GENERAL INFORMATION FOR DTP & PRINT PUBLISHING ASSISTANT

Sector			ICT
Coordinator			Naresh Chandra, DGE&T
Scheme			MES
Existing course name			4. Computer Fundamentals, MS-Office, Internet & Soft Skills 5. Desk Top Publishing 6. Internet Kiosk Operator 7. Print Publishing
Seating Capacity			20
Entry Qualification			Passed 10th Class examination
NCO CODE			3121.5
MES CODE			ICT 702
Duration			500 Hours
Additional Course Proposed			-
Course proposed to be deleted			-
Structure	Practical	Existing	NA
		Proposed	400
		Reason	80% - 20% Ratio Maintained
	Theory	Existing	NA
		Proposed	100
		Reason	80% - 20% Ratio Maintained
Infrastructure Development	Equipment(Existing)		Yes
	New Equipment(Desirable)		Minor Changes
Instructor Eligibility	Existing		NA
	Proposed		Degree in Print Technology with one year Experience **OR** Diploma in Print Technology with two years of Experience **OR** NTC/ NAC in DTPO Trade with three years of Experience
Instructional Material	Book	Available	NA
		Additional	
	Teachers manual	Available	NA
		Additional	
	Question bank	Available	NA
		Additional	
Distance Learning	To be developed		Yes
	Not required for this course		-
On-the-job training /field work / in house project work including no. of hours 15			NA

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. MES Code   :   ICT 702

4. Duration of Training   :   500 Hours

5. Entry Qualification   :   Passed 10th class examination

6. Unit strength   :   20 Trainees

7. Space norms   :   70 Sq.M.

8. Power norms   :   3.45 kW

9. 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

10. 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:

4. Desk Top Publishing Assistant
5. 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** • Identification of Different parts of a Computer System. • Turning a computer system on and off **Windows OS** • Identifying different Desktop Icons. My Computer, My Documents • Changing Desktop Backgrounds, Mouse Pointer, Screen Saver • Notepad , WordPad, MS Paint **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 **MS Excel** • Cell Formatting Options • Formulas and Functions • Charts • Sort, Filter, What if Analysis, Grouping Subtotal **MS PowerPoint** • Creating Slide Show by using	**Computer Fundamentals** • History and Generations of Computer • Advantage and disadvantage of Computer • Block Diagram of a Computer • Description of Different parts of a Computer. • System Software and Application Software **MS Office** • Introduction to MS Office • Word Processing Software • Electronic Spreadsheet

	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 **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. • Adding special effects, Exporting drawings, outlining & filling objects, • Inserting symbols & Clip arts. • Exporting file	**PageMaker** • Introduction to various versions, concepts and applications of PageMaker • Guides & rulers. Drawing tools. Fills & outlines. **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 a web to apply colors **Typography** • Study different fonts and typo issues with Web design

| | | Use features of Corel draw to create artistic characters and shapes. | **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 Palettes
- Working With Photoshop Tools Working With Layers
- WEB & WEB GALLERY using internet explorer in photo shop.
- creating animations using image ready, creating animations & presentations .
- Tips and tricks in Photoshop.
- and formats, Working with Creating Illustrations apply different color scheme Palettes Digital Imaging
- Working with Images in Photoshop. Working with Palettes, i.e., layers palette, | **Photo Shop**
4. Introduction to various versions, concepts and applications of Photoshop

5. Understanding the Print Industry, Printing technology and uses

6. Understanding Design principles and color theory

7. Understanding the use of various fonts and typo issues with Web design

8. Understanding Designing standards, Print layout Design and creative visualization for intuitive layouts

Understanding and using the computer and Operating System |

	navigator palette, info palette, color palette, Swatches palette, Styles palette, History palette, Actions Palette, Tool preset palette, Channels Palette and 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 work area. Creating different shapes. • Creating three Dimensional effects using Layers. • Working with the magic wand tool and lasso tool. • Creating images using Symbol Sprayer Tool. • Edit the images using options of Warp Tool. Using Dodge tool, Burn tool, Sponge Tool and Clone Stamp Tool. • Editing Selections. • Creating images and giving special effects using Filters. • 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	**Print Technology & Print Publishing using Pagemaker** 9. Types of Printing an Introduction- Letterpress printing-lithography- offset 10. printing- different printing process-machines for letterpress, offset, gravure, 11. flexography and screen printing-

	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	printing materials. 12. planning a printing, design factors, color application-film assembly and 13. plate making-binding & finishing. 14. Image editing, color correction, color management, poly master, methods of 15. color proofing. 16. Different types of font, text file formats, vector & raster graphics, graphics 17. file formats.
12	Project Work	
13	Examination	

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

Hardware

Sl 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

Software

Sl 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 Ml	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