



# Desktop Publishing

## Associate

Aligned to Qualification Pack:

QP Code:

NSQF Level

VERSION 1

### **CURRICULUM / SYLLABUS**

PSA Version	3.0
Date	30.04.2021
Course code	PSA/BFS/01/2021



## DESKTOP PUBLISHING : Course Outline

Module No.	Module Name	Applicable NOS
1	<b>Fundamental and Basics of Computer</b> Theory Duration (hh:mm) 5:00 Practical/Interactive class Duration (hh:mm) 5:00	
2	<b>Operating System and its GUI</b>  Theory Duration (hh:mm) 5:00 Practical/Interactive class Duration (hh:mm) 3:00	
3	<b>Learning and Understanding Input and output devices.</b>  Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 3:00	
4	<b>Introduction to basics of DTP</b> Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 5:00	
5	<b>Working with Ms Paint, Graphics and Images</b>  Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00	
6	<b>Understanding Fundamentals of MS Word</b>  Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 20:00	
7	<b>Introduction to Ms Powerpoint</b> Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00	
8	<b>Understanding and Working with MS Excel</b>  Theory Duration (hh:mm) 10:00	



	Practical Duration (hh:mm) 15:00	
9	<b>Working with Adobe Photoshop</b> Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 20:00	
10	<b>Working with Corel Draw</b> Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 20:00	
11	<b>Understanding use of Pagemaker</b>  Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00	
12	<b>Fundamentals of Webpage Designing</b>  Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00	
13	<b>Employability Skills</b>  Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 05:00	Auxiliary Module

**Note:** Theory and practical classes will comprise of interactive inputs, audio visuals, role plays & simulations, case discussions, activity sessions, projects, computer lab sessions, field work, among others.

**Total Duration : 275 hours**

# DESKTOP PUBLISHING: Course Coverage

1. **Fundamental and Basics of Computer**
  - 1.1. Introduction to computer
  - 1.2. Computer Generations
  - 1.3. Characteristics and Components of Computer.
  - 1.4. Understanding softwares and types of softwares.
  - 1.5. Concept of Data Processing
  - 1.6. Types of data and their storage.
2. **Operating System and its GUI**
  - 2.1. Understanding operating system and basics of Windows.
  - 2.2. Understanding user interface.
  - 2.3. Understanding different icons and their functions.
  - 2.4. Learning to use mouse to move icons on the screen
  - 2.5. Understanding windows setting- control panel, screen savers,wallpapers.
  - 2.6. Setting date and sound.
  - 2.7. Usings menus and folders
  - 2.8. Creating new files and folders with storing
  - 2.9. Basics of Notepad.
3. **Learning and Understanding Input and output devices.**
  - 3.1. Understanding the functions input and output devices of computer.
  - 3.2. Identifying input devices : keyboard, mouse, joysticks, voice recognition,optical recognitions, scanners,pos terminals etc
  - 3.3. Identfyng output devices : printers,with types of printers impact and non impact printers.
  - 3.4. Memory and mass storage devices.
  - 3.5. Concept of virtual and cache memory.
4. **Introduction to basics of DTP**
  - 4.1. Introduction to DTP
  - 4.2. Advantages and disadvantages of DTP.
  - 4.3. Design principles of Desktop Publishing
  - 4.4. Comparative analysis between DTP and traditional composing process.
  - 4.5. Understanding typography in DTP
  - 4.6. Hardware requirements for DTP
  - 4.7. Overview of designing common media publications.
  - 4.8. Identification of softwares and applications used in DTP.
5. **Working with Ms Paint, Graphics and Images**
  - 5.1. Importance of Graphics and Images and their types.
  - 5.2. Understanding difference between vector graphics and raster graphics.
  - 5.3. Color coding and color style sheets.
  - 5.4. Understanding MS Paint interface with options and usage.
  - 5.5. Understanding and working with different types of vector graphics
  - 5.6. Working with Raster Graphics.
  - 5.7. Working to change color orientation and retouching of images.
  - 5.8. Adding transparency and editing backgrounds.
  - 5.9. Photo editing using different tools.



## 6. Understanding Fundamentals of MS Word

- 6.1. Develop understanding on basics of Word Processing and its interface : menus, rulers and bars
- 6.2. Understand and Learn Character formatting : changing fonts, styles, case, highlight, symbols and special characters.
- 6.3. Understanding working with formatting Paragraphs: add bullets, numbering, borders,
- 6.4. Setting line and paragraph spacing, align and indent paragraphs,
- 6.5. Create and modify headers and footers, inserting page breaks.
- 6.6. Application of paragraph styles embedding images, creating outlines.
- 6.7. Customising Tables
- 6.8. Using special table features, performing calculations in table. using table styles, using tab stops,
- 6.9. Working with converting text to table, merging and splitting tables.
- 6.10. Understanding mail merge features.
- 6.11. Working with columns, pictures, diagrams and chart.
- 6.12. Comparing and merging documents
- 6.13. Using sorting in MS Word: sort text, sort tables, sort dates, sort paragraphs.
- 6.14. Working with drawing objects and graphics: create drawing objects, adding decorative borders, using wordart features and effects,
- 6.15. Inserting, positioning and working with pictures and media files.
- 6.16. Creating and editing of organisational charts and smartart features, creating and working with equation in Ms Word.

## 7. Introduction to Ms Powerpoint

- 7.1. Discussion on interface layout of Ms Powerpoint.
- 7.2. Creating and enhancing presentation.
- 7.3. Addition and modification of texts,
- 7.4. Applying and modifying templates.
- 7.5. Learning to use Color Schemes, drawing and modifying objects
- 7.6. Inserting pictures, charts, files into presentation
- 7.7. Creating multimedia presentation
- 7.8. Working with Animation in presentation.

## 8. Understanding and Working with MS Excel

- 8.1. Understand Ms Excel and its interface layout.
- 8.2. Application usage of Ms Excel spreadsheets.
- 8.3. Working with cells: creations, merging, inputting parameters.
- 8.4. Creation of tables.
- 8.5. Working with cell heights and widths, copying cells.
- 8.6. Working with functions and formula : using statistical, mathematical and financial formulas and functions.

## 9. Working with Adobe Photoshop

- 9.1. Introduction to Adobe photoshop
- 9.2. Overview of various tools and functions.
- 9.3. Working with images and selections.
- 9.4. Drawing, painting and Retouching images in photoshop.
- 9.5. Mastering layers in Adobe photoshop.
- 9.6. Vector drawing techniques
- 9.7. Creating rollover and links within images.
- 9.8. Animating Gif Images for Web.
- 9.9. Producing and printing consistency in color and layers.



**10. Working with Corel Draw**

- 10.1. Introduction to Corel Draw an overview.
- 10.2. Classification and usage of tools in corel draw.
- 10.3. Working with images and bitmaps in corel draw.
- 10.4. Designing using Corel Draw : paint, draw and retouch graphics.
- 10.5. Drawing and coloring using Corel Draw.
- 10.6. Applying effects and blends, distortion, contouring.
- 10.7. Working for Web using corel draw.

**11. Understanding use of Pagemaker**

- 11.1. Overview of Pagemaker.
- 11.2. Drawing and shaping objects.
- 11.3. Constructing a publication.
- 11.4. Designing using Pagemaker
- 11.5. Working with folders, files understanding attributes.

**12. Webpage Designing**

- 12.1. Overview of basics in webpage designing.**
- 12.2. Using web templates and web pages.**
- 12.3. Positioning of Images, Texts, Paragraph for web layout.**
- 12.4. Working with banners and animation in web page.**
- 12.5. Basics of HTML and DHTML.**
- 12.6. Introduction to CSS and working with Style Sheets.**

**13. Employability Skills**

- 13.1. English Written and Oral Communication
  - 13.2. Interview Skills
  - 13.3. Presentation Skills.
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## **COURSE OUTCOME : WHAT WILL STUDENTS/LEARNERS GAIN FROM COURSE**

- Learners through the course will be able to understand and get skilled as Desktop Publishing Associate.
- Will be able to identify and work independently on various softwares and applications.
- Will have in depth understanding and develop skill in working with Ms Office applications.
- Understand and get skilled in graphic designing and working with images and media files.
- Learn and get skilled in working with Adobe Photoshop, Corel Draw, Pagemaker.
- Develop in depth working knowledge and handling skill of Designing principles and Graphics.
- Offline and Online Blended Course of approx duration of \_\_\_\_Hrs out of which \_\_\_\_ Hours of Theoretical training. \_\_\_\_ Hours of Practical training using Lab Room and Online Practice Sessions.
- Short Term Course of \_\_\_\_\_Months with 5 Days a week 2 Hr Class Schedule.

## **COURSE REQUIREMENT**

- Age Criteria : 18 - 30 Years ( Any Gender) , Educational Qualification : Higher Secondary.
  - Working Knowledge and Understanding of English ( for verbal and written communication)
- Students Require to have Few Technical Access :
  - Laptop/Desktop/SmartPhone compatible with Latest Web Browser Setting