretch around the entire circle. The last star is directly above the first.</p>	
<p>39</p>	<p>Text on video</p>	<p>Using Write-on, add text "This Is Illustrator Magic" to video. The text must start from left side alphabet by alphabet.</p>	
<p>40</p>	<p>Make the design</p>	<p>Make the following shape from star. For this purpose Select the Star Tool. Create a shape by click-dragging, and don't let your finger from mouse button. Now hit the Up arrow on the keyboard to add points to the star. Hit the Down arrow to reduce the number of points. Keep holding the mouse button down to change the length of the bursts/arms. Hold down the Command key, and move the mouse towards and away from the center of the shape. You can also hold down Shift during all of these actions to maintain an upright rotation of the shape.</p>	<p>Week 18</p>



			
41	Change the picture background	Add your own picture in Illustrator having a simple background. Now change this simple Background into beautiful scenery of forest.	Week-19
42	Convert Image into Cartoon	First of all upload your image in the Illustrator. Now draw the outline of the Image, after that add Colors to the Picture and at last refine it with Colors and Background.	
CorelDraw			
43	Create a Logo	Create the following NAVTTC Logo. 	Week-21
44	Create a Billboard	Create a Billboard for an imaginary coffee shop, the billboard must have the following: <ul style="list-style-type: none"> • Name of Coffee Shop • Coffee Shop Logo • Address of Shop 	

45	Create a Flyer	<p>Create a Flyer for advertisement of your own imaginary company. Two sample flyers are given below:</p> 	
46	Create a Restaurant Menu	<p>Create a 3 pager Restaurant Menu Card as shown below:</p>  <p>The menu must contain Types of Food such as Pakistani, Continental, Chinese, etc., Names of dishes along with their prices in front of them.</p>	Week-22

Annexure-II

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you doesn't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

4. Appearance:

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a life time

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Takes an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.

Verbal communications, being able to communicate one on one or to a group.

9. **Cooperation:**

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

10. **Respect:**

Work hard, work to best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions

Annexure-III

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<ul style="list-style-type: none">• Self-introduction• Family background and socio economic status,• Education level and activities involved in• Financial hardships etc
2.	How he came on board NAVTTC Training/ or got trained through any other source	<ul style="list-style-type: none">• Information about course, apply and selection• Course duration, trade selection• Attendance, active participation, monthly tests, interest in lab work

3.	Post training activities	<ul style="list-style-type: none"> • How job / business (self-employment) was set up • How capital was managed (loan (if any) etc). • Detail of work to share i.e. where is job or business being done; how many people employed (in case of self-employment/ business) • Monthly income or earnings and support to family • Earning a happy life than before
4.	Message to others (under training)	<ul style="list-style-type: none"> • Take the training opportunity seriously • Impose self-discipline and ensure regularity • Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio video recording that has to cover the above mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning etc) and narrates his/her story in teacher's own motivational words.