



GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

### COMPETENCY BASED CURRICULUM

# DESKTOP PUBLISHING OPERATOR

(Revised in 2017)

CRAFTSMEN TRAINING SCHEME (CTS)  
NSQF LEVEL- 4



SECTOR – IT & ITES

# DESKTOP PUBLISHING OPERATOR



CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 4

कौशल भारत - कुशल भारत

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

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<b>Date of Trade Committee Meeting: 06.06.2017 at CSTARI, Kolkata.</b>			
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2.	Sanjay Kumar Joint Director of Trg.	CSTARI, Kolkata	Member
3.	L. K. Mukherjee Dy. Director of Trg.	CSTARI, Kolkata	Member
4.	B. Das Asst. Director of Trg.	CSTARI, Kolkata	Member
5.	Smt Sudakshina Ghosal Master	Govt. ITI for PCBG, Kolkata	Member
6.	Shri Ananta Paul Instructor	DIT Head Quarter , West Bengal	Member
7.	S. K. Altaf Hossain Training Officer	ATI Kolkata	Member
8.	Budhaditya Biswas Training Officer	RDAT, Kolkata	Member
9.	Arijit Bhattacharya Founder & CEO	Virtual Infocom, Kolkata	Member
10.	Somanath De Director	IMAGIC, Kolkata	Member
11.	Ranjan Sen Business Development Executive	Motion Pallate, Kolkata	Member
12.	Ravish Pandey Compositing Head	Motion Pallate, Kolkata	Member
13.	Sanjeev Shah Marketing & Training Director	AFX Animation, Kolkata	Member
14.	Manoj Bise Production Head	Hitech Animation, Kolkata	Member
15.	Sanjoy Adhikary Academic Head	Hitech Animation, Kolkata	Member
16.	Ashis Kumar Mandal Asst. Director of Trg.	CSTARI, Kolkata	Member

17.	B. K. Nigam Training Officer	CSTARI, Kolkata	Member
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19.	Akhilesh Pandey Training Officer	CSTARI, Kolkata	Member

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20.	Dr Vijayarajeswaran, Managing Director	VI Micro Systems Pvt. Ltd, Chennai	Member
21.	Pramod Tripathi, SEO	National Institute of Open Schooling, Noida	Member
22.	Shri Naresh Chandra, Jt. Director	DGT, New Delhi	Mentor
23.	B.K. Singha, DDT	CSTARI, Kolkata	Representative of

			CSTARI
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26.	V. Babu, DDT	DGT, New Delhi	Member
27.	K. Singh, DDT	ATI, Ludhiana	Member
28.	Annapurna, TO	ATI Hyderabad	Member
29.	S.K. Acharya, VI (DTP)	NVTI, NOIDA	Member
30.	B. Biswas, TO	RDAT Kolkata	Member
31.	Sanjay Kr. Gupta, VI –COPA	RTVI Vadodara	Member
32.	Kunal Shanti Priya, VI	ITI, Daltonganj, Jharkhand	Member
33.	Anwar Muhammed, VI	RTVI, Trivendrum	Member
34.	Sunil. M.K. TO	CTI, Chennai	Member
35.	Narmada, VI	RTVI, Bangalore	Member
36.	Rohit Sama, ATO	ITI Shantinagar, Hyderabad	Member
37.	J. Herman, Assistant Training Officer	Govt. ITI (W), Nagarkoil, TN	Member
38.	P. Parthiban, Assistant Training Officer (ITESM)	Govt ITI(W), Salem, TN	Member
39.	S. Raja, ADT	DET, Telangana	Member
40.	Mohd. Akram,	ITI, Shanthi Nagar, Hyderabad	Member
41.	Geeta Sikhen, VI	RTVI, Panipat	Member

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## **1. COURSE INFORMATION**

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During the one year duration of Desktop Publishing Operator trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill. In addition to this, a candidate is entrusted to undertake project work and extra-curricular activities to build up confidence. The broad components covered related to the trade are categorized in two semester each of six months duration. The semester wise course coverage is categorized as below:

**1st Semester** – In this semester, the trainee learns about safety and environment, use of fire extinguishers. They learn about trade tools, identifies computer peripherals, internal components, Windows interface and its related software, installation process. Trainees will work with MS Office package to create word document. They will use internet to search information using browser along with official/ social communication process. The trainees will work with publication software like Adobe PageMaker to create, edit, format different publication using Publication Software. They also learn and experience application software with Quark Xpress to create and edit complex page layout for publication. In this semester, the trainees also learn to use scanner and to scan documents. At the end of this semester trainees can go on industrial visit or projects specified in the syllabus.

**2nd Semester** – In this semester, the trainee learns to edit, manipulate and enhance graphics or images to improve their overall appearance using Adobe Photoshop. They will go through the application CorelDraw to edit vector graphics. The trainees will learn and experience Adobe InDesign to create works such as posters, flyers, brochures, magazines, newspapers, and books. They also learn one bilingual software to create publications or documents in regional language. Finally, the trainees will learn and experience to print the publication/ document/ images/ graphics and publish it. At the end of this semester, trainees can go on industrial visit or projects specified in the syllabus.

## **2. TRAINING SYSTEM**

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### **2.1 GENERAL**

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under the aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programmes of NCVT for propagating vocational training.

Desktop Publishing Operator trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one-year (02 semester) duration. It mainly consists of trade (skills and knowledge). After passing out of the training programme, the trainee is awarded National Trade Certificate (NTC) by NCVT which is recognized worldwide.

#### **Trainee broadly needs to demonstrate that they are able to:**

- Read and interpret technical parameters/ documentation, plan and organize work processes, identify necessary materials and tools.
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations.
- Apply professional knowledge & employability skills while performing the job and modification & maintenance work.
- Check the system specification and application software as per requirement of the design of job.
- Document the technical parameter related to the task undertaken.

### **2.2 CAREER PROGRESSION PATHWAYS**

- Can join Apprenticeship programme in different types of industries leading to National Apprenticeship Certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming instructor in ITIs.

## 2.3 COURSE STRUCTURE

Table below depicts the distribution of training hours across various course elements during a period of one year (02 semesters):

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	1260
2.	Professional Knowledge (Trade Theory)	252
3.	Employability Skills	110
4.	Library & Extracurricular Activities	58
5.	Project Work	160
6.	Revision & Examination	240
	<b>Total</b>	<b>2080</b>

## 2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by the Govt. of India from time to time. The employability skills will be tested in first two semesters only.

- a) The **Internal Assessment** during the period of training will be done by **Formative Assessment Method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks of internal assessment will be as per the template (Annexure – II).
- b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NTC will be conducted by NCVT at the end of each semester as per the guideline of Govt of India. The pattern and marking structure is being notified by Govt. of India from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.**

### 2.4.1 PASS REGULATION

The minimum pass percentage for Practical is 60% & minimum pass percentage for Theory subjects is 40%. For the purposes of determining the overall result, 25% weightage is applied to the result of each semester examination.

## 2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/wastage as per procedure, behavioral attitude, sensitivity to environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based, comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work



Evidences of internal assessments are to be preserved until forthcoming semester examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of craftsmanship with occasional guidance, and due regard for safety procedures and practices.	<ul style="list-style-type: none"> <li>• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment.</li> <li>• Below 70% tolerance dimension achieved while undertaking different work with those demanded by the component/job.</li> <li>• A fairly good level of neatness and consistency in the finish.</li> <li>• Occasional support in completing the project/job.</li> </ul>
(b) Weightage in the range of above 75% - 90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and	<ul style="list-style-type: none"> <li>• Good skill levels in the use of hand tools, machine tools and workshop equipment.</li> <li>• 70-80% tolerance dimension achieved while undertaking different work with those demanded by</li> </ul>

regard for safety procedures and practices.	the component/job. <ul style="list-style-type: none"> <li>• A good level of neatness and consistency in the finish</li> <li>• Little support in completing the project/job.</li> </ul>
<b>(c) Weightage in the range of above 90% to be allotted during assessment</b>	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	<ul style="list-style-type: none"> <li>• High skill levels in the use of hand tools, machine tools and workshop equipment.</li> <li>• Above 80% tolerance dimension achieved while undertaking different work with those demanded by the component/job.</li> <li>• A high level of neatness and consistency in the finish.</li> <li>• Minimal or no support in completing the project.</li> </ul>



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### **3. JOB ROLE**

#### **Desktop Publishing Operator:**

Desktop Publishing Operator lays out pages, selects size and style of type, and enters text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic art techniques and typesetting and using computer: Reviews layout and customer order. Enters text into computer, using input device such as mouse, keyboard, scanner, or modem. Scans artwork, using optical scanner which changes image into computer-readable form. Enters commands to position text and illustrations on page grid of computer monitor. Creates spaces between letters, columns, and lines, applying knowledge of typesetting, and enters commands, using input device. Arranges page according to aesthetic standards, layout specifications of Graphic Designer, and applying knowledge of layout and computer software. Prints paper or film copies of completed material. May alter illustration to enlarge, reduce, or clarify image. May operate automatic film developer to process photographs. May assemble artwork into paste-up and perform key lining manually.

#### **Reference NCO-2015:**

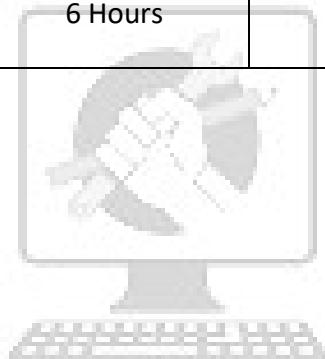
3512.0200 - Desk Top Publishing Operator

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#### **4. GENERAL INFORMATION**

<b>Name of the Trade</b>	<b>DESKTOP PUBLISHING OPERATOR</b>
<b>NCO - 2015</b>	3512.0200
<b>NSQF Level</b>	Level - 4
<b>Duration of Craftsmen Training</b>	1 Year (2 Semesters)
<b>Entry Qualification</b>	Passed 10 <sup>th</sup> class examination under 10+2 system of education
<b>Unit Strength (No. Of Students)</b>	20 (Max. supernumeraries seats: 6)
<b>Space Norms</b>	70 Sq m
<b>Power Norms</b>	4.3 KW
<b>Instructors Qualification for</b>	
<b>1. Desktop Publishing Operator</b>	<p><b><u>Technical:</u></b></p> <p>(i) Degree in Printing Technology from recognised university with one-year post qualification experience in computer application and Desktop Publishing.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Diploma in Printing Technology from recognised board of education with two years experience in computer application and Desktop Publishing.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) National Apprenticeship Certificate or National Trade Certificate in the trade of Desktop Publishing Operator with three years post qualification experience in the relevant field.</p> <p><b><u>Desirable:</u></b></p> <p>Preference will be given to a candidate with CITS (Craft Instructor Training Scheme) in DTPO Trade.</p> <p><b><u>NOTE:</u></b></p> <p><b>Out of two Instructors required for the unit of 2 (1+1), one must have Degree/ Diploma and other must have NTC/ NAC qualifications.</b></p>
<b>2. Employability Skill</b>	MBA OR BBA with two years experience OR Graduate in Sociology/ Social Welfare/ Economics with two-year experience OR Graduate/ Diploma with two-year experience and trained in Employability Skills from DGT institutes.
	<b>AND</b>

	<p>Must have studied English/ Communication Skills and Basic Computer at 12<sup>th</sup> / Diploma level and above.</p> <p><b>OR</b></p> <p><b>Existing Social Studies Instructors duly trained in Employability Skills from DGT institutes.</b></p>			
<b>List of Tools &amp; Equipment</b>	As per Annexure-I			
<b>Distribution of training on hourly basis: (Indicative only)</b>				
Total Hrs/ Week	Trade Practical	Trade Theory	Employability Skills	Extra-curricular Activity
40 Hours	30 Hours	6 Hours	2 Hours	2 Hours



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## 5. NSQF LEVEL COMPLIANCE

NSQF level for **Desktop Publishing Operator** trade under CTS: **Level 4**.

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. Professional Knowledge
- c. Professional Skill
- d. Core Skill and
- e. Responsibility

The broad learning outcome of Desktop Publishing Operator trade under CTS mostly matches with the Level descriptor at Level- 4.

The NSQF level-4 descriptor is given below:

LEVEL	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 4	Work in familiar, predictable, routine, situation of clear choice	Factual knowledge of field of knowledge or study	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts	Language to communicate written or oral, with required clarity, skill to basic Arithmetic and algebraic principles, basic understanding of social political and natural environment	Responsibility for own work and learning

## **6. LEARNING/ ASSESSABLE OUTCOME**

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***Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.***

### **6.1 GENERIC LEARNING OUTCOME**

1. Apply safe working practices.
2. Comply with environment regulation and housekeeping.
3. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
4. Understand and explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day-to-day work to improve productivity & quality.
5. Explain energy conservation, global warming and pollution and contribute in day-to-day work by optimally using available resources.
6. Explain personnel finance, entrepreneurship and manage/organize related task in day-to-day work for personal & societal growth.

### **6.2 SPECIFIC LEARNING OUTCOME**

7. Install and set up operating system and related software in a computer.
8. Create, format, edit text file, document file and BMP file by using different Accessories of Windows.
9. Create, edit, format and enhance document using word processing application software.
10. Introduce the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing.
11. Create, format, edit and different publication using publication software Adobe Pagemaker.
12. Create, edit, format and develop publication using Quark Xpress application software.
13. Install and setup scanner and scanning the documents and images.
14. Create, format, edit and develop images using Adobe Photoshop software.
15. Draw, edit, format and develop graphics design using Corel draw application software.
16. Create, edit, format and develop page combining text and graphics using page makeup Adobe InDesign application software.
17. Create, edit and format, different types of publication using bilingual software.
18. Printing, binding and publishing to form a full-fledged book format.

## **7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA**

<b>GENERIC LEARNING/ ASSESSABLE OUTCOME</b>	
<b>LEARNING / ASSESSABLE OUTCOME</b>	<b>ASSESSMENT CRITERIA</b>
1. Apply safe working practices.	<p>1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.</p> <p>1.2 Recognize and report all unsafe situations according to site policy.</p> <p>1.3 Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.</p> <p>1.4 Identify, handle and store/ dispose of dangerous goods and substances according to site policy and procedures following safety regulations and requirements.</p> <p>1.5 Identify and observe site policies and procedures with regard to illness or accident.</p> <p>1.6 Identify safety alarms accurately.</p> <p>1.7 Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.</p> <p>1.8 Identify and observe site evacuation procedures according to site policy.</p> <p>1.9 Identify Personal Protective Equipment (PPE) and use the same as per related working environment.</p> <p>1.10 Identify basic first-aid and use them under different circumstances.</p> <p>1.11 Identify different fire extinguisher and use the same as per requirement.</p>
2. Comply with environment regulation and housekeeping.	<p>2.1 Identify environmental pollution &amp; contribute to the avoidance of instances of environmental pollution.</p> <p>2.2 Deploy environmental protection legislation &amp; regulations.</p> <p>2.3 Take opportunities to use energy and materials in an environmentally friendly manner.</p> <p>2.4 Avoid waste and dispose waste as per procedure.</p> <p>2.5 Recognize different components of 5S and apply the same in the working environment.</p>
3. Work in a team, understand and practice	<p>3.1 Obtain sources of information and recognize information.</p> <p>3.2 Use and draw up technical drawings and documents.</p>

soft skills, technical English to communicate with required clarity.	3.3 Use documents and technical regulations and occupationally related provisions.
	3.4 Conduct appropriate and target oriented discussions with higher authority and within the team.
	3.5 Present facts and circumstances, possible solutions & use English special terminology.
	3.6 Resolve disputes within the team.
	3.7 Conduct written communication.
4. Understand and explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	4.1 Semester examination to test the concept in productivity, quality tools and labour welfare legislation.
	4.2 Their applications will also be assessed during execution of assessable outcome.
5. Explain energy conservation, global warming, pollution and contribute in day-to-day work by optimally using available resources.	5.1 Semester examination to test knowledge on energy conservation, global warming and pollution.
	5.2 Their applications will also be assessed during execution of assessable outcome.
6. Explain entrepreneurship and manage/organize related task in day-to-day work for personal & societal growth.	6.1 Semester examination to test knowledge on entrepreneurship.
	6.2 Its applications will also be assessed during execution of assessable outcome.

## **SPECIFIC LEARNING/ ASSESSABLE OUTCOME**

### **SEMESTER-I**

<b>LEARNING / ASSESSABLE OUTCOME</b>	<b>ASSESSMENT CRITERIA</b>
7. Install and setup operating system and related software in a computer.	<p>7.1 Identify different parts of computer and attached different input and output devices with the system.</p> <p>7.2 Install and configure Windows OS and application software.</p> <p>7.3 Manipulate folder/files.</p> <p>7.4 Use printer, scanner and their peripheral devices.</p> <p>7.5 Burn CD/DVD.</p> <p>7.6 Identify different icons of Windows and use the icons to operate the machine.</p> <p>7.7 Customize Windows by using control panel.</p>
8. Create, format, edit text file, document file and BMP file by using different accessories in Windows.	<p>8.1 Create text file by Notepad and edit file by using different menu.</p> <p>8.2 Create Document file in Word and edit and format it by different tools.</p> <p>8.3 Draw basic symbols by using MS-Paint and control mouse.</p>
9. Create, edit, format and enhance document using word processing application software.	<p>9.1 Identify Word tools in the ribbon.</p> <p>9.2 Create a resume using various tools.</p> <p>9.3 Design and print magazine covers using various tools.</p> <p>9.4 Demonstrate the use of shortcut keys, autocorrect and macros.</p> <p>9.5 Perform Mail merge in MS Word.</p> <p>9.6 Practice typing using open source typing tutor.</p>
10. Introduce the Networking concept including sharing of different resources including Use of Internet Accessing/ browsing including downloading and e-mailing.	<p>10.1 Share a printer with Network.</p> <p>10.2 Share data and file among different nodes.</p> <p>10.3 Practice web browsing, create email id, and sending-receiving mails with attachment.</p> <p>10.4 Perform text chat and video chat using social network sites.</p> <p>10.5 Download relevant documents, images &amp; font.</p>
11. Create, format, edit and different publication using publication software Adobe Pagemaker.	<p>11.1 Familiarize with basic screen component of Pagemaker.</p> <p>11.2 Create, saving Pagemaker document.</p> <p>11.3 Identify tool box and practice different tools.</p> <p>11.4 Formatting character and paragraph like changing in font style, size, tab stop, indent, leading, kerning, tracking by using character view of control pallet within story layout.</p>

	11.5 Create a Table by using Table Editor. 11.6 Use colour palette and create, edit and remove colours from the palette. 11.7 Insert importable file within document and also establish a link. Insert/ draw graphics, crop it and wrapping text around graphics. 11.8 Introduce master page and insert page number, column guide using master page. 11.9 Export a graphic/ text from Pagemaker to other format. 11.10 Create a book containing table of contents, index, page number. 11.11 Print the publication by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer.
12. Create, edit, format and develop publication using Quark Xpress application software.	12.1 Create new publication using existing layout, and save it. 12.2 Draw graphics by using different tools available in tool box. 12.3 Apply colour to the object by creating own solid, blended colours. 12.4 Group/ ungroup, lock / unlock objects and wrapping text around the object. 12.5 Create threaded text by linking and also unthreading it by unlinking. 12.6 Create table and also manipulate table. 12.7 Design a Newsletter in Demi/ Tabloid size paper. 12.8 Import and linking text and graphics within document and also exporting text and graphics from Quark Xpress to PDF and other web layout format. 12.9 Design a magazine cover using graphics and images, and separate the above magazine cover in CYMK colour modes and generate in EPS and PDF and print it separately.
13. Install and setup scanner and scanning the documents and images.	13.1 Install scanner and driver. 13.2 Scan picture, line drawing and document and store it as a digital file. 13.3 Adjust different scanner properties. 13.4 Make Optical Character Recognition document.
<b>SEMESTER-II</b>	
14. Create, format, edit and develop images using Adobe Photoshop Software	14.1 Configure Application software – PhotoShop. 14.2 Identify interface, palettes and tool bars. 14.3 Create and edit bitmap images. 14.4 Crop and transform images by appropriate tools. 14.5 Retouch a damaged photograph by using layers. 14.6 Make multiple passport size photographs by using Action

	button.
	14.7 Prepare a cut-out of a given photograph and change its background and colours.
15. Draw, edit, format and develop graphic design using Corel Draw application Software.	15.1 Configure Application software – Corel Draw 15.2 Identify interface, palettes and tool bars. 15.3 Draw an illustration/ sketch using different tools. 15.4 Design the sketch of 'cup and plate.' 15.5 Design an advertisement using Artistic text and extrude tools. 15.6 Design the cover page of a given magazine. 15.7 Design a suitable logo for 'Skill Development.' 15.8 Print all the above work outcomes.
16. Create, edit, format and develop page combining text and graphics using makeup Adobe InDesign application software.	16.1 Install and configure application software – InDesign. 16.2 Identify page, palettes, guides, rulers and tools. 16.3 Design a 'Calendar.' 16.4 Design a three-fold 'Brochure' with columns. 16.5 Design an advertisement. 16.6 Design a wedding card using symbols and graphics. 16.7 Print all the above work outcomes.
17. Create, edit and format different types of publication using bilingual software.	17.1 Install and configure a multilingual software package. 17.2 Configure and demonstrate toggle keys to: (i) switch between scripts (ii) switch between keyboard overlays 17.3 Design a question paper in any regional language script. 17.4 Print the above work outcome.
18. Printing, binding and publishing to form a full-fledged book format.	18.1 Install new printer and check/ change different printer properties. Take the printout simplex, duplex mode. 18.2 Configure advanced print features. 18.3 Bind the printed papers into book form by using spiral or comb binding machine.

## 8. SYLLABUS

<b>SYLLABUS FOR DESKTOP PUBLISHING OPERATOR</b>			
<b>First Semester – 06 Months</b>			
<b>Week No.</b>	<b>Learning Outcome</b>	<b>Professional Skills (Trade Practical) With Indicative Hours</b>	<b>Professional Knowledge (Trade Theory)</b>
1	<ul style="list-style-type: none"> <li>• Apply safe working practices</li> <li>• Install and setup operating system and related software in a computer.</li> </ul>	<ol style="list-style-type: none"> <li>1. Visit DTPO Lab of the institutes and locate the electrical connections with computer system setup. (06 hrs)</li> <li>2. Identifying safety symbols and hazard identification. (04 hrs)</li> <li>3. Practice safe methods of fire fighting in case of electrical fire. (04 hrs)</li> <li>4. Use of fire extinguishers. (04 hrs)</li> <li>5. Identify computer peripherals and internal components of a disassembled desktop computer. (06 hrs)</li> <li>6. Assemble components of desktop computer. (06 hrs)</li> </ol>	<p><b>Safe working practices</b></p> <ul style="list-style-type: none"> <li>• Scope of the DTPO trade.</li> <li>• Safety rules and safety signs.</li> <li>• Types and working of fire extinguishers.</li> </ul> <p><b>Introduction to computer components</b></p> <ul style="list-style-type: none"> <li>• Introduction to computer system. Concepts of hardware and software.</li> <li>• Function of motherboard components and various processors.</li> <li>• Various Input/ Output devices in use and their features.</li> </ul>
2-3	Install and setup operating system and related software in a computer.	<ol style="list-style-type: none"> <li>7. Practice on Windows interface and navigating windows. (10 hrs)</li> <li>8. Practice on managing files and folders using removable drives. (10 hrs)</li> <li>9. Customize the desktop settings and manage user accounts. (06 hrs)</li> <li>10. View system properties and control panel details. (06 hrs)</li> <li>11. Work with keyboard shortcut commands. (06 hrs)</li> <li>12. Print and scan document using different commands. (04 hrs)</li> <li>13. Install Windows operating system. (06 hrs)</li> <li>14. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media</li> </ol>	<p><b>Introduction Windows Operating System</b></p> <ul style="list-style-type: none"> <li>• Introduction to operating System</li> <li>• Main features of Windows OS</li> <li>• Concept of various shortcut commands.</li> <li>• Introduction to the booting process.</li> <li>• Introduction to various types of memories and their features.</li> <li>• Basic Hardware and software issues and their solutions.</li> <li>• Usage of Application software and Antivirus.</li> </ul>

		Player etc. (04 hrs) 15. Install Drivers for printer, scanner, webcam and DVD etc. (04 hrs) 16. Burn data, video and audio files on CD/DVD using application software. (04 hrs)	
4	Create, format, edit text file, document file and BMP file by using different accessories in Windows.	17. Practice to create text file by Notepad and edit file by using different menu under notepad. (06 hrs) 18. Practice to create Document file in Word, and edit and format file by using different tools available under Word. (10 hrs) 19. Practice to create basic symbols by using MS Paint and format the drawing by using different tools available. (14 hrs)	<b>Introduction to different basic Accessories under MS-Window</b> <ul style="list-style-type: none"> <li>Introduction of the basic Windows Accessories.</li> <li>Define text file and document file.</li> <li>Introduction of the basic features of document file.</li> <li>Discuss the difference between document file and text file.</li> <li>Give the basic idea about image file including BMP and other format.</li> </ul>
5 - 8	Create, edit, format and enhance document using word processing application software.	20. Practice typing using open source typing tutor. (30 hrs) 21. Open MS Word and familiarise with basic word components. (02 hrs) 22. Practice creating, saving and renaming word documents. (02 hrs) 23. Use templates to create New Word document. (02 hrs) 24. Edit document using basic character formatting and paragraph formatting tools. (08 hrs) 25. Practice to create and format Tables including Table Formatting Tool. (08 hrs) 26. Practice to create page layout including insert column by using Page Formatting. (04 hrs) 27. Use Auto Correct tool and customize Auto correct option. (04 hrs)	<b>Document Set Up: Conceptualization of Document Desktop Publishing</b> <ul style="list-style-type: none"> <li>Introduction</li> <li>Merits and demerits</li> </ul> <b>Word Processing Software</b> <ul style="list-style-type: none"> <li>Introduction to the various applications in MS office.</li> <li>Introduction to Word features, Office button, toolbars.</li> <li>Creating, saving, formatting and printing documents using Word.</li> <li>Working with objects, macro, mail merge, templates and other tools in Word.</li> </ul>

		<p>28. Insert Header/ Footer, symbols, Equations, Page Number, Foot Note, End Note, Citation, pictures including Clip arts. (06 hrs)</p> <p>29. Format Header/Footer, Picture by using respective formatting tool. (05 hrs)</p> <p>30. Enhanced document by adding Page/ Paragraph border, shading and enhancement features like include pictures within document in proper place. (12 hrs)</p> <p>31. Use hyperlink, bookmark, cross reference within document and also establish link with other formatted file. (06 hrs)</p> <p>32. Use spell check, grammar, translate, synonyms, thesaurus. (06 hrs)</p> <p>33. Use mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label &amp; Envelop printing using Mail Merge. (10 hrs)</p> <p>34. Practice to create, record and execute Macro. (03 hrs)</p> <p>35. Practice of using shortcut keys in Word Processor. (12 hrs)</p>	
9	Introduce the Networking concept including sharing of different resources including Use of Internet Accessing/ browsing including downloading and e-mailing	<p>36. Install network printer. (01 hr)</p> <p>37. Use of file and printer sharing in peer to peer connection. (1Hrs)</p> <p>38. Browse the Internet for information (use at least 3 popular browsers). (04 hrs)</p> <p>39. Practice to create and use e-mail for communication with attachment, priority setting, address book. (03 hrs)</p> <p>40. Communicate with text, video chatting and social networking sites. (04 hrs)</p> <p>41. Use online dictionary, translation software, storage space, share files with e-mail links, download manager, download &amp; upload</p>	<p><b>Networking Concepts</b></p> <ul style="list-style-type: none"> <li>• Introduction to Computer Networks, necessity and advantages.</li> <li>• Client Server and peer to peer networking concepts.</li> <li>• Network topologies. Introduction to LAN, WAN and MAN.</li> <li>• Network components, viz. Modem, Hub, Switch, Router, Bridge, Gateway etc.</li> <li>• Network Cables, Wireless networks and Blue Tooth</li> </ul>

		<p>YouTube files, google map &amp; earth etc. Update windows &amp; other software. (05 hrs)</p> <p>42. Configure Outlook, mail service in mobile phones. Use tools like Skype, Google etc. (06 hrs)</p> <p>43. Download different font file and install it in local machine. Download different type of suitable image and insert within publication. (06 hrs)</p>	<p>technology.</p> <ul style="list-style-type: none"> <li>• Introduction to www, Concept of internet, web browsers, internet servers and search engines.</li> <li>• Concepts of Domain naming Systems and email communication.</li> <li>• Introduction to video chatting tools and social networking concepts.</li> </ul>
10-15	Create, format, and edit different publication using publication software Adobe PageMaker.	<p>44. Open PageMaker and familiarize with basic screen component of opening screen of PageMaker Window. (03 hrs)</p> <p>45. Practice creating, saving PageMaker document. (10 hrs)</p> <p>46. Introduce tool box and practice different tools. (16 hrs)</p> <p>47. Draw rectangle, ellipse, circle, rounded rectangle, polygon, star and different frame by using tools. (16 hrs)</p> <p>48. Type text on a full page or page consisting of columns (creating column first) and threading text blocks. (16 hrs)</p> <p>49. Introduce three views of control pallet – character view, paragraph view and object view. (03 hrs)</p> <p>50. Practice the formatting character like changing in font style, size, leading, kerning, tracking by using character view of control pallet. (03 hrs)</p> <p>51. Practice formatting paragraph like different alignment and indentation by using paragraph view of control pallet. (03 hrs)</p> <p>52. Practice formatting including resizing, rotating, skewing and create mirror image of the object by using object view of control</p>	<p><b>About Publication Software:</b></p> <ul style="list-style-type: none"> <li>• Define different type of publication like newspaper, magazine, books, newsletters, visiting cards, letter head, brochures, poster etc.</li> <li>• Introduction to adobe PageMaker.</li> <li>• Introduction to properties and editing of text.</li> <li>• Introduction of page layout, creating, saving, formatting and printing publication using PageMaker.</li> <li>• Working with objects, templates and other tools in PageMaker.</li> <li>• Proof reading and its marks.</li> </ul>

		<p>pallet. (03 hrs)</p> <p>53. Introduce colour pallet and create, edit and remove colours from the pallet. (03 hrs)</p> <p>54. Practice to create the PageMaker file by using template and save files as templates. (03 hrs)</p> <p>55. Introduce measurement system, setting up rulers, adjusting layout. Practice positioning ruler guides, zero lock and position different objects as per ruler guides. (04 hrs)</p> <p>56. Use copy, paste and paste multiple of text and object. (02 hrs)</p> <p>57. Insert importable file within document and also establish a link. Insert/ draw graphics, crop it and wrap text around graphics. (06 hrs)</p> <p>58. Use own styles and apply the style on the document. (03 hrs)</p> <p>59. Copy text block from word document file within PageMaker document and show the auto flow feature. (06 hrs)</p> <p>60. Set different type of stroke and fill style on the object by using Element Menu. Create group/ un-group, mask/ un-mask, lock/ un-lock objects. (16 hrs)</p> <p>61. Change document setup by document setup dialog box including margin and facing page. Introduce page sorter view and repositioning the page. (03 hrs)</p> <p>62. Introduce master page and insert page number, column guide using master page. (10 hrs)</p> <p>63. Change edit layout to story layout and apply find-replace, spell check on the document, customize the dictionary, hyphenation. (10 hrs)</p> <p>64. Export a graphic/ text from</p>	
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		PageMaker to other format. (02 hrs) 65. Practice to create table of content, index and library. (03 hrs) 66. Use of template, picture, script and library pallet. (16 hrs) 67. Print the publication by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer. (10 hrs) 68. Printing of publication proof correction with appropriate reading marks. (10 hrs)	
16-20	Create, edit, format and develop publication using Quark Xpress application software	69. Open Quark Xpress and familiarize with basic screen component of opening screen of Quark Xpress Windows. (02 hrs) 70. Practice creating new publication using existing layout, save the publication and again open it. (02 hrs) 71. Practice creating different layout within a single document, typing and manipulating text by using formatting tool. (20 hrs) 72. Practice to type change type style, alignment of text, rotating and moving of text block, setting type tab, indents and leaders. (20 hrs.) 73. Draw graphics by using different tools available in tool box. (20 hrs) 74. Edit, rotate, resize, reposition and scale of graphics in publication. (20 hrs) 75. Apply colour to the object by creating own solid, blended colours. Adding/ removing colours from colour palette. (03 hrs) 76. Practice to group / un-group, lock/ unlock objects and wrapping text around the object. (15 hrs) 77. Practice creating threaded text by linking and also unthread it by unlinking. (10 hrs)	<b>Page layout software:</b> <ul style="list-style-type: none"> <li>• Different type of page layout.</li> <li>• Introduction to Quark Xpress.</li> <li>• Introduction to properties and editing of text.</li> <li>• Introduction of page layout, creating, saving, formatting and printing publication using Quark Xpress.</li> <li>• Working with objects, templates and other tools and menus in Quark Xpress.</li> </ul>

		<p>78. Practice creating tables and also manipulate table by using table menu. (20 hrs)</p> <p>79. Use master page and include master items within page and create own master page. (03 hrs)</p> <p>80. Set pages by using document set up. Adjust layout of page, rearranging pages, creating columns. (03 hrs)</p> <p>81. Import and linking text and graphics within document and also export text and graphics from Quark Xpress to PDF and other web layout format. (02 hrs)</p> <p>82. Print documents by using different options available in print menu with composite and separating colour. (10 hrs)</p>	
21	Install and set up scanner and scanning the documents and images.	<p>83. Install scanner and use scanner to scan picture, line drawing and document. (10 hrs)</p> <p>84. Select scanner resolution and adjust highlights, middle tone, shadow, contrast, brightness, saturation. (06 hrs)</p> <p>85. Read colour strip and do colour correction. (06 hrs)</p> <p>86. Making of OCR. (08 hrs)</p>	<p><b>Scanning:</b></p> <ul style="list-style-type: none"> <li>• Principle of scanning</li> <li>• Types of scanner (flatbed &amp; drum) and its use.</li> <li>• Resolutions, DPI, LPI, PPI</li> <li>• Graphics drawings inputs of pictures, sketches etc.</li> <li>• Preparation of OCR.</li> </ul>
22-23	<p>Industrial Visit/ Project work</p> <p>1. Create a book containing at least 20 pages which will include images, tables, charts, lists, table of contents, indexes and front covers on any subject.</p> <p>2. Create at least five types of visiting cards, five types of letter head and five types of big advertisements and save it as a template.</p>		
24-25	<b>Revision</b>		
26	<b>Examination</b>		

## SYLLABUS FOR DESKTOP PUBLISHING OPERATOR

### Second Semester – 06 Months

Week No.	Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
27-32	Create, format, edit and develop images using Adobe Photoshop Software.	<p>87. Open Adobe Photoshop and familiarize with basic screen component of opening screen of Photoshop Windows. (04 hrs)</p> <p>88. Practice creating new canvas using existing canvas size, save it and again open it. (04 hrs)</p> <p>89. Create new layers by duplicating layer, via copy layer or cut layer. Practice different properties like visibility, transparency, opacity and blending mode of layers. (16 hrs)</p> <p>90. Practice rearranging layer, lock layer, merge down, visible, flatten layer. (04 hrs)</p> <p>91. Practice to select images of pixel format by using Marquee-Rectangular/ Elliptical/ single row/ single column, Lasso, Polygonal Lasso, Magnetic Lasso, Magic, wand tool. (06 hrs)</p> <p>92. Practice to edit pixel images by using crop, slice, healing brush, brush, history brush, eraser, blur, dodge, smudge, burn, clone, clone stamp tool in standard mode and quick mask mode. (16 hrs)</p> <p>93. Practice to change the background of image, cut one portion of image and place on the other image. Change eye colour, hair style, colour of garment. (16 hrs)</p> <p>94. Change default foreground and back ground colour from the tool box and also create/ edit/ delete</p>	<p><b>Image Fundamentals and Image editing Software:</b></p> <ul style="list-style-type: none"> <li>• Different type of images – pixel and vector – their properties and differences.</li> <li>• Introduction to the measurement of picture quality – resolution of picture and their quality depending upon the resolution.</li> <li>• Define the colour property of picture – Tonal Value, Tonal gradation, Continuous tone and Half tone.</li> <li>• Introduce highlight, middle tone and shadow area of image.</li> <li>• Discuss the property of various image file format.</li> <li>• Discuss the relation between pixel density and size of the image.</li> <li>• Introduce different tools and menus available in Photoshop.</li> </ul>

		<p>colour by colour swatches and apply the colour on the drawn image by using paint bucket and gradient tool. Also create own pattern style. (06 hrs)</p> <p>95. Practice to type text by using horizontal and vertical type tool and format the text by using different options available on property bar. (06 hrs)</p> <p>96. Practice to create horizontal and vertical type mask tool and colour it by using paint bucket and gradient tool. (04 hrs)</p> <p>97. Draw paths by using pen tool, using different inbuilt shape, edit paths using anchor point and change the property from the property bar. Also rasterize the path (from vector to pixel). (16 hrs)</p> <p>98. Practice to see image by using different display options. (04 hrs)</p> <p>99. Apply different layer properties like shadow, bevel and emboss, satin, colour and pattern overlay. (18 hrs)</p> <p>100. Edit images by changing colour mode (B/W to Colour and Colour to B/W), brightness contrast, hue and saturation, colour label, changing pixel dimension and resampling images. (16 hrs)</p> <p>101. Apply different filter effects like render, 3D transform, lens flare, lighting effects, motion blur, radial blur and artistic effect on image. (16 hrs)</p> <p>102. Practice to create artificial rainbow, cloud, waves, shadow, star, sun on the image. (16 hrs)</p> <p>103. Save the file in other format like JPEG, PSD, PDD, TIFF, GIF, WMF and also create PDF presentation. (06 hrs)</p>	
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		<p>104. Print image by using different options available in print menu with composite and separating colour. (06 hrs)</p>	
33-37	Draw, edit, format and develop graphics design using Corel Draw application software	<p>105. Open Corel Draw and familiarize with basic screen component of opening screen of Corel Draw Windows. (02 hrs)</p> <p>106. Practice creating new file, draw any simple graphics design save it and again open it. (02 hrs)</p> <p>107. Draw graphics by using different tools like free hand, Bezier, pen, artistic media and also draw different geometrical shape using pre-define shape available in tool box. (20 hrs)</p> <p>108. Edit, rotate, resize, reposition, scale and apply fill and border colour on graphics design. (06 hrs)</p> <p>109. Apply different fill like solid, fountain, pattern, texture, postscript to the object using predefined library and also creating own fountain, pattern and texture. (06 hrs)</p> <p>110. Draw different type of outline of the object and colour it using outline pen tool. (03 hrs)</p> <p>111. Practice to edit drawing (convert into curve) by manipulating three types of nodes using shape tool and apply different properties available property bar. (18 hrs)</p> <p>112. Practice to edit drawing by using knife, eraser tool and apply the different properties available on the property bar. (06 hrs)</p> <p>113. Write artistic and paragraph text by using text tool and format the text using different options available in character and</p>	<p><b>Graphics Designing Software</b></p> <ul style="list-style-type: none"> <li>• Introduction to line art design.</li> <li>• Define colour-define, different colour modes and colour wheel, showing primary, secondary and tertiary colour.</li> <li>• Introduction to features of Corel Draw and its toolbar and menu bar.</li> <li>• Creating, saving, formatting and printing graphics design using Corel Draw.</li> </ul>

		<p>paragraph pallet. (18 hrs)</p> <p>114. Practice to group/ ungroup, combine/ break curve apart, lock/ unlock the objects and wrapping text around the object. (03 hrs)</p> <p>115. Practice to apply different interactive effect on object like blend, contour, drop shadow, extrude, envelop and transparency. Apply different properties associated with specific effect also apply the effects available from blend, contour, drop shadow, extrude, envelop and transparency from the menu bar. (20 hrs)</p> <p>116. Apply different alignment on the object with respect to object themselves and page. (02 hrs)</p> <p>117. Apply different shape like weld, trim, intersect on the object using shaping pallet. (16 hrs)</p> <p>118. Apply all the options available under text menu on paragraph and artistic text. (16 hrs)</p> <p>119. Export text and graphics from Corel Draw to PDF and other web format. (01 hr)</p> <p>120. Import graphics (pixel) from outside and apply different options available in bitmap menu. (05 hrs)</p> <p>121. Print graphics by using different options available in print menu with composite and separating colour. (06 hrs)</p>	
38-43	Create, edit, format and develop page combining text and graphics using makeup Adobe InDesign	<p>122. Open In-Design and familiarize with basic screen component of opening screen of In-Design Window. (03 hrs)</p> <p>123. Practice creating, saving InDesign document. (03 hrs)</p> <p>124. Introduce tool box and practice different tools. (15 hrs)</p>	<p><b>Page Layout Software:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Adobe InDesign.</li> <li>• Introduction to properties and editing of text.</li> <li>• Introduction of page layout, creating, saving,</li> </ul>

	application Software.	<p>125. Practice to set Margin, Facing Page &amp; column guide and type the text according to layout. (15 hrs)</p> <p>126. Practice to create threaded and un-threaded text block. (03 hrs)</p> <p>127. Format character including font style, size, leading, tracking, kerning. (08 hrs)</p> <p>128. Format paragraph like different alignment and indentation. (06 hrs)</p> <p>129. Draw and place graphics within page and do text wraps, resizing, rotating and skewing. (10 hrs)</p> <p>130. Create templates and style pallets. (06 hrs)</p> <p>131. Introduce colour pallet and create, edit and remove colours from the pallet. (03 hrs)</p> <p>132. Practice to create the InDesign file by using template and save files as templates. (03 hrs)</p> <p>133. Introduce measurement system, setting up rulers, adjusting layout. Practice positioning ruler guides, zero lock and position different objects as per ruler guides. (03 hrs)</p> <p>134. Use copy, paste and paste multiple of text and object using edit menu. (03 hrs)</p> <p>135. Practice to create own different type of publication matter like visiting card, letter head, tri-fold brochure, small advertisement, big advertisement. (30 hrs)</p> <p>136. Insert importable file within document and also establish a link. Insert/ draw graphics, crop it and wrapping text around graphics. (03 hrs)</p> <p>137. Use own styles and apply the style on the document. (03 hrs)</p> <p>138. Copy text block from word</p>	<p>formatting and printing publication using InDesign.</p> <ul style="list-style-type: none"> <li>• Working with objects, templates and other tools in InDesign.</li> <li>• Preparation of page imposition.</li> </ul>
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		<p>document file within InDesign document. (03 hrs)</p> <p>139. Set different type of stroke and fill style on the object. Create group/ ungroup, mask/ unmask, lock / unlock objects. (16 hrs)</p> <p>140. Create custom colour within colour pallet. (03 hrs)</p> <p>141. Apply find-replace, spell check on the document, customize the dictionary, hyphenation. (12 hrs)</p> <p>142. Export a graphic/ text from InDesign to other format. (03 hrs)</p> <p>143. Practice page imposition (8/ 16/ 32 forma) of book by combining InDesign page. (14 hrs)</p> <p>144. Print the document by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer. (12 hrs)</p>	
44-45	Create, edit and format, different types of publication using bilingual software	<p>145. Set INSCRIPT key board (any regional language/ Hindi) in Windows environment and practice typing by using any word processor. (30 hrs)</p> <p>146. Install any bilingual software like iLeap Office/ ISM/ STM software and create solid and tabular text document. (30 hrs)</p>	<p><b>Bilingual Software</b></p> <ul style="list-style-type: none"> <li>• Introduction, need &amp; overview of bi-lingual software.</li> </ul>
46-47	Printing, binding and publishing to form a full-fledged book format.	<p>147. Install new Printer by printer set up. (02 hrs)</p> <p>148. Use printer properties to set page orientation, paper size, auto flip, quality, colour adjustment and take print out to see effect of that adjustment. (08 hrs)</p> <p>149. Use Inkjet/ Laser Printer for taking out draft copies. (08 hrs)</p> <p>150. Use Digital Flex Machine (color) to print banner, visiting card, letterhead, advertisement with high quality resolution including regional language document. (18 hrs)</p>	<p><b>Printing:</b></p> <ul style="list-style-type: none"> <li>• Principle of printing</li> <li>• Types of printer (Dot Matrix, Inkjet, Laser), flexographic printer and its uses.</li> <li>• Page orientation, paper size, auto flip, quality, colour adjustment and take print out.</li> <li>• Preparation of project work for DTP unit.</li> <li>• Various binding techniques.</li> </ul>

		151. Binding the pages in form of book using spiral binding machine. (24 hrs)			
48-49	Industrial Visit/ Project work:	1. Create own visiting card and letterhead including own style and logo, showing cutting mark and colour registration, symbol and take a print by using any colour printer. 2. Create a regional language magazine showing column structure and insert properly edited appropriate picture within magazine. 3. Create at least one banner and one poster on skill development.			
50-51	<b>Revision</b>				
52	<b>Examination</b>				

**Note: -**

1. *Some of the sample project works (indicative only) are given against each semester.*
2. *Instructor may design their own project and also inputs from local industry may be taken for designing such new project.*
3. *The project should broadly cover maximum skills in the particular trade and must involve some problem solving skill. Emphasis should be on Teamwork: Knowing the power of synergy/ collaboration, work to be assigned in a group (Group of at least 4 trainees). The group should demonstrate Planning, Execution, Contribution and Application of Learning. They need to submit Project report.*
4. *If the instructor feels that for execution of specific project more time is required than he may plan accordingly to produce components/ sub-assemblies in appropriate time i.e., may be in the previous semester or during execution of normal trade practical.*

कौशल भारत - कुशल भारत

## **9. SYLLABUS - EMPLOYABILITY SKILL**

<b>CORE SKILL – EMPLOYABILITY SKILL</b>	
<b>First Semester</b>	
<b>1. English Literacy</b>	<b>Duration : 20 hrs</b> <b>Marks : 09</b>
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
Functional Grammar	Transformation of sentences, voice change, change of tense, spellings.
Reading	Reading and understanding simple sentences about self, work and environment
Writing	Construction of simple sentences Writing simple English
Speaking/ Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on known people, picture reading, gain confidence through role-playing and discussions on current happening job description, asking about someone's job, habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing on messages and filling in message forms, greeting and introductions, office hospitality, resumes or curriculum vitae essential parts, letters of application reference to previous communication.
<b>2. IT Literacy</b>	<b>Duration : 20 hrs</b> <b>Marks : 09</b>
Basics of Computer	Introduction, computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down computer.
Computer Operating System	Basics of Operating System, WINDOWS, User interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc., Use of common applications.
Word Processing and Worksheet	Basic operating of Word Processing, Creating, opening and closing documents, Use of shortcuts, Creating and Editing Text, Formatting the text, Insertion & creation of tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
Computer Networking and Internet	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet,

	Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web browser, Website, Web page and Search Engines. Accessing the Internet using web browser, Downloading and printing web pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.	
<b>3. Communication Skills</b>		<b>Duration : 15 hrs</b> <b>Marks : 07</b>
Introduction to Communication Skills	Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non-verbal communication- characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.	
Listening Skills	Listening-hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
Motivational Training	Characteristics essential to achieving success. The power of positive attitude. Self awareness Importance of commitment Ethics and values Ways to motivate oneself. Personal goal setting and employability planning.	
Facing Interviews	Manners, etiquettes, dress code for an interview. Do's & Don'ts for an interview.	
Behavioral Skills	Problem solving, confidence building, attitude.	
<b>Second Semester</b>		
<b>4. Entrepreneurship Skills</b>		<b>Duration : 15 hrs</b> <b>Marks : 06</b>
Concept of Entrepreneurship	Entrepreneur - Entrepreneurship - Enterprises: Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation	

	to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, and the process of setting up a business.
Project Preparation & Marketing Analysis	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution management. Difference between small scale & large scale business, Market survey, Method of marketing, Publicity and advertisement, Marketing mix.
Institution's Support	Preparation of project. Role of various schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the Policies/ Programmes & procedure & the available scheme.
Investment Procurement	Project formation, feasibility, Legal formalities i.e., Shop Act, Estimation & costing, Investment procedure - Loan procurement - Banking processes.
<b>5. Productivity</b>	<b>Duration : 10 Hrs.</b> <b>Marks : 05</b>
Benefits	Personal/ Workman - Incentive, Production linked Bonus, Improvement in living standard.
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation - How it improves or slows down productivity.
Comparison with Developed Countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, Safe cash handling, Personal risk and insurance.
<b>6. Occupational Safety, Health and Environment Education</b>	<b>Duration : 15 hrs</b> <b>Marks : 06</b>
Safety & Health	Introduction to occupational safety and health importance of safety and health at workplace.
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygiene, Occupational Diseases/ Disorders & its prevention.
Accident & Safety	Basic principles for protective equipment. Accident prevention techniques - control of accidents and safety measures.

First-Aid	Care of injured & sick at the workplaces, First-Aid & Transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to Environment. Relationship between society and environment, Ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of energy, re-use and recycle.
Global Warming	Global warming, climate change and Ozone layer depletion.
Ground Water	Hydrological cycle, Ground and surface water, Conservation and Harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
<b>7. Labour Welfare Legislation</b>	
<b>Duration : 05 hrs</b> <b>Marks : 03</b>	
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment of Wages Act, Employees Provident Fund Act, The Workmen's Compensation Act.
<b>8. Quality Tools</b>	
<b>Duration : 10 hrs.</b> <b>Marks : 05</b>	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, Objectives of quality circle, Roles and function of quality circles in organization, Operation of quality circle. Approaches to starting quality circles, Steps for continuation quality circles.
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of House-keeping, Practice of good housekeeping.
Quality Tools	Basic quality tools with a few examples.

<b>LIST OF TOOLS &amp; EQUIPMENT</b>			
<b>DESKTOP PUBLISHING OPERATOR</b>			
<b>S No.</b>	<b>Equipment/ Tool</b>	<b>Specification</b>	<b>Quantity</b>
<b>A. Trainees Tools/ Equipment</b>			
1.	Desktop Computer	CPU: 32/64 Bit i3/ i5/ i7 or latest processor, Speed: 3 GHz or Higher. Cache Memory: Minimum 3 MB or better. RAM: 8 GB DDR-III or Higher. Hard Disk Drive: 500 GB or Higher, 7200 rpm (minimum) or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet (10/100/1000) - Wi-Fi, USB Mouse, USB Keyboard and Monitor (Min. 17 Inch), Standard Ports and connectors. DVD Writer, Speakers And Mic. Licensed Windows Operating System/ OEM Pack (Preloaded), Antivirus/ Total Security	10 nos. (For Trainee) + 1 no. for Instructor
2.	Laptop	4 <sup>th</sup> Gen Ci5 or higher Processor, 4GB RAM, 1TB Hard Disk, Win8/ latest reloaded Licensed OS, 2GB Graphic Card, DVD Writer, Standard ports and connectors.	01 no.
3.	Wi-Fi Router	With wireless connectivity	01 no.
4.	Switch	16 port	01 no.
5.	Structured Cabling in Lab	To enable working with wired networks for practical	As required
6.	Internet Connectivity	Broadband connection with min. 2 mbps speed	As required
7.	Laser Printer	Colour A4 Size	01 no.
8.	Digital Flexographic Printer	Colour	01 no.
9.	Optical Scanner	Flatbed A4	01 no.
10.	Digital Still Camera	High resolution amateur camera	01 no.
11.	Digital Web Cam	High Resolution(3.1 mp or higher)	04 nos.
12.	Micro Phone Cum Head Phone	Wired	04 nos.
13.	External DVD or Blu-Ray Writer	24X or higher external (usb)	02 nos.
14.	LCD Projector	3000 lumens or higher	01 no.
15.	Projector Screen	Matte (antiglare) screen roll type	01 no.

16.	Online UPS	625 VA or Higher	11 nos.
17.	External Hard Disk	1 TB	01 no.
18.	Network Rack	4U for 24 port	01 no.
19.	Screw Driver Set	Standard	01 set
20.	Mini Dongle for Bluetooth Devices Connection	USB	02 nos.
21.	Patch Panel	24 Port	01 no.
22.	LAN Tester	UTP cat5 cable tester (RJ 45)	01 no.
23.	Binding Machine	Spiral Binding Machine A4 size	01 no.

#### **B. Software (Latest Version)**

24.	MS Office	2010 (professional) or the latest version available at the time of procurement	11 Licenses
25.	Antivirus for – clients/ workstations in profile	Validity of an year or more which should be renewed upon expiry	11 Licenses
26.	Adobe PageMaker	Version 7.0 or higher	11 Licenses
27.	Quark Xpress	Version 9 or the latest version available at the time of procurement	11 Licenses
28.	Corel Graphic Suite	Version X7 or the latest version available at the time of procurement	11 Licenses
29.	Adobe Creative Suite	Version CS 6 or the latest version available at the time of procurement	11 Licenses
30.	Regional Language Software	Illeap/ Swarna Type Manager/ Any Other Bilingual Software	11 Licenses
31.	Open Office or equivalent	Latest version	Open source software
32.	GIMP / IrfanView Image editor or equivalent	Latest version	Open source software

#### **C. List of Other Items/ Furniture**

33.	Vacuum Cleaner	Hand Held, Blower & Sucker	01 no.
34.	Pigeon Hole Cabinet	20 compartments	01 no.
35.	Chair and table for	With armrest mounted on castor wheels, adjustable	01 each (for

	the instructor	height/ Standard	class room & laboratory)
36.	Dual Desk or Chair and Tables for Trainees	Standard	10/ 20 nos.
37.	Computer Table	Laminated top 150X650X750 mm with sliding tray for keyboard and one shelf of storage	11 nos.
38.	Operators Chair	Without arms mounted on castor wheels, adjustable height	20 nos.
39.	Printer Table	650 X 500 X 750 mm can be varied as per local specifications	03 nos.
40.	Air Conditioner	Split type 1.5 tons	03 nos.
41.	Storage Cabinet	60 X 700 X 450 mm	01nos.
42.	White Board	Minimum 4X6 feet	01 no.
43.	Steel Almirah	2.5 m x 1.20 m x 0.5 m	01 no.

#### **D. Raw Materials**

44.	White Board Marker	Assorted colour	As required
45.	Duster Cloth	2'/2'	As required
46.	Cleaning Liquid	500 ml	As required
47.	Photo Copy Paper	A4	As required
48.	Matt Coated Paper	A4, at least 130 GSM	As required
49.	Glossy Paper	A4, at least 130 GSM	As required
50.	Cartridges for Printer	Colour/monochrome as per model of the printer	As required
51.	Stapler	Small	02 pcs.
52.	Stapler	Big	01 pcs.
53.	Scissors	Standard Size	5 pcs.
54.	Cello Tape	½" and 1"	As required
55.	Glue Stick	Standard size	06 nos.
56.	Pen drive	16 GB or higher	02 nos.
57.	CDs	52x or higher	50 nos.
58.	DVDs	4.7 GB or higher	50 nos.
59.	Wall Clock	Analog	01 pcs.
60.	Optical Mouse	USB/ PS2	As required
61.	Keyboard	USB/ PS2	As required
62.	Battery	CMOS Batteries	As required
63.	Chord	3 Pin Power Chord	As required

64.	Battery for LAN tester	9 V	As required
65.	Battery	AA	As required
66.	Battery	AAA	As required

### **TOOLS & EQUIPMENTS FOR EMPLOYABILITY SKILLS**

S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software	10 nos.
2.	UPS - 500VA	10 nos.
3.	Scanner cum Printer	1 no.
4.	Computer Tables	10 nos.
5.	Computer Chairs	20 nos.
6.	LCD Projector	1 no.
7.	White Board 1200mm x 900mm	1 no.

**Note:** - Above Tools & Equipments not required, if Computer LAB is available in the institute.


  
**कौशल भारत - कुशल भारत**

**FORMAT FOR INTERNAL ASSESSMENT**

<b>Name &amp; Address of the Assessor:</b>				<b>Year of Enrollment:</b>										
<b>Name &amp; Address of ITI (Govt./Pvt.):</b>				<b>Date of Assessment:</b>										
<b>Name &amp; Address of the Industry:</b>				<b>Assessment location: Industry / ITI</b>										
<b>Trade Name:</b>		<b>Semester:</b>		<b>Duration of the Trade/course:</b>										
<b>Learning Outcome:</b>														
<b>S No.</b>	<b>Maximum Marks (Total 100 Marks)</b>		<b>15</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>15</b>	<b>Total Internal Assessment Marks</b>	<b>Result (Y/N)</b>
	<b>Candidate Name</b>	<b>Father's /Mother's Name</b>	<b>Safety Consciousness</b>	<b>Workplace Hygiene</b>	<b>Attendance/ Punctuality</b>	<b>Ability to follow Manuals/ Written instructions</b>	<b>Application of Knowledge</b>	<b>Skills to Handle Tools &amp; Equipment</b>	<b>Economical use of Materials</b>	<b>Speed in doing work</b>	<b>Quality in Workmanship</b>	<b>VIVA</b>		
<b>1</b>														
<b>2</b>														