



پنجاب بورڈ آف ٹیکنیکل ایجوکیشن

21-A، کشمیر بلاک، علامہ اقبال ٹاؤن، لاہور

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خادم پنجاب کا ویرن — ہنرمند پنجاب

ہنرمندی کا آغاز — خوشحالی کی بنیاد

خوشحالی

میٹرک ووکیشنل کا آغاز

مڈل پاس طالبات کیلئے
”میٹرک“
ہنرمندی کیساتھ

پنجاب بورڈ آف ٹیکنیکل ایجوکیشن (پی بی ٹی ای) ڈی اے ای/ڈی کام/ڈی بی اے اور ووکیشنل کورسز کے امتحانات کے انتظام کروانے کی قانونی حیثیت رکھتا ہے۔ صرف پنجاب بورڈ آف ٹیکنیکل ایجوکیشن کے ساتھ الحاق شدہ ادارہ جات ہی بورڈ کی طرف سے منظور شدہ کورسز میں طلبہ کا داخلہ کرنے کا اختیار رکھتے ہیں۔



کورس کی نمایاں خصوصیات

تخلیقی صلاحیتوں کی حامل مڈل پاس بچوں کیلئے دوسالہ ”میٹرک ووکیشنل“ کورس مندرجہ ذیل خصوصیات کا حامل ہے:

- میٹرک کی مرید تعلیم کے ساتھ ہنر کا خوبصورت امتزاج
- ڈریس ڈیزائننگ اور فیشن کے رجحان سے مکمل آگاہی
- گھریلو استعمال کی سلائی کڑھائی کی مشینوں کی پہچان اور ان کا استعمال
- کشیدہ کاری کے مختلف نمونوں سے شناسائی اور مہارت
- بچوں اور بڑوں کے مختلف ملبوسات کی نگہداشت اور محفوظ رکھنے کی تریک
- رنگوں کی پہچان اور ان کے استعمال کے طریقے
- کمپیوٹر سے آگاہی اور ڈیزائننگ سافٹ ویئر کی مہارت
- انگریزی، اردو، اسلامیات، مطالعہ پاکستان، ریاضی کے ساتھ کمپیوٹر کی تعلیم، ڈرافٹنگ، ڈرائنگ، سلائی کڑھائی کی لازمی تعلیم
- IBCC کا منظور شدہ پروگرام جس کی بنیاد پر اعلیٰ تعلیم کا حصول ممکن ہے

بہترین سہولیات سے آراستہ ادارہ جات جو ”میٹرک ووکیشنل“ پروگرام کیلئے بورڈ سے الحاق کے خواہشمند ہیں سادہ کاغذ پر درخواستیں جمع کروائیں۔ پنجاب بورڈ آف ٹیکنیکل ایجوکیشن کی انتظامیہ خواہشمند ادارہ جات کو ہر طرح کی تکنیکی اور فنی راہنمائی مہیا کرے گی اور الحاق کا عمل انشاء اللہ دو ہفتوں میں مکمل کر دیا جائے گا

مزید معلومات کیلئے ویب سائٹ www.pbte.edu.pk وزٹ کریں

امان اللہ چوہدری، سیکرٹری

TRAINING OBJECTIVES:

1. The main aim of this curriculum is to provide basic conceptual & practical training of dress designing and making in a new stream of Matric.
2. This course will provide the opportunity of vertical mobility academically as well as professionally.
3. The curriculum is designed / developed keeping in view requirements of the modern trends by more focusing on practical, dress making in traditional designs with fashion trends.
4. The necessary theoretical knowledge is also imparted along with work ethics in order to produce capable & skilful workforce as per prevailing market demand and self employed members of the society.
5. Learn to select right material, fabric, design according to personality, season and occasion.
6. To enhance academic qualification along with skill to produce garments.

CURRICULUM SALIENT:

1. Name of the Course	Matric Vocational
2. Entry level	Middle
3. Duration of course	2-Years
4. Total training periods/Units	2652 Periods
5. Training Periods:	
5.1 Per week	40 Periods
5.2 Per day	7 Periods
5.3 Friday	5 Periods
6. Training Methodology :	
6.1 Theory	60%
6.2 Practical	40%
7. Medium of Instruction	Urdu/English

SKILL PROFICIENCY DETAILS: -

On successful completion of this course, the trainee should be able to:-

1. Understand the basic concepts of design according to: -
 - Personality
 - Culture
 - Occasions
 - Season
 - Age
 - Gender
2. Operate and maintain sewing machines (Manual / Electrical) for domestic use.
3. Adopt safety & precautionary measures in handling of machines.
4. Have basic knowledge of draft patterns for different sizes of: -
 - Kids
 - Teens (Males & Females) according to standard measurements.
5. Make different types of machine stitches.
6. Make different hand and machine embroidery stitches including patch work, cut work and Adda work.
7. Transfer / trace pattern from paper to fabric.
8. Care & storage of garments.
9. Use basics of Microsoft Office and Graphics software i.e. Coral Draw.

KNOWLEDGE PROFICIENCY DETAILS: -

On successful completion of this course, the trainee should be able to: -

1. Understand the basic knowledge incorporated in the compulsory subjects Urdu, English, Islamiyat and Pak Studies.
2. Understand the standard sizes of:
 - Apparel
 - Household linen products.
3. Understand:
 - a. Drafting & cutting techniques.
 - b. Principles & elements of designs.
 - c. Design development techniques
4. Comprehend:
 - Functions of various embroidery & sewing machines.
 - a. Embroidery stitches and their application.
 - b. Applications of various color schemes.
 - c. Drafts of different sizes according to body measurements

CURRICULUM DELIVERY STRUCTURE

For 9th Class

W E E K	Curriculum Delivery	Co- curricula Activities And Vacations	Revision	Final Test	Total
	1st-34th	35th-50th	51st	52 nd	52
	34	16	1	1	

For 10th Class

W E E K	Curriculum Delivery	Co- curricula Activities And Vacations	Revision	Final Test	Total
	1st-34th	35th-50th	51st	52 nd	52
	34	16	1	1	

SCHEME OF STUDIES**Matric (Vocational)**1st Year (9th Class)

Sr. No.	Subjects	Theory Periods	Practical Periods	Total Periods	Marks	Page No
1.	English	204	0	204	75	8
2.	Urdu	204	0	204	75	8
3.	Islamiyat	102	0	102	75	8
4.	Mathematics	204	0	204	50	8
5.	Drafting & Sewing – I	34	204	238	50	9
6.	Hand Embroidery	34	170	204	50	12
7.	Elements & Principals of Drawing & Designing	34	136	170	50	16
Total		816	510	1326	425	

2nd Year (10th Class)

Sr. No.	Subjects	Theory Periods	Practical Periods	Total Periods	Marks	Page No
1.	English	204	0	204	75	21
2.	Urdu	204	0	204	75	21
3.	Pakistan Studies	102	0	102	75	21
4.	Mathematics	204	0	204	50	21
5.	Drafting & Sewing – II	34	204	238	50	22
6.	Machine Embroidery	34	170	204	50	23
7.	Computer Foundation	34	136	170	50	26
Total		816	510	1326	425	

CURRICULUM
For
9TH CLASS

DETAIL OF COURSE CONTENTS**Matric Vocational
(2– Years Course)****English**

Sr. No	Detail of Topics	Theory Periods	Practical Periods
1.	As Per General Education	204	-
Total		204	-

Urdu

Sr. No	Detail of Topics	Theory Periods	Practical Periods
2.	As Per General Education	204	-
Total		204	-

Islamiyat

Sr. No	Detail of Topics	Theory Periods	Practical Periods
3.	As Per General Education	102	-
Total		102	-

Mathematics

Sr. No	Detail of Topics	Theory Periods	Practical Periods
4.	As Per General Education	204	-
Total		204	-

Drafting & Sewing-I

Sr. No	Detail of Topics	Theory Periods	Practical Periods
5.	Introduction to Clothing	4	18
	5.1. Drafting 5.1.1. Definition / Importance of Drafting and its use. 5.1.2. Terms & Technologies used in Drafting 5.1.3. Knowledge of different figure (Thin, Smart, Normal, Fat) 5.1.4. Tools of Drafting and their uses 5.1.5. Scale reading & writing 5.1.6. Direct Body Measurement and use Small, Medium Large Formula		
	5.2. Sewing 5.2.1. Introduction and instruction of sewing techniques 5.2.2. Care of sewing machine and precautions 5.2.3. Parts of sewing machine 5.2.4. Lubrication of machine 5.2.5. Trouble shooting of sewing machine	2	12
	5.3. Seams & Seam Finishes 5.3.1. Different kind of seams and finishes 5.3.2. Button holes and fastener 5.3.3. Zippers (visible) invisible 5.3.4. Hand stitches (6 basic stitches) 5.3.5. Practice of Piping	3	36
6.	Objectives of Dress	8	
	6.1. According to personality		

	9.2.1.3. Body Frock 9.2.1.3.1. Blouse and Skirt 9.2.1.4. Straight Skirt with vent/box pleat 9.2.2. Boys Garments 9.2.2.1. Introduction to boys garments 9.2.2.1.1. Shirt 9.2.2.1.2. Pant		
9.	Revision	4	
10.	Final Projects 12.1. One Body Frock 12.2. One Straight Skirt with vent/box pleat 12.3. One Shirt 12.4. One Pant		30
Total		34	204

Hand Embroidery

Sr. No.	Detail of Topics	Theory Periods	Practical Periods
1.	Introduction to Embroidery 1.1. Use of Hand Embroidery 1.2. Standardized sizes of projects 1.3. Selection of color / color scheme 1.4. Selection of Fabric 1.5. Selection of color 1.6. Selection of thread 1.7. Principal of hand embroidery 1.8. Costing, Budgeting and pricing 1.9. Development of designs / patterns / mortifies 1.10. Repeat of pattern 1.11. Tracing techniques	8	15
2.	Hand Embroidery 2.1. Different types of hand embroidery stitches 2.1.1. Stem stitch 2.1.2. Satin stitch 2.1.3. Long and short stitch 2.1.3.1. Lazy daisy stitch 2.1.4. Button stitch 2.1.5. Chain stitch 2.1.5.1. Couching 2.1.6. Cross stitch 2.1.6.1. Double cross stitch 2.1.6.2. Feather stitch 2.1.6.3. Wheel stitch or spider webs 2.1.6.4. Fern stitch 2.1.6.5. Double feather stitch	3	40

	2.1.6.6. Fly stitches 2.1.7. French knot stitch 2.1.7.1. Herring bone stitch 2.1.7.2. Knotted stitches 2.1.7.3. Bullion knot 2.1.7.4. Coral stitch 2.1.7.5. Double not stitch 2.2. Application of embroidery stitches 2.3. Practice of hand embroidery stitches		
3.	Patch Work 3.1. Introduction of patch work techniques 3.2. Fabric selection 3.3. Selection of Colors 3.4. Basic pattern used for patch work techniques 3.5. Cutting of patch 3.6. Placement of patch on pattern 3.7. Tacking of patch 3.8. Practice of methods & techniques of patch work 3.8.1. Hem 3.8.2. Button hole	5	30
4.	Hand Cut Work 4.1. Introduction of cut work techniques 4.2. Basic pattern development for cut work 4.3. Application of Cut work Techniques 4.3.1. Button hole 4.3.2. Combination of other embroidery stitches 4.4. Cutting techniques 4.4.1. With scissor 4.4.2. With solder	8	20

5.	Embellishments 5.1. Ada Work 5.1.1. Introduction of Ada work techniques 5.1.2. Introduction of all items used in Ada work techniques (needles, threads, decorative items sitara, Kora, dubka etc). 5.1.3. Practice tacking of fabric on Ada/wooden frame 5.1.4. Development of pattern on butter paper 5.1.5. Tracing of motif on fabric (stretched in Ada) 5.2. Ari Work Techniques 5.2.1. Introduction to Ari Work Techniques 5.2.2. Use of different Ari needles 5.2.3. Application of Ari Work on patterns 5.2.4. Filling techniques with silk thread 5.2.5. Application of beats & sitara with ari needle 5.3. Salma Sitara Work Technique 5.3.1. Introduction to Salma Sitara Application 5.3.2. Use of different needles 5.3.3. Introduction to decorative items 5.3.4. Cutting of cora & dupka 5.3.5. Application of technique to design 5.3.6. Application of beads, sitara and diamonds with needle 5.3.7. Different knots with needles	6	45
6.	Revision	4	

7.	Final Projects		20
	7.1. Sampler file will be completed including samples of 10"x12" for each technique		
Total		34	170

Elements & Principles of Drawing & Designing

Sr. No.	Detail of Topics	Theory Periods	Practical Periods
1.	Introduction To Elements And Principles Of Design 1.1. Historical concept of design 1.2. Difference between elements of design & principles of design	3	10
2.	Elements of Design 2.1. Lines 2.1.1. Natural Lines 2.1.2. Independent Lines 2.1.3. Combined Lines 2.1.4. Dot & Pointed Lines 2.1.5. Horizontal Lines 2.1.6. Vertical Lines 2.1.7. Curved lines 2.1.8. Diagonal Lines 2.2. Space 2.2.1. Importance Of Space In Design 2.2.2. Utilization Of The Space 2.3. Shape & Form 2.3.1. Two Dimensional Forms 2.3.2. Three dimensional shapes 2.3.3. Geometric Forms 2.3.4. Basic shapes 2.3.4.1. Natural 2.3.4.2. Tubular 2.3.4.3. Full 2.3.4.4. Bell 2.4. Pattern	17	36

	<ul style="list-style-type: none"> 2.4.1. Naturalistic 2.4.2. Geometric 2.4.3. Stripes 2.4.4. Floral 2.4.5. Abstract 		
	<ul style="list-style-type: none"> 2.5. Texture <ul style="list-style-type: none"> 2.5.1. Physical texture 2.5.2. Visual Texture 		
	<ul style="list-style-type: none"> 2.6. Color <ul style="list-style-type: none"> 2.6.1. Color Wheel 2.6.2. Primary color 2.6.3. Secondary color 2.6.4. Color Schemes <ul style="list-style-type: none"> 2.6.4.1. Neutral 2.6.4.2. Accented Neutral 2.6.4.3. Monochromatic 2.6.4.4. Analogous 2.6.4.5. Complementary 2.6.4.6. Double complementary 2.6.4.7. split complementary 2.6.4.8. Triad 2.6.5. Value <ul style="list-style-type: none"> 2.6.5.1. Hue 2.6.5.2. Value 2.6.5.3. Intensity 2.6.5.4. Chroma 2.6.5.5. Tint 2.6.5.6. Shade 		
	<ul style="list-style-type: none"> 2.7. Color Illusions <ul style="list-style-type: none"> 2.7.1. Placement of color 		

	2.7.2. Amount of Color 2.7.3. Warm or Cool Colors 2.7.4. Value & Intensity of color		
3.	Specific Color Matching Guidelines 3.1. Matching Black & white 3.2. Matching Reds 3.3. Matching Blues 3.4. Matching Yellows 3.5. Matching Greens 3.6. Matching Violets 3.7. Matching Oranges 3.8. Combining Patterns 3.9. Any other COLOR scheme	2	15
4.	Principles of Designs 4.1. Balance 4.1.1. Formal Balance (Symmetrical) 4.1.2. Informal Balance (Asymmetrical) 4.2. Proportion 4.3. Rhythm 4.4. Harmony 4.5. Emphasis	3	30
5.	Tools & Equipment Used For Drawing & Designing 5.1. Cutting Tools 5.2. Water containers 5.3. Storage Containers 5.4. Demonstration for using tools in drawing & designing patterns 5.5. Use of drawing boards 5.6. Different types of paints and their application.	2	5

6.	Pattern Development 6.1. Free hand Sketches 6.2. Scaling design 6.3. Design repeat 6.4. Stenciling 6.5. Color application	3	30
7.	Common Figure Types In Clothing 7.1. Tall & Thin 7.2. Tall & Heavy 7.3. Short & Thin 7.4. Short & Heavy 7.5. Top Heavy 7.6. Hip Heavy 7.7. Average	2	10
8.	Standardization of Sizes 8.1. Self analysis 8.2. Study of size chart	2	
Total		34	136

CURRICULUM
For
10th CLASS

English

Sr. No	Detail of Topics	Theory Periods	Practical Periods
11.	As Per General Education	204	-
Total		204	-

Urdu

Sr. No	Detail of Topics	Theory Periods	Practical Periods
12.	As Per General Education	204	-
Total		204	-

Pakistan Studies

Sr. No	Detail of Topics	Theory Periods	Practical Periods
13.	As Per General Education	102	-
Total		102	-

Mathematics

Sr. No	Detail of Topics	Theory Periods	Practical Periods
14.	As Per General Education	204	-
Total		204	-

Drafting & Sewing – II

Sr. No	Detail of Topics	Theory Periods	Practical Periods
1.	Ladies Garments		
	1.1. Drafting	10	24
	1.1.1. Draft & cut out pattern of ladies shirt (fitted)		
	1.1.2. Drafting of different pajamas		
	1.1.2.1. Simple shalwar		
	1.1.2.2. Shalwar with belt		
	1.2. Sewing	4	60
	1.2.1. Sewing of ladies shirt (fitted)		
	1.2.2. Sewing of different pajamas		
	1.2.2.1. Simple shalwar		
	1.2.2.2. Shalwar with belt		
2.	Boys Garments		
	2.1. Drafting	6	24
	2.1.1. Draft & cut out pattern of boys Shirt		
	2.1.2. Drafting of Boys Pant		
	2.2. Sewing	7	36
	2.2.1. Draft & cut out pattern of boys Shirt		
	2.2.2. Drafting of Boys Pant		
3.	Pattern Alteration of different Figures	-	12
4.	Revision	4	
5.	Final Project	3	48
	5.1. Ladies suit (with both simple and belt shalwar)		
	5.2. Boys pant		
	5.3. Boys Shirt		
	5.4. Finishing of projects		
Total		34	204

Machine Embroidery

Sr. No	Detail of topics	Theory Periods	Practical Periods
1.	Machine Embroidery 1.1. Introduction to embroidery machine 1.2. Awareness of machine parts 1.3. Maintenance of machine 1.4. Basic machine embroidery 1.4.1. Running stitch 1.4.2. Skip stitch 1.4.3. Long and short stitch 1.4.4. Running shade stitch 1.4.5. Skip shade stitch 1.4.6. Fancy stitches 1.4.7. Cord Work 1.4.8. Applique Work 1.4.9. Elyat Stitch, 1.4.10. Hole stitch 1.4.11. Chicken stitch 1.4.12. French Knot stitch 1.4.13. Pin stitch 1.4.14. Velvet stitch	8	40
2.	Cut Work (Machine) 2.1. Introduction of cut work techniques 2.2. Application of Cut work Techniques 2.2.1. Button hole 2.2.2. Combination of other embroidery stitches 2.3. Cutting techniques 2.3.1. With scissor 2.3.2. With solder	6	30

3.	Quilting 3.1. Introduction to Quilting techniques 3.1.1. English quilting 3.1.2. Italian or corded quilting 3.1.3. French or sectional quilting 3.2. Tacking of 3 layers(basic fabric poddling polyster lines) 3.3. Practice of quilting techniques	6	30
4.	Hand Knitting 4.1. Introduction of needles and wool 4.2. Casting of stitches on needle 4.3. Types of borders (5"x5" sample) 4.4. Simple knitting (5"x5" sample) 4.4.1. Knit 4.4.2. Pearl 4.5. Increase & Decrease 4.6. Patterns 4.6.1. Cables 4.6.2. Holes 4.6.3. Beads 4.7. Use of different colors	4	20
5.	Crochet 5.1. Introduction of tensions of hooks 5.2. Introduction to thread & rule 5.3. Introduction & application of crochet stitches 5.3.1. Basic chain 5.3.2. Slip stitch 5.3.3. Double crochet 5.3.4. Short treble 5.3.5. Treble 5.3.6. Long treble	4	20

	5.3.7. Variations of long treble 5.3.8. Bars & laces 5.3.9. Increase & decrease 5.3.10. Round motif 5.3.11. Square motif 5.3.12. Joining of motif		
6.	Revision	6	
7.	Final Projects		30
	7.1. Sampler file will be completed including samples of 10"x12" for each technique		
Total		34	170

Computer Foundation

Sr. No.	Detail of Contents	Theory Periods	Practical Periods
1.	Microsoft Word 1.1. Working with documents 1.1.1. Opening (New/Existing) 1.1.2. Saving 1.1.3. Typing 1.1.4. Selection 1.1.5. Protection 1.1.6. Spelling check 1.1.7. Auto correction 1.1.8. Tool bars 1.2. Editing documents 1.2.1. Undo and redo 1.2.2. Cut, copy and paste 1.3. Finding and replacing text 1.3.1. Find 1.3.2. Replace 1.3.3. Go to 1.4. Inserting 1.4.1. Header and footer 1.4.2. Symbols 1.4.3. Date and time 1.4.4. Picture 1.4.5. Hyperlink 1.5. Formatting 1.5.1. Fonts, character 1.5.2. Paragraph 1.5.3. Boarder and shading 1.5.4. Auto text	6	30

	1.5.5. Bullets and numbering 1.5.6. Tabs 1.5.7. Margins 1.6. Tables 1.6.1. Inserting, selecting 1.6.2. Table, row and column 1.6.3. Deleting table, row and column 1.6.4. Merging & splitting cells 1.6.5. Formula 1.7. Printing 1.7.1. Selecting printer 1.7.2. Documents 1.7.3. Selected pages 1.7.4. Option		
2.	Microsoft Excel 2.1. Spread sheet 2.1.1. Introduction 2.2. Working with Excel 2.2.1. Opening (New/Existing) 2.2.2. Saving 2.3. Editing documents 2.3.1. Undo and redo 2.3.2. Cut, copy and paste 2.3.3. Fill, auto fill 2.3.4. Clear and delete 2.3.5. Find, replace & go to 2.4. Inserting 2.4.1. Header and footer 2.4.2. Cell, row and column 2.4.3. Worksheet 2.5. Formatting	6	25

	2.5.1. Cells, column, row 2.5.2. Sheet 2.6. Tables 2.6.1. Inserting 2.6.2. Selecting 2.6.3. Selection columns & rows 2.6.4. Selection table 2.6.5. Inserting columns & rows 2.6.6. Deleting rows 2.6.7. Deleting columns 2.6.8. Merging cells 2.7. Working with formula 2.7.1. Entering 2.7.2. Editing 2.7.3. Using simple formulas @ SUM, @MAX, @MIN, @AVERAGE 2.8. Printing 2.8.1. Selecting printer 2.8.2. Documents 2.8.3. Selected pages 2.9. Working with charts 2.9.1. Opening (New/Existing) 2.9.2. Editing 2.9.3. Formatting and viewing		
3.	PowerPoint 3.1. Create multimedia presentations 3.1.1. Opening and saving presentation 3.1.2. working with slides 3.1.3. Adding and formatting text 3.1.4. Drawing and working with objects 3.1.5. Word art, clip art and other picture	4	15

	3.1.6. Printing presentations 3.1.7. Using animation effects and slide transitions 3.1.8. Working with tables and charts 3.1.9. Using slide show		
4.	Introduction to the Corel Draw 4.1. Introduction to Corel Draw Toolbars 4.1.1. Units of measurement 4.1.2. Drawing tools 4.1.3. Editing tools 4.1.4. Drawing with CorelDraw 4.2. Creating objects 4.2.1. Freehand tool 4.2.2. Shape tool 4.2.3. Knife tool 4.2.4. Eraser tool 4.2.5. Basic drawing shapes 4.2.6. Rectangle tool 4.3. Basic concepts 4.3.1. Objects and curves 4.3.2. Copying the objects 4.3.3. How to join lines 4.3.4. Grouping and combining 4.4. View 4.4.1. Normal 4.4.2. Full screen preview 4.4.3. Preview selected only 4.4.4. Page sorter preview 4.4.5. Ruler, grid, gridline 4.4.6. Show 4.4.7. Snap to grid, gridline, objects	14	56

	<p>4.4.8. Grid, ruler, gridlines and snap to object setup</p> <p>4.5. Layout</p> <p>4.5.1. Insert, delete and rename page</p> <p>4.5.2. Go to page</p> <p>4.5.3. Switch page orientation</p> <p>4.5.4. Page setup and background</p> <p>4.6. Arrange</p> <p>4.6.1. Transformations & clear transformations</p> <p>4.6.2. Align and distribute</p> <p>4.6.3. Order, group & ungroup etc.</p> <p>4.7. Effect</p> <p>4.7.1. Adjust</p> <p>4.7.2. Transform</p> <p>4.7.3. Correction</p> <p>4.7.4. Artistic media etc.</p> <p>4.8. Bitmaps</p> <p>4.8.1. Convert to bitmap</p> <p>4.8.2. Edit, crop, trace, inflate bitmap</p> <p>4.8.3. Bitmap color mask</p> <p>4.8.4. Apply different effects</p> <p>4.9. Text</p> <p>4.9.1. Format, edit text</p> <p>4.9.2. Insert character</p> <p>4.9.3. Fit text to path & frame</p> <p>4.9.4. Link, unlink</p> <p>4.9.5. Tool</p> <p>4.9.6. Apply different tool menu options</p> <p>4.10. Window</p> <p>4.10.1. New window</p>		
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	4.10.2. Display window in different format (cascade etc.) 4.10.3. Color palettes 4.10.4. Dockers 4.10.5. Toolbars		
5.	Internet & Electronic Mail 5.1. Introduction to WWW 5.2. Internet Service Provider 5.3. Internet Explorer / Netscape 5.4. Display A Specific Web 5.5. Select a Link 5.6. Search a Web 5.7. Introduction to E-mail 5.8. Create a message 5.9. Send and Receive E-Mail	04	10
Total		34	136

LIST OF TOOLS / MACHINERY / EQUIPMENT / TOOLS ETC

(For a Class of 25 Students)

Name of Trade	Matric vocational
Duration of Course	2 Year

Hand & Machine Embroidery

Sr. No.	Item	Quantity
1.	Electric Iron	2 Nos.
2.	Iron Stand	2 Nos.
3.	Steam Iron	1 No.
4.	Over Lock Machine	1 No.
5.	Button Hole Machine	1 No.
6.	Over Head Projector	1 No.
7.	Tracing Table	1 No.
8.	Display Boards	6 Nos.
9.	Soft Board	1 No.
10.	Embroidery Sewing machine with electric motor & stand complete	25 sets
11.	Scissors 9"	25 Nos.
12.	Scale 12"	25 Nos.
13.	L-Squares (bakelite or wooden 2' x 1½')	25 Nos.
14.	Tracing Wheel	25 Nos.
15.	Inches Tape (measuring tape)	25 Nos.
16.	Small Scissors	25 Nos.
17.	Japanese Ruler	1 No.
18.	Set Square	25 Sets.
19.	French Curve	25 Sets.
Furniture		
20.	Drafting Table 6' x 4'	12 Nos.

21.	Stand Table 3' x 2'	25 Nos.
22.	White Board (Writing Board)	1 No.
23.	Student Chair Without Arm	25 Nos.
24.	Teacher Table	1 No.
25.	Teacher Chair With Arm	1 No.

Drafting & Sewing

Sr. No.	Name of Tools & Equipment	Quantity
1.	French Curve	25 Nos.
2.	Notcher	01 No.
3.	Tracing wheel	25 Nos.
4.	Paper Shears and Fabric Shears	25 Nos.
5.	Japanese Ruler	25 Nos.
6.	Stapler	02 Nos.
7.	Hand Punch	02 Nos.
8.	Pattern Sheets	02 Nos.
9.	Tracing Sheets	02 Nos.
10.	Drawing Boards	02 Nos.
11.	Box Board	02 Nos.
12.	Straight Pin and Thumb pin	25 Pkts.
13.	Scissors. (10')	10 Nos.
14.	Sewing Machines (Electric)	25 Nos.
15.	Disc-matic Machines	02 Nos.
16.	Electric Iron	02 Nos.
Furniture		
17.	Teacher Chair	01 No.
18.	Student Chairs	25 Nos.
19.	Drafting Tables (6' x 4')	06 Nos.
20.	White Board / Marker Board	01 No.
21.	Teachers Table	01 No.

Computer Foundation

Sr. No.	Name of Tools & Equipment	Quantity
1.	Computer system as Server	1
2.	Computer system C2D	25
3.	Speaker multimedia	25
4.	UPS	25
5.	Printer	1
6.	Scanner	1
7.	CD-Writer	1
8.	Air conditioner	2
9.	Project multimedia	1

MINIMUM QUALIFICATION OF INSTRUCTOR

- B.Sc. Home Economics
OR
- M.Sc. (Home Economics)
OR
- Graduation in relevant subject with relevant experience.

REFERENCE BOOKS

Sr. No.	Book Title	Author
1.	Modern Tailoring for Women	Frances F Mawk
2.	Clothing for Children	Henrietta Mary Thompsan
3.	A Tailoring manuals	Gertude Stirkckland
4.	Your Cloths & Personality	Ryan Graves Mildred
5.	Bachon key Malboosat	Nadra Moeen
6.	Libass	Saeeda Ghani
7.	Crewel embroidery	Barbra Snook
8.	This is knitting	Ethal Evans
9.	Thread lines Pakistan	Felicca Yacopius
10.	Complete guide to needle work	Virginia Cotton
11.	Embroidery for beginners	Ondori
12.	Appliqué	Adelia Rabina
13.	The craft of crochet	Pan Dawson
14.	Dress Pattern Designing	The Basic principles of cut & fit writer Natalie Bray
15.	The Technology of clothing Manufacture 2nd Edition.	Harold Lara and Barbara Latham
16.	Patter Cutting Made Easy	Gillian Holman & step by step
17.	Knitting for the just	Vanessa – Ann-
18.	Sites machine Knits	Judy Dodson
19.	Step by step sewing Lourse.	Readers Digest
20.	Textile Designing	K Pervades.
21.	Betty Therapy	The foundation Lorraine NordmanaCend 2-3-
22.	Flower Arranging	Jane Newdick
23.	Flower Craft	Jenny Raworth & Susan Berry
24.	The Book of Pot Pourri	Penny Black

EMPLOYABILITY OF PASS-OUTS

The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

1. Self Employment
2. Garments Industry
3. Boutique and industrial homes.
4. Institutes as an Instructor for Home Economics / Drawings / Designing.