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

COMPETENCY BASED CURRICULUM

DESKTOP PUBLISHING OPERATOR

(Duration: One Year)
Revised in July 2022
CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3

SECTOR –IT & ITES

Directorate General of Training

DESKTOP PUBLISHING OPERATOR

(Non-Engineering Trade)

(Revised in July 2022)

Version: 2.0

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 3

Developed By

Ministry of Skill Development and Entrepreneurship

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1. COURSE INFORMATION

During the one-year duration of Desktop Publishing Operator trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work and extracurricular activities to build up confidence. The broad components covered under Professional Skill subject are as below:

During the course the trainee learns about safety and environment, use of fire extinguishers. They learn about 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 Illustrator to create, edit, format different publication using Publication Software. They also learn and experience application software with Indesign to create and edit complex page layout for publication. The trainees also learn to use scanner and to scan documents. 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. The trainees will also learn to use online cloud storage. They also learn one bilingual software to create publications or documents in regional language. At the end of this course trainees can go on industrial visit or projects specified in the syllabus.

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 Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer schemes of DGT for strengthening vocational training.

Desktop Publishing Operator trade under CTS is one of the popular course delivered nationwide through a network of ITIs. The course is of one-year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) impart professional skills and knowledge, while the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Trainees broadly need 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 PROGRESSION PATHWAYS

- Can join industry as Craftsman and will progress further as Senior Craftsman, Supervisor and can rise up to the level of Manager.
- Can become Entrepreneur in the related field.
- 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.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.

2.3 COURSE STRUCTURE

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

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	840
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	120
	Total	**1200**

Every year 150 hours of mandatory OJT (On the Job Training) at nearby industry, wherever not available then group project is mandatory.

On the Job Training (OJT)/ Group Project	150

Trainees of one-year or two-year trade can also opt for optional courses of up to 240 hours in each year for 10th/ 12th class certificate along with ITI certification, or, add on short term courses

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment** (Internal) 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 formative assessment template provided on www.bharatskills.gov.in

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT 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

For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%.

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 some of 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
- Computer based multiple choice question examination
- Practical Examination

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

Performance Level	Evidence
(a) Marks 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.	- Demonstration of good skills and accuracy in the field of work/ assignments. - A fairly good level of neatness and consistency to accomplish job activities. - Occasional support in completing the task/ job.

(b) Marks in the range of above75% - 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 regard for safety procedures and practices.	• Good skill levels and accuracy in the field of work/ assignments. • A good level of neatness and consistency to accomplish job activities. • Little support in completing the task/job.
(c) Marks in the range of above 90% to be allotted during assessment	
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.	• High skill levels and accuracy in the field of work/ assignments. • A high level of neatness and consistency to accomplish job activities. • Minimal or no support in completing the task/ job.

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.

Graphic Designer; designs or creates graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts. Determines size and arrangement of illustrative material and copy, and select style and size of type.

Reference NCO-2015:

a) 3512.0200 – Desk Top Publishing Operator
b) 2166.0501 – Graphic Designer

Reference NOS: --

(i)   SSC/N3022
(ii)   SSC/N9489
(iii)   SSC/N2702
(iv)   SSC/N9490
(v)   SSC/N9491
(vi)   SSC/N9492
(vii)   SSC/N9493
(viii)   SSC/N9494
(ix)   SSC/N9495

4. GENERAL INFORMATION

Name of the Trade	DESKTOP PUBLISHING OPERATOR
Trade Code	DGT/1036
NCO – 2015	3512.0200, 2166.0501
NOS	SSC/N3022, SSC/N9489, SSC/N2702, SSC/N9490, SSC/N9491, SSC/N9492, SSC/N9493, SSC/N9494, SSC/N9495
NSQF Level	Level - 3
Duration of Craftsmen Training	1 Year (1200 Hours+150 Hrs of OJT/Group Project)
Entry Qualification	Passed 10th class examination
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	LD, CP, LC, DW, AA, BLIND, LV, DEAF, HH, AUTISM, ID, SLD
Unit Strength (No. Of Students)	24 (There is no separate provision of supernumerary seats)
Space Norms	60 Sq. m
Power Norms	4.3 KW
Instructors Qualification for	
1. Desktop Publishing Operator Trade	B.Voc./Degree in Printing Technology from UGC recognised university with one-year experience in computer application and Desktop Publishing. **OR** Diploma (Minimum 2 years) in Printing Technology from recognised board of education or relevant Advanced Diploma (Vocational) from DGT with two years experience in computer application and Desktop Publishing. **OR** NTC/NAC passed in the trade of "Desktop Publishing Operator" with three years expreience in the relevant field. **Essential Qualification:** Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT. Note: Out of two Instructors required for the unit of 2 (1+1), one must have Degree/ Diploma and other must have NTC/ NAC qualifications. However both of them must possess NCIC in any of its variants.
2. Employability Skill	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills.

	(Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) OR Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills.
3. Minimum age for Instructor	21 years
List of Tools & Equipment	As per Annexure-I

5. LEARNING OUTCOME

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

5.1 LEARNING OUTCOME (TRADE SPECIFIC)

1. Install and setup operating system and related software in a computer following safety precautions. (NOS:SSC/N3022)
2. Create, format, edit text file, document file and BMP file by using different Accessories of Windows. (NOS:SSC/N3022)
3. Create, edit, format and enhance document, work with spreadsheet application and design presentation. (NOS:SSC/N3022)
4. Familiarize with the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing and practice network security. (NOS:SSC/N3022)
5. Install and setup scanner and scan the documents and images. (NOS:SSC/N9489)
6. Create, edit, format and develop page combining text and graphics using page makeup Adobe InDesign application software. (NOS:SSC/N2702)
7. Create Illustrations and Graphics using Adobe Illustrator. (NOS:SSC/N9490)
8. Create, format, edit and develop images using Adobe Photoshop software. (NOS:SSC/N9491)
9. Draw, edit, format and develop graphics design using Corel draw application software. (NOS:SSC/N9492)
10. Online cloud storage and backup. (NOS:SSC/N9493)
11. Establish Requirements for Publishing Content. (NOS:SSC/N9494)
12. Publish Contents using bilingual software. (NOS:SSC/N9495)

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Install and set up operating system and related software in a computer following safety precautions. (NOS:SSC/N3022)	Identify different parts of computer and attached different input and output devices with the system.
	Install and configure Windows OS and application software.
	Manipulate folder/files.
	Use printer, scanner and their peripheral devices.
	Customize Windows by using control panel.
2. Create, format, edit text file, document file and BMP file by using different Accessories of Windows. (NOS:SSC/N3022)	Create text file by Notepad and edit file by using different menu.
	Create Document file in Word and edit and format it by different tools.
	Draw basic symbols by using MS-Paint and control mouse.
3. Create, edit, format and enhance document, work with spreadsheet application and design presentation. (NOS:SSC/N3022)	Identify Word tools in the ribbon.
	Create a resume using various tools.
	Create Color scheme, font style in word.
	Design and print magazine covers using various tools.
	Demonstrate the use of shortcut keys, autocorrect and macros.
	Perform Mail merge in MS Word.
	Type using open source typing tutor.
	Create tables, chart and print using various functions and formulas, apply Conditional formatting.
	Create a table and Perform Sorting; filtering, Subtotal, validation and goal seek on a table.
	Prepare a pivot table and chart on any existing table.
	Edit images with Open Office Applications.
	Create Slides and run slideshows.
	Format objects, add Audio and Video. Use Open Office for creating presentations
4. Familiarize with the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing and practice network security. (NOS:SSC/N3022)	Practice web browsing, create email id, and sending-receiving mails with attachment.
	Perform text chat and video chat using social network sites.
	Download relevant documents, images & font.
	Identify different cables and connectors used in networking. Assign Computer Name and workgroup to a computer Prepare UTP cross cable & connect computers Share a printer with Network Share Internet using Windows Tools
	Use Skype and Google+ or any other video conferencing site.

5.	Install and setup scanner and scan the documents and images. (NOS:SSC/N9489)	Install scanner and driver.
		Scan picture, line drawing and document and store it as a digital file.
		Adjust different scanner properties.
		Make Optical Character Recognition document.
6.	Create, edit, format and develop page combining text and graphics using page makeup Adobe In Design application software. (NOS:SSC/N2702)	Familiarize with basic screen component of Adobe In design
		Create, save Adobe In design document.
		Identify tool box and practice different tools.
		Formatting character and paragraph like changing in font style, size, tab stop, indent, leading, kerning, and tracking by using character view of Control pallet within story layout.
		Create a Table by using Table Editor
		Create Color scheme and font style.
		Use color palette and create, edit and remove colors from the Palette.
		Insert importable file within document and also establish a link.
		Introduce master page and insert page number, column guide using Master page.
7.	Create Illustrations and Graphics using Adobe Illustrator. (NOS:SSC/N9490)	Create new publication using existing layout, and save it.
		Draw graphics by using different tools available in tool box.
		Apply colour to the object by creating own solid, blended colours.
		Group/ ungroup, lock / unlock objects and wrapping text around the object.
		Create threaded text by linking and also unthreading it by unlinking.
		Create table and also manipulate table.
		Design a Newsletter in Demi/ Tabloid size paper.
		Import and linking text and graphics within document and also exporting text and graphics from Adobe Illustrator to PDF and other web layout format.
		Design a magazine cover using graphics and images, and separate the above magazine cover in CYMK color modes and generate in EPS and PDF and print it separately.
8.	Create, format, edit and develop images using Adobe Photoshop software. (NOS:SSC/N9491)	Configure Application software – PhotoShop.
		Identify interface, palettes and tool bars.
		Create Color scheme and font style in Photoshop.
		Crop and transform images by appropriate tools.
		Retouch a damaged photograph by using layers.
		Make multiple passport size photographs by using Action button.
		Prepare a cut-out of a given photograph and change its background and colours.
		Create, Open and Save Documents in Photoshop.
		Customize the workspace and Tool Panels.
		Work with tools and their use in Photoshop.

		Work with two and more documents at the same time.
		Navigate and Zoom inside the documents.
		Resize images and elements.
		Use different File formats.
		Create, Edit and Delete Layers.
		Move elements with different methods.
		Modify the colour and tonality of photos and selections.
		Work with about masking and advantages over erasing.
9.	Draw, edit, format and develop graphics design using Corel draw application software. (NOS:SSC/N9492)	Create your own business card in Corel Draw
		Create unique colour palettes to be used in future projects
		Distort and apply drop shadow and 3D effects to objects
		Design clean and professional business cards
		Organizing a brochure layout by learning how to manage pages
		Combining vector shapes to use them in logos and graphic
		Work with Logo, Banner, T shirts designing
10.	Online cloud storage and backup. (NOS:SSC/N9493)	Create database server and configure it
		Create File storage/bucket creation, configuration and registration settings
		Host your webpages
		Handle Online tools (google forms, google sheets, google drive Google class room etc)
11.	Establish Requirements for Publishing Content. (NOS:SSC/N9494)	Install and configure a multilingual software package.
		Configure and demonstrate toggle keys to: (i) switch between scripts (ii) switch between keyboard overlays
		Design a question paper in any regional language script.
		Print the above work outcome.
		Install new printer and check/ change different printer properties.
		Take the printout simplex, duplex mode.
		Configure advanced print features.
		Bind the printed papers into book form by using spiral or combining machine.
12.	Publish Contents using bilingual software. (NOS:SSC/N9495)	To create and manage multilingual content
		Create and manage multilingual content on Email, FTP, Notepad, Unicode fonts, MSOffice and PDF reader/creator etc…

	SYLLABUS FOR DESKTOP PUBLISHING OPERATOR		
	DURATION: ONE YEAR		
Duration	**Reference Learning Outcome**	**Professional Skills (Trade Practical) With Indicative Hours**	**Professional Knowledge (Trade Theory)**
Professional Skill 40 Hrs; Professional Knowledge 12 Hrs	Install and set up operating system and related software in a computer following safety precautions. (NOS:SSC/N3022)	1. Identify different parts of computer and attached different input and output devices with the system. (7 hrs) 2. Install and configure Windows OS and application software. (11 hrs) 3. Manipulate folder/files. Use printer, scanner and their peripheral devices. (7 hrs) 4. Identify different icons of Windows and use the icons to operate the machine. (7 hrs) 5. Customize Windows by using control panel. (8 hrs)	Fundamentals of computers Safe working practices, Safety rules and safety signs. Types and working of fire extinguishers. Scope of the DTPO trade. Introduction to computer components, Introduction to computer system, Concepts of hardware and software. Function of motherboard components and various processors. Various Input/ Output devices in use and their features. (12 hrs)
Professional Skill 40 Hrs; Professional Knowledge 12 Hrs	Create, format, edit text file, document file and BMP file by using different Accessories of Windows. (NOS:SSC/N3022)	6. Practice to create text file by Notepad and edit file by using different menu under notepad. (7 hrs) 7. Practice to create Document file in Wordpad, and edit and format file by using different tools available under Wordpad. (14 hrs) 8. Practice to create basic symbols by using MS Paint and format the drawing by using different tools available. (19 hrs)	Introduction to different basic Accessories under MS Window. Introduction of the basic features of document file. Discuss the difference between document file and text file. Give the basic idea about image file including BMP and other format. (12 hrs)
Professional Skill 86 Hrs;	Create, edit, format and enhance	**MS WORD (45 Hrs)** 9. Practice typing using open	**MS Office** Introduction of Typing tutor

Professional Knowledge 22 Hrs	document, work with spreadsheet application and design presentation. (NOS:SSC/N3022)	source typing tutor. (4 hrs)	Software and its different options to improve typing speed, understand about typing software, typing Tutor tools. State what is MS Office, brief what is MS Word and starting steps, explain various screen blocks of MS Word, explain procedures to create, save, print a document.
		10. Open MS Word and familiarize with basic word components. (2 hrs)	
		11. Practice creating, saving and renaming word documents. (2 hrs)	
		12. Use templates to create New Word document. (2 hrs)	
		13. Edit document using basic character formatting and paragraph formatting tools. Create font style and color scheme (2 hrs)	Explain how to create a new document, save and print. Explain the concept of font style and color scheme State how to edit, format text and document styles brief using tables inside word document with data, explain how to create styles in a document and save for future use, brief the mail merge processing. Features & Functions of Microsoft Excel, formulas and Functions. Move Around in Excel 2010. conditional Formatting, link Excel Spreadsheet Data.
		14. Practice to create and format Tables including Table Formatting Tool. (3 hrs)	
		15. Practice to create page layout including insert column by using Page Formatting. (2 hrs)	
		16. Use Auto Correct tool and customize Auto correct option. (2 hrs)	
		17. Insert Header/Footer, symbols, Equations, Page Number, Foot Note, End Note, Citation, pictures including Clip arts. (2 hrs)	Introduction to Power Point and its advantages. Creation of slide shows Fine tuning of presentations **(22 hrs)**
		18. Format Header/Footer, Picture by using respective formatting tool. (2 hrs)	
		19. Enhance document by adding Page/ Paragraph border, shading and enhancement features like include pictures within document in proper place. (3 hrs)	
		20. Use hyperlink, bookmark, cross reference within document and also establish link with other formatted file. (2 hrs)	

		21. Use spell check, grammar, translate, synonyms, thesaurus. (2 hrs) 22. Use mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label & Envelop printing using Mail Merge. (3 hrs) 23. Practice to create, record and execute Macro. (2 hrs) 24. Practice of using shortcut keys in Word Processor. (2 hrs) 25. Practice on editing bilingual software. (8 hrs) **MS Excel. (23 hrs)** 26. Perform sorting, formatting, pattern recognition. (4 hrs) 27. Use Toolbar and Translator Option. (3 hrs) 28. Use Data file for exercises. (4 hrs) 29. Perform Locking cells + dropdown menu. (4 hrs) 30. Perform Conditional formatting, Freeze Panes, Filter function, AND function, IF function, Nested IF function (8 hrs) **MS Powerpoint (18 hrs)** 31. Fundamental Tools- the PowerPoint ribbon (2 hrs) 32. Formatting Text in PowerPoint (3 hrs) 33. Insert Objects in a PowerPoint Presentation (2 hrs) 34. How to Create, Edit, Resize and Format PowerPoint Tables (3 hrs) 35. PowerPoint Animations and slide transition (4 hrs) 36. Action buttons and rehearse timing. (4 hrs)	
Professional	Familiarize with the	37. Install network printer.	**Introduction to Computer**

| Skill 62 Hrs;

Professional Knowledge 16 Hrs | Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing and practice network security. (NOS:SSC/N3022) | (4 hrs)
38. Use of file and printer sharing in peer-to-peer connection. (7 hrs)
39. Browse the Internet for information (use at least 3 popular browsers). (4 hrs)
40. Practice to create and use e-mail for communication with attachment, priority setting, address book. (11 hrs)
41. Communicate with text, video chatting and social networking sites. (4 hrs)
42. Use online dictionary, translation software, storage space, share files with e-mail links. (4 hrs)
43. Download manager, download & upload YouTube files, google map & earth etc. (3 hrs)
44. Update windows & other software. (4 hrs)
45. Configure Outlook, mail service in mobile phones. Use tools like Skype, Google etc. (11 hrs)
46. Download different Publishing file and install it in local machine. (3 hrs)
47. Download different type of suitable image and insert within publication. (3 hrs)
48. Practice and follow Network & WiFi Security protocols. (4 Hrs) | **Networks**
Necessity and advantages.
Client Server and peer to peer networking concepts.
Network topologies.
Introduction to LAN, WAN and MAN.
Network components, viz. Modem, Hub, Switch, Router, Bridge, Gateway etc., Network Cables, Wireless networks and Bluetooth technology.
Introduction to www, Concept of internet, web browsers, internet servers and search engines.
Concepts of Domain naming Systems and email communication.
Introduction to video chatting tools and social networking concepts.
Concept on various network security protocols.
(16 hrs) |

Professional Skill 18 Hrs; Professional Knowledge 8 Hrs	Install and setup scanner and scan the documents and images. (NOS:SSC/N9489)	49. Scan the file and save to the desired destination on the computer. (2 hrs) 50. Load photo paper into the main input tray. (3 hrs) 51. Print the photo, Page setup. (3 hrs) 52. Different setting of printer. (3 hrs) 53. Size or Paper Size menu in Advanced Options or on the Features tab. (4 hrs) 54. Some newer printers options. (3 hrs)	**Scanner** How to scan on a Windows computer Different setting of scanner How to print from a USB or wirelessly-connected HP printer Different setting of printer Sending and receiving fax, multifunction printers Modify the fax settings. **(8 hrs)**
Professional Skill 86 Hrs; Professional Knowledge 20 Hrs	Create, edit, format and develop page combining text and graphics using page makeup Adobe InDesign application software. (NOS:SSC/N2702)	55. Manage workspaces, windows, Status bar, and panels in Adobe InDesign. (7 hrs) 56. Set up pages and layouts in InDesign. (7 hrs) 57. Modify Paragraph and Character text styles, using the Find/Change dialog box. (11 hrs) 58. Perform basic Table functions in InDesign (creating, selecting, editing, inserting, deleting, navigating, moving, copying, etc.). (12 hrs) 59. Operate major InDesign tools, font style and color scheme (Pencil tool, Corner Options dialog box, Live Corners tool, Gradient tool, and the Gradient Panel). (12 hrs) 60. Compare various coloring techniques in InDesign (using imported graphics, Eyedropper tool, Swatches panel, spot and process colors, Blend Colors and Modes). (12 hrs) 61. Perform export functions in InDesign. (12 hrs)	**Adobe InDesign** List the benefits of using Adobe InDesign. Classify the features of Adobe PageMaker. Explain the concept of font style and color scheme Compare the features of Adobe InDesign and Adobe PageMaker. Compare the features of different Adobe InDesign versions. (20 hrs)

		62. Use print functions in InDesign. (12 hrs)	
Professional Skill 62 Hrs; Professional Knowledge 24 Hrs	Create Illustrations and Graphics using Adobe Illustrator. (NOS:SSC/N9490)	63. Design logos. (7 hrs) 64. Create vector illustrations. (7 hrs) 65. Turn photographs into vector artwork. (7 hrs) 66. Develop a Professional Iconic Logo Designs. (7 hrs) 67. Develop a Professional Typographic Logo Design. (8 hrs) 68. Develop Professional Vintage Logo Designs. (8 hrs) 69. Designing vector graphics, typefaces, or layouts. (18 hrs)	**Adobe Illustrator** Summarize the system requirements for installing and working with formatting software. List the benefits of using Adobe Illustrator. Compare the features of different Adobe InDesign versions. Adobe Illustrator includes Logo Design, Graphic design, Photoshop, Illustration, Vector Graphics, Character design and User experience design. **(24 hrs)**
Professional Skill 130 Hrs; Professional Knowledge 36 Hrs	Create, format, edit and develop images using Adobe Photoshop software. (NOS:SSC/N9491)	70. Apply photo editing/ inserting features in Photoshop. (4 hrs) 71. Practice the use of tools panel (Selection tools, Crop and slice tools, measuring tools, font style and color scheme, retouching tools, painting tools, Drawing and type tools, Navigation tools and advanced tools in latest version. (20 hrs) 72. Practice the process of setting up Layers, duplicating Layer Masks and Photoshop layers. (4 hrs) 73. Apply Layer Comps, Layer Styles, Layers panel, Patch tool, and Place command to modify background and layers. (4 hrs) 74. Practice creating samples from all visible layers and changing transparency preferences. (7 hrs) 75. Practice to use of Menu bar, Arrange, layout,	**Adobe Photoshop** Discuss the benefits of using Adobe Photoshop and CorelDraw. Classify the features of CorelDraw and Adobe Photoshop. Compare the features of various Adobe Photoshop and CorelDraw versions. Explain the concept of font style and color scheme. Introduction of tools panel (Selection tools, Crop and slice tools, measuring tools, Retouching tools, Painting tools, Drawing and type tools, Navigation tools. Introduction to Menu bar, Arrange, layout, Effects, Bitmap etc. Create, format, edit and develop images using Photoshop Software. **(36 hrs)**

		Effects, Bitmap etc (18 hrs)	
		76. Select various Interface options (Colour Theme, Auto-Show Hidden Panels, Show Tool Tips, Enable Text Drop Shadows, and Show Transformation Values). (8 hrs)	
		77. Use various tips and tricks in Photoshop (w.r.t Frames, interactive zoom feature, layer mask, and Switch lasso). (8 hrs)	
		78. Practice creating, zooming, adjusting, and panning operations on Photoshop images, using Rulers, Guides, and Grids. (8 hrs)	
		79. Compare different Palettes for adjusting colour. (8 hrs)	
		80. Manipulate different shapes. (8 hrs)	
		81. Operate Photoshop tools (Magic Wand, Lasso tools, Warp, Symbol Sprayer, Dodge, Burn, Sponge, Clone Stamp, etc.). (11 hrs)	
		82. Practice editing Selections (adding, subtracting, inversing, and drawing Selections) and deselecting objects in Photoshop. (11 hrs)	
		83. Perform layer style operations (working with pre-set and custom layer styles and creating images using the Layer Masking) in Photoshop. (11 hrs)	
Professional Skill 130 Hrs; Professional Knowledge	Draw, edit, format and develop graphics design using Corel draw application	84. Manage workspaces, windows, toolbars, and the toolbox in CorelDraw. (8 hrs) 85. Perform basic CorelDraw	**CorelDraw** Compare Formatting and Design operations. List the system requirements for installing and working with

36 Hrs	software. (NOS:SSC/N9492)	functions related to Lines, Shapes, Curves, and Outlines. (12 hrs) 86. Compare basic CorelDraw operations related to Objects and Nodes. (11 hrs) 87. Demonstrate basic CorelDraw operations related to Colour management, filling of objects, Transparency, and Special Effects. (11 hrs) 88. Practice the use tools panel and color scheme (Pick tools, shape tools, zoom tools, curve tools, smart drawing tools, rectangle tools, ellipse tools, object tools, shape tools, text tools, interactive tools, eyedropper tools, outline tools, fill tools, interactive fill tools and advanced tools in latest version). (32 hrs) 89. Apply basic Text functions (adding, manipulating, and formatting text, managing fonts in various languages, etc.) in CorelDraw. (11 hrs) 90. Practice the setting of orientation, paper size, toolbar, property bar, status bar, standard bar. (11 hrs) 91. Use basic Template and Style functions in CorelDraw. (11 hrs) 92. Practice basic CorelDraw operations on various files and file formats (importing, exporting, optimizing, size reduction, etc.). (12 hrs)	CorelDraw software. Discuss the benefits of using CorelDraw. Compare the features of various CorelDraw versions. Introduction to tools panel (Pick tools, shape tools, zoom tools, curve tools, smart drawing tools, rectangle tools, ellipse tools, object tools, shape tools, text tools, interactive tools, eyedropper tools, outline tools, fill tools, interactive fill tools and advanced tools in latest version). Difference between Vector and Bitmap images, CMYK, RGB, and Pantone colours. Introduction to orientation, paper size, toolbar, property bar, status bar, standard bar. **(36 hrs)**

		93. Prepare CorelDraw files for print service providers. (11 hrs)	
Professional Skill 62 Hrs; Professional Knowledge 18 Hrs	Online cloud storage and backup. (NOS:SSC/N9493)	94. Create instance on cloud on amazon/azure/google. (7 Hrs) 95. Create bucket/ storage space on cloud (amazon / azure / google). (7 Hrs) 96. Install apache server & IIS server, configure apache server and IIS server. (7 Hrs) 97. Perform Domain registration, c panel management. (7 Hrs) 98. Perform Domain-registration of any domain name. (8 Hrs.) 99. Configure domain name to hosting accounts. (19 Hrs.) 100. Host your webpages. (8 Hrs.)	**Introduction to cloud computing.** What is Cloud servers and types of cloud server? Introduction of Cloud storage and it types (amazon, google drive & MS azure storage/OneDrive). Definition, function and features of Web servers, Types of web servers apache, IIS etc. What is Hosting, procedure of web hosting. Online tools- google forms, google sheets, google drive Google class room, Moodle, Chamilo, Open edX, Totara Learn, Canvas. **(18 Hrs)**
Professional Skill 62 Hrs; Professional Knowledge 18 Hrs	Establish Requirements for Publishing Content. (NOS:SSC/N9494)	101. Solve requirement-related issues by contacting key people in Publishing, Preproduction, and Production teams. (7 hrs) 102. Summaries the consequences of publishing incorrect versions of content. (3 hrs) 103. Determine, if you have the correct versions of all content for publications. (7 hrs) 104. Demonstrate methods of establishing publication requirements. (7 hrs) 105. Perform recommended techniques of establishing requirements in	**Requirement of publishing content** Categories content that requires publishing. Classify all requirements of the publication content. Different kinds of publishing contents, Types of Printing technology. (Letterpress, Offset lithography, Screen printing, Gravure printing, Flexography printing) Digital printing Technology Discuss issues, if any, concerning requirements. Summaries the consequences of publishing incorrect versions of content. **(18 Hrs)**

		standard templates and formats. (8 hrs) 106. Report issues, as per priority, to appropriate people. (8 hrs) 107. Compare correct and incorrect versions of content. (7 hrs) 108. Assess the risks associated with establishing requirements incorrectly or inadequately. (8 hrs) 109. Analyse scenarios that may arise, if incorrect versions of content are published. (7 hrs)	
Professional Skill 62 Hrs; Professional Knowledge 16 Hrs	Publish Contents using bilingual software. (NOS:SSC/N9495)	110. Use standard templates and tools while converting content into draft publications. (3 hrs) 111. Practice escalating design-related issues to the supervisor. (3 hrs) 112. Solve design-related issues by incorporating the requester's/user's feedback/inputs. (3 hrs) 113. Design and format content as per established requirements. (7 hrs) 114. Modify designed and formatted content as per client's review. (8 hrs) 115. Convert designed, formatted, and validated content, into draft publication, after incorporating feedback from the Quality Assurance team (Pre-press department). (7 hrs) 116. Demonstrate standard	**Publishing contents in Bilingual software** Summaries the need for publishing content. Classify the media recommended for publishing content. Compare various methods of publishing content. Prepare a list of publishing requirements obtained from the requester. Tools for Creating & Managing Multilingual Content – email, ftp, notepad, Unicode fonts, MS office, pdf reader/creator, adobe creative cloud, translation memory, wordpress and social media What is Binding, Types of binding and process. (Sewn binding- A strong, durable binding where inside pages are sewn together in sections. Glued binding. Also known as Perfect binding PUR-glued, Lay-flat binding, Spiral, Wire-o. Saddle-stitched, the process

		methods for publishing content. (8 hrs) 117. Produce publication outputs in specific formats required by production teams. (8 hrs) 118. Combine the latest publications to update the organisation's database. (8 hrs) 119. Comply with the industrial standards while publishing content. (7 hrs)	of assembling and securing written or printed pages within a cover.) **(18 hrs)**

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.
2. Create at least one banner and one poster on skill development.

SYLLABUS FOR CORE SKILLS

1. Employability Skills (Common for all CTS trades) (120 hrs)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately inwww.bharatskills.gov.in/ dgt.gov.in

LIST OF TOOLS & EQUIPMENT			
DESKTOP PUBLISHING OPERATOR (for batch of 24 Candidates)			
S No.	**Name of the Tools and Equipment**	**Specification**	**Quantity**
A. Trainees Tools/ Equipment			
1.	Desktop Computer	CPU: 32/64 Bit, 7th Generation or higher, i3 or latest processor, Speed: 3 GHz or Higher. RAM:- 8 GB or higher, 1TB HDD/SDD, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (as available in the market). Or All in one PC (As per above configuration) Licensed Operating System and Antivirus compatible with trade related software.	24 nos. (For Trainee) + 1 no. for Instructor
2.	Laptop	4th Gen Ci5 or higher Processor, 8GB RAM, 1TB Hard Disk, Win8/latest preloaded Licensed OS, 2GB Graphic Card, DVD Writer, Standard ports and connectors.	1 no.
3.	Wi–Fi Router	With wireless connectivity	1 no.
4.	Switch	24 port	02 nos.
5.	Structured Cabling in Lab	To enable working with wired networksfor practical	Compulsory
6.	Internet Connectivity	Broadband connection with min.2 mbps speed/Optical Fibre	As required
7.	All in one color printer / scanner / copier	Colour A4 Size	1 no.
10.	Digital Still Camera	High resolution amateur camera	1 no.
11.	Digital Web Cam	High Resolution(3.1 mp or higher)	4 nos.
12.	Micro Phone Cum Head Phone	Wired	25 nos
13.	External DVD or Blu-Ray Writer	24X or higher external (usb)	2 nos.
14.	DLP Projector/Multimedia Projector/Interactive Smart Board	3000 lumens or higher	1 no.
15.	Projector Screen	Matte(antiglare) screen	1 no.
16.	Online UPS	5 KVA	1 no.
17.	External Hard Disk	1 TB	1 no.
18.	Network Rack	4U for 24 port	2 nos.
19.	Screw Driver Set	Standard	1 set
20.	Mini Dongle for Bluetooth Devices Connection	USB	25 nos.

21.	Patch Panel	24 Port	1 no.
22.	LAN Tester	UTP cat5 cable tester (RJ 45)	1 no.
23.	Binding Machine	Spiral Binding Machine A4 size	1 no.
B. Software (Latest Version)			
24.	MS Office	2010 (Academic) or the latest version available at the time of procurement	25 Licenses
25.	Antivirus or Total security for – clients/workstations in profile	As required	25 Licenses
26.	Corel Graphic Suite	Version X7 or the latest version available at the time of procurement	25 Licenses
27.	Adobe Creative Suite	Version CS 6 or the latest version available at the time of procurement	25 Licenses
28.	Regional Language Software	Ileap / Swarna Type Manager/ Any Other Bilingual Software	25 Licenses
29.	Open Office or equivalent	Latest version	Open source software
30.	GIMP / Infra View Image editor or equivalent	Latest version	Open source software
C. List of Other Items/ Furniture			
33.	Vacuum Cleaner	Hand Held, Blower &Sucker	1 no.
35.	Chair and table for the instructor	As required	01 each(for class room & laboratory)
36.	Dual Desk or Chair and Tables for Trainees	As required	12/ 24nos.
37.	Computer Table/work benches	AS required	24 nos.
38.	Operators Chair	As required	24nos.
40.	Air Conditioner	As required	As required
42.	White Board	As required	01 no.
43.	Steel Almirah	As required	01 no.
44.	Fire Extinguisher	Arrange all proper NOCs and equipments from Municipal/Competent authorities.	

ABBREVIATIONS:

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities