



# PEBCA

ACADEMY OF PROFESSIONAL EDUCATION AND  
BUSINESS COALITION RAWALAKOT

**DOCUMENT CONTROLLER**

**COURSE OUTLINE**

**CONTACT US**

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## **DOCUMENT CONTROLLER COURSE OUTLINE**

### **MODULE:01-INTRODUCTION**

- 1. What is Document Controller?**
- 2. Responsibilities of document controller**
- 3. Skills of document controller**
- 4. Software**
- 5. Effects/Filters**

### **TYPES OF LOGOS**

- 6. Combination Mark Logos.**
- 7. Wordmark Logos.**
- 8. Letter Mark Logos.**
- 9. Monogram Logos.**
- 10. Letter Form Logos.**
- 11. Symbol or Pictorial Logos.**
- 12. Abstract Logos.**
- 13. Mascot Logos.**
- 14. 3D-Logos**

### **MODULE:02**

**15. Visiting Card of Different Categories (college,hotel,companies etc.)**

**16. Banners.**

**17. Brochures**

**18. Cover Pages**

**19. Cover Letters**

**20. Magazine Cover Pages**

**21. Letterheads**

**22. Resumes**

**23. Certificates**

## **MODULE:03**

**24. Make background images**

**25. Website Slider Images**

**26. Buttons**

**27. Icons**

**28. Logos**

**29. Packaging of products**

**30. Labeling of products**

**31. Characters**

**32. Animated characters**

**ADOBE PHOTOSHOP**

## **MODULE:01**

**33.Tools introduction**

**34.Adjust mockups on logos/Visiting Cards etc.**

## **MODULE:02**

### **PHOTO EDITING**

**35.How to cut background of images by different ways**

**36.Image color correction**

**37.Image quality enhancement(online/software)**

**38.Skin retouching**

**39.Apply filters on images**

**40.Apply gradients on images**

**41. Remove stains from images**

**42.Remove objects from images**

## **MODULE:03**

### **ANIMATIONS**

**43.Make Animated logos**

**44.Make Animation video in photoshop**

**45.Make Animation Video in Power point**

## **MODULE:05**

## **TESTING**

- 1. Practical of Adobe illustrator**
- 2. Practical of Adobe Photoshop**
- 3. Make trailer video for youtube channel**

**THE END**