GENERAL INFORMATION FOR DTP & PRINT PUBLISHING ASSISTANT

Coordinator Naresh Chandra, DGE&T Scheme MES Scheme MES Existing course name 1. Computer Fundamentals, MS- Office, Internet & Soft Skills Seating Capacity 20 Seating Capacity 20 Entry Qualification Passed 10 th Class examination NCC ODE 3121.5 MES CODE ITESRN14DTPP Duration 500 Hours Additional Course Proposed - Course proposed to be deleted - Structure Practical Existing Proposed 100 Reason 80% - 20% Ratio Maintained Infrastructure Equipment(Existing) Yes New Equipment(Desirable) Minor Changes Existing NA Proposed Instructor Eligibility Proposed NA Proposed NA Proposed Instructor Eligibility Proposed NA Instructor Eligibility Proposed NA Instructor Eligibility Existing NA	Sector			IT&ITES	
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bank Additional				ΝΑ	
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	Distance Learning To be developed			Yes	

	Not required for this course	-
On-the-job training /fie work including no. of ho	ld work / in house project ours	ΝΑ



SYLLABUS FOR THE TRADE

OF

DTP & PRINT PUBLISHING ASSISTANT

UNDER

MODULAR EMPLOYABLE SCHEME (MES)

Designed in : 2014

GENERAL INFORMATION

1. Name of the Module	:	DTP & PRINT PUBLISHING ASSISTANT
2. N.C.O. Code No.	:	3121.5
3. Duration of Training	:	500 Hours
4. Entry Qualification	:	Passed 10th class examination
5. Unit strength	:	20 Trainees
6. Space norms	:	70 Sq.M.
7. Power norms	:	3.45 kW
8. Instructor Qualification	:	Degree in Print Technology with one year Experience OR Diploma in Print Technology with two years of Experience OR NTC/ NAC in DTP Trade with three years of Experience
9. Desirable qualification	:	Preference will be given to candidates with CITS.

Job Roles:

After completion of the course the trainees shall be qualified for one or more of the following job roles:

- 1. Desk Top Publishing Assistant
- 2. Internet Kiosk Operator

Course Contents for Module DTP & PRINT PUBLISHING ASSISTANT

Name: **DTP & PRINT PUBLISHING ASSISTANT**

Terminal Competency: After completion of the training, Participants would be able to:

- 1. Write, Edit & Print documents using MS-WORD & EXCEL.
- 2. Understand various software used for Desktop Publishing and would be able to create and design documents with text and graphics like news paper ad, wedding cards, visiting cards, greeting cards etc. using PageMaker, CorelDraw & Photoshop.
- 3. Understand Colour concept in Printing

Contents given below.

Week No.	Practical Competencies	Underpinning Knowledge (Theory)
1-4	Computer Fundamentals	Computer Fundamentals
	Identification of Different	 History and Generations of
	parts of a Computer System.	Computer
	 Turning a computer system on and off 	 Advantage and disadvantage of Computer
	Windows OS	Computer
	 Identifying different Desktop Icons. My Computer, My Documents Changing Desktop Backgrounds, Mouse Pointer, Screen Saver Notepad, WordPad, MS Paint 	 Block Diagram of a Computer Description of Different parts of a Computer. System Software and Application Software MS Office Introduction to MS Office
	 MS Word Document formatting options Tables, Bullets and Numbering Font, Alignment, paragraph formatting Insert Picture, Clipart, Shapes, WordArt Header & Footer, Text Box Page Layout, Mail Merge Spelling & Grammar 	 Word Processing Software Electronic Spreadsheet
	Formulas and Functions	
	Charts	

	 Sort, Filter, What if Analysis, Grouping Subtotal MS PowerPoint Creating Slide Show by using Animation Technique. Slide Master. Clip Art. Picture Editing 	
5-10	PageMaker• Creating new Filets• Entering text• Defining style• Saving files• Creating Frame• Inserting and removing pages• Adding shapes• Creating header and footer• Using story Editor• Developing long documents• Using colour• Printing• Practice on Multilingual software like INDIC	 PageMaker Introduction to various versions, concepts and applications of PageMaker Guides & rulers. Drawing tools. Fills & outlines.
	 CorelDraw Drawing –lines, shapes .inserting-pictures, objects, tables, templates, Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc. 	 CorelDraw Print Design Basics Study Printing technology and uses Design Principles & Color Harmony Introduction to colors – Primary and Secondary in both RGB & CMYK schemes/modes. Importance of each primary and secondary color. Proper Application of colors. Analyze colors applied in different print media. Visualize look and feel of a print or

 Adding special effects, Exporting drawings, outlining & filling objects, Inserting symbols & Clip arts. Exporting file Use features of Corel draw to create artistic characters and shapes. 	a web to apply colors Typography • Study different fonts and typo issues with Web design Layout Design Study Designing standards, Print layout Design and creative visualization for intuitive layouts
	 Computer Graphics Introduction to various versions, concepts and applications of Corel Draw Know the difference between Vector Graphics and Raster Graphics. Know the difference between Screen Graphics and Pixel Graphics. Understand the following formats :pdf, .eps, .svg, .svgz, .psd, mp, .gif, .jpg, .pcx, .pct, .png, .raw, .sct, .tga, .tiff, .vst
 Photo Shop Photoshop-History & introduction, the file menu, the tools, Drawing lines & shapes. Photo editing /inserting starting with Setting Up, introduction of layers The Interface Managing Dalattee 	 Photo Shop Introduction to various versions, concepts and applications of Photoshop Understanding the Print Industry, Printing technology and uses Understanding Design principles and color theory
 Palettes Working With Photoshop Tools Working With Layers WEB & WEB GALLERY using internet explorer in photo shop. creating animations using image ready, creating 	 Understanding the use of various fonts and typo issues with Web design Understanding Designing standards, Print layout Design and creative visualization for intuitive

animations & presentation	
Tips and tricks in Photosho	p. Understanding and using the computer
 and formats, Working with 	and Operating System
Creating Illustrations apply	/
different color scheme	
Palettes Digital Imaging	
Working with Images in	
Photoshop. Working with	
Palettes, i.e., layers palette	2,
navigator palette, info	
palette, color palette,	
Swatches palette, Styles	
palette, History palette,	
Actions Palette, Tool prese	.t
palette, Channels Palette a	
Path Palette. Working with	
Layers.	
Photo editing.	
Image adjustment options	_
Labels, Auto labels, Auto	
contrasts, Curves, Color	
balance, Brightness /	
Contrast, Posterize ,	
Variations.	
 Preparing the file and wor 	k
area. Creating different	
shapes.	
Creating three Dimensional	
effects using Layers.	31
	and
 Working with the magic w tool and lasso tool. 	
Creating images using Sym	ΙΟΟΙ
Sprayer Tool.	
Edit the images using optic	
of Warp Tool. Using Dodge	
tool, Burn tool, Sponge Too	
and Clone Stamp Tool.	
Editing Selections.	
 Creating images and giving 	5
special effects using Filters	j.

	 Using Layer Styles. Produce an image by mixing two or more different images using Layer Masking & Vector Masking. 	
11	 Print Technology & Print Publishing using Pagemaker Designing layouts for print, integrating media elements on print layouts and saving files for print compatibility Understanding how images are formed, image file formats and their properties Creating Illustrations for visual media with good understanding of colors and formats Designing for different visual medium and create professional images especially for Print Advertising media Designing layouts for print, integrating media elements on print layouts and saving files for print compatibility 	 Print Technology & Print Publishing using Pagemaker Types of Printing an Introduction-Letterpress printing-lithographyoffset printing- different printing process-machines for letterpress, offset, gravure, flexography and screen printing-printing materials. planning a printing, design factors, color application-film assembly and plate making-binding & finishing. Image editing, color correction, color management, poly master, methods of color proofing. Different types of font, text file formats, vector & raster graphics, graphics
12	Proje	file formats. ect Work
13	Exar	nination

List of Tools & Equipment for module DTP & PRINT PUBLISHING ASSISTANT

SI No	Name of Tool/ Equipment	Quantity (nos)
1	Computer Latest Configuration	20
2	Laptop i3 or higher	01
3	Network Printer Laser A4	01
4	24 Port Switch	01
5	Broad band Internet Connectivity	As Required
6	500 VA or Higher UPS	20
7	Network Rack	01
8	CAT 5 Cable (Consumable Item)	As Required
9	RJ 45 Connector (Consumable Item)	As Required
10	LCD/LED Projector	01
11	AC 1.5 Ton	02
12	Pen Drive 8GB (Consumable item)	04
13	Scanner Flatbed ADF A4	01

<u>Hardware</u>

<u>Software</u>

SI No	Name of Tool/ Equipment	Quantity (nos)
1	Node OS Windows 7 or Higher	21
2	MS Office 2010	21
3	Antivirus	21
4	Corel Draw 12 or latest	21
5	Adobe Photoshop CS3 or latest	21
6	Adobe Pagemaker 7 or latest	21

Raw materials		
1	White Board Marker	1 Dozens
2	Duster Cloth(2' by 2')	20 Pcs
3	Cleaning Liquid 500 MI	2 Bottles

4	Xerox Paper (A4)	As required
5	Full Scape Paper (White)	1 reams
6	Cartridges for printer	As required
8	Optical Mouse P/S2 or USB	As required
9	P/S2 OR USB Key Board	As required
10	SMPS	As required
11	CMOS Battery	As required
12	3 Pin Power Chord	As required
13	Cat 5/5e cable	100 meter
14	Stapler Small	2 pcs
15	Stapler Big	1 pcs
16	AAA battery for remote	As required
17	AA battery for clock	As required
18	8 GB pen drives	2 Nos
19	CDs	10 Nos
20	DVDs	10 Nos.
21	Wall Clock	1 pcs