



CCEK – NSQF ALIGNED PROGRAM

COURSE SYLLABUS

FOR

Desktop Publishing

CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

Desktop Publishing

CCEK – NSDC course package covers the following Qualification Packs and leads to the following NSDC certifications. The students who successfully completed the course programs are entitled to get NSDC certification after undergoing the assessment process of NSDC as per the rules and regulations stipulated by NSDC from time to time.

SL. NO.	QUALIFICATIONS PACK	QUALIFICATIONS PACK CODE	NSQF LEVEL
1	<p>Sr. Associate - Desktop Publishing</p> <p>Brief Job Description:</p> <p>This unit is about providing access to publications stored in the organization’s knowledge base only to those entitled to access and ensuring that the correct versions are used</p>	SSC/Q2702	5

COURSE DETAILS**Desktop Publishing****EXAMINATION DETAILS**

COURSE NAME	COURSE CODE	ELIGIBILITY	DURATION
Desktop Publishing	G13	PLUS TWO	240

SL. NO.	EXAM	EXAM CODE	MAXIMUM MARK	INTERNAL	TOTAL MARK
THEORY PAPERS					
1	Fundamentals of Desktop Publishing	T001	100	50	150
PRACTICAL PAPERS					
1	DTP Software & Design	L001	100	50	150
TOTAL MARKS					
1	Total Examination Marks (THEORY Online + PRACTICAL Examination)				200
2	Total Internal Marks				100
3	Total Marks (Total Internal Marks + Total Examination Marks)				300

Desktop Publishing

INTERNAL MARK CRITERIA FOR EACH

SL NO.	MODULE	MODULE CODE	MAXIMUM MARK	INTERNAL MARK	TOTAL MARK
1	Fundamentals of Desktop Publishing	T001	100	50	150
2	DTP Software & Design	L001	100	50	150
	TOTAL		200	100	300

ATTENDANCE	GENERAL PERFORMANCE	INTERNAL EXAMINATIONS/ PROJECTS/ ASSIGNMENTS	TOTAL MARKS
5	5	40	50

COURSE SYLLABUS

FOR

Desktop Publishing

COURSE	Desktop Publishing	
TOTAL MARKS	Mark: 300	Internal Mark: 100
TOTAL HOURS	240 Hrs	

DEFENITION OF CREDIT

1 Credit	15Hrs Theory/ 30Hrs Practical
Skill Components	60 – 70 % of Total Credit

MODULES INCLUDED IN THIS SUBJECT

SL NO	MODULE NAME	CREDIT POINT
1	Module 1: Concept of Publications	3
2	Module 2: Provide/Control Access to Publications	
3	Module 3: Technical Skills for Publishing Content	
4	Module 4: Publish Content in Standard Formats	
5	Module 5: Software Requirement for Publishing Content	
6	Module 6: Production Requirement for Publication Process	1.5
7	Module 7: Inclusive and Environmentally Sustainable Workplaces	
8	Module 8: Introduction to Employability Skills	1.5
9	Module 9: Constitutional values – Citizenship	
10	Module 10: Becoming a Professional in the 21st Century	
11	Module 11: Basic English Skills	

12	Module 12: Career Development and Goal Setting	2
13	Module 13: Communication skills	
14	Module 14: Diversity and Inclusion	
15	Module 15: Financial and Digital Literacy	
16	Module 16: Essential Digital Skills	
17	Module 17: Entrepreneurship	
18	Module 18: Customer Service	
19	Module 19: Getting Ready for Apprenticeship and Jobs	
	Total	

Training Outcomes

- Comprehend and work on page designing using various modes and software like PageMaker, Corel, Adobe, In-Design, Illustrator, etc.
- Discuss with stakeholders on storing publications, version control and access issues.
- Organize stacking up of the most up-to-date versions of publications to avoid mismatch.
- Evaluate the process of making content ready for publishing through various tools.
- Modify content into draft publications mitigating formatting and designing errors and review the same before final print.
- Discuss the use of software tools for publishing content.
- List the types of production process/ types including digital and print.
- Evaluate work skills required for upstream and downstream production process.
- Demonstrate effective communication and collaboration with colleagues.
- Apply measures to maintain standards of health and safety at the workplace.
- Use different approaches to effectively manage and share data and information.
- Develop strong relationships at the workplace through effective communication and conflict management.
- Identify best practices to maintain an inclusive, environmentally sustainable workplace.

MODULES

Module 1: Concept of Publications

THEORY

- Discuss the various nature of publications, including digital, multimedia, web-based, print, etc.
- Outline the utility of the most up to date version of publications

PRACTICAL

- Infer the purpose of version control in publications
- Demonstrate how computers are used for purpose of page designing of various types.

Module 2: Provide/Control Access to Publications

THEORY

- Identify the specific versions of publications are not duplicated.
- Illustrate methods to provide selective access to publications only to those who are entitled.

PRACTICAL

- Practice methods to store publications according to general policies, procedures, and standards.
- Sketch the various storage modes of publications and their purpose, like hard copies, soft copies, master database, SAP control management, etc.of business activities
- Assess compliance to hazardous goods handling standards

Module 3: Technical Skills for Publishing Content

THEORY

- Classify the features and use of various tools, like text box, text formatting and layout, graphic tools, paint tools, etc.

PRACTICAL

- Demonstrate how to operate Windows Bitmap (.BMP), Graphic Interchange Format (.GIF), Joint Photographic Experts Group (. JPEG), Portable Network Graphic (. PNG), PaintShopPro (. PSP), etc.
- Prepare technique of applying page set-up, margin allocation, and setting bleed value features for page design.

Module 4: Publish Content in Standard Formats

THEORY

- Classify document quality issues and clarify these with trainers.
- Compare all versions of content to ensure that correct versions for publications are available

PRACTICAL

- Distinguish how irregular formatting, inappropriate image, text line missing, design mismatch, etc. can impact quality issues.
- Prepare outputs of publications in formats required for production teams.
- Examine steps to curate clear instructions for production teams, where required.
- Develop strategies to maintain liaison with production teams to resolve any production issues.

Module 5: Software Requirement for Publishing Content

THEORY

- Discuss the use of software tools for publishing content
- Illustrate the use of various software tools like Adobe, PageMaker, Corel, Quark, etc

PRACTICAL

- Demonstrate the working principle and process of various software, like Adobe InDesign, Microsoft Publisher, QuarkXPress, Serif PagePlus, Scribus, etc.
- Practice the methods to operate tools, like Adobe FrameMaker, Adobe Freehand, Adobe PageMaker, Adobe InDesign, Corel Draw, etc.

Module 6: Production Requirement for Publication Process

THEORY

- Discuss the key features of each type of production process used for publication.

PRACTICAL

- Categorize the differences between upstream and downstream production.
- Relate the type of production, like verbal, graphical, multi-media, etc along with the nature of content, suitable for each.

Module 7: Inclusive and Environmentally Sustainable Workplaces

THEORY

- Describe different approaches for efficient energy resource utilisation and waste management.
- Describe the importance of following the diversity policies.
- Identify stereotypes and prejudices associated with people with disabilities and the negative consequences of prejudice and stereotypes.
- Discuss the importance of promoting, sharing, and implementing gender equality and PwD sensitivity guidelines at organization level

PRACTICAL

- Practice the segregation of recyclable, non- recyclable and hazardous waste generated.
- Demonstrate different methods of energy resource use optimization and conservation.
- Demonstrate essential communication methods in line with gender inclusiveness and PwD sensitivity

Module 8: Introduction to Employability Skills

THEORY

- Discuss the Employability Skills required for jobs in various industries
- List different learning and employability related GOI and private portals and their usage

Module 9: Constitutional values - Citizenship

THEORY

- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- Show how to practice different environmentally sustainable practices

Module 10: Becoming a Professional in the 21st Century

THEORY

- Discuss importance of relevant 21st century skills.
- Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
- Describe the benefits of continuous learning

Module 11: Basic English Skills

THEORY

- Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
- Read and interpret text written in basic English
- Write a short note/paragraph / letter/e -mail using basic English

Module 12: Career Development and Goal Setting

THEORY

- Create a career development plan with well-defined short- and long-term goals

Module 13: Communication Skills

THEORY

- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
- Explain the importance of active listening for effective communication
- Discuss the significance of working collaboratively with others in a team

Module 14: Diversity and Inclusion

THEORY

- Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
- Discuss the significance of escalating sexual harassment issues as per POSH

Module 15: Financial and Digital Literacy

THEORY

- Outline the importance of selecting the right financial institution, product, and service
- Demonstrate how to carry out offline and online financial transactions, safely and securely

Module 16: Essential Digital Skills

THEORY

- Describe the role of digital technology in today's life
- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
- Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely

- Create sample word documents, excel sheets and presentations using basic features
- utilize virtual collaboration tools to work effectively

Module 17: Entrepreneurship

THEORY

- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
- Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
- Create a sample business plan, for the selected business opportunity

Module 18: Customer Service

THEORY

- Describe the significance of analysing different types and needs of customers
- Explain the significance of identifying customer needs and responding to them in a professional manner.
- Discuss the significance of maintaining hygiene and dressing appropriately

Module 19: Getting Ready for Apprenticeship and Jobs

THEORY

- Create a professional Curriculum Vitae (CV)
- Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
- Discuss the significance of maintaining hygiene and confidence during an interview
- Perform a mock interview
- List the steps for searching and registering for apprenticeship opportunities