Certificate Course in Desktop Publishing
(Certified Graphic Designer cum DTP Operator)

Preamble:

We are in the world where the showcasing is a very important as well as getting essential. We may have seen various advertisements in newspaper, holding boards, glow sign, handouts even in TV and cinemas also. Everyone wants to promote their services or products in an effective manner. Not only the promotion of products and services, sometimes information in form of booklets, handbooks, prospectus etc. are also needed for better understanding and delivery of services. A person with good knowledge of designing such articles is very much in demands especially by the advertising and publishing industry.

Objective:

The objective of the course is to provide the participants understanding of the techniques essential to build their career in desktop publishing using suitable hardware and software tools. This course offers a range of topics of immediate relevance to industry and makes the participants exactly suitable for DTP Industry.

Expected Job Roles:

- Photo editor
- Web designer
- Graphic designer
- DTP Operator
- Logo Designer
- Digital illustrator
- Pattern Maker
- Stationary Designer

Duration:

80 Hours - (Theory: 25 hrs + Practical: 55 hrs)

Course Outline:

Sl. No	Module Title	Duration (Hours)		
		Theory	Lab	Total
1	MS Paint	5	5	10
2	Photoshop	5	19	24
3	PageMaker	5	7	12
4	Coral Draw	5	19	24
5	Project work	5	5	10
	Total Duration	25	55	80
	Total Credits	2	2	4

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Prerequisites:

Knowledge of Basic Computer Concepts

Eligibility:

10th Pass

Detailed Syllabus and Learning Outcome:

S. No	Module Title	Topics	Duration (Hours) Theory	Lab	Learning Outcome
1	**MS Paint**	• Introduction • About the limits of MS Paint • Presentation and setup of user interface and help • Open and save an image • Knowledge of available file types (JPG, TIFF, ICO, PNG, GIF...) • Set opened image as desktop wallpaper • Display options (zoom, miniature, grid, etc.) • Define or resize the size of an image (nonfunctional transparency) • Drawing tools overview • Colors selection with right click/left click in the palette • Copy/Paste from selection with or without transparency • Insert an external image in a composition • Colors number selection and color inversion	05	05	After successful completion of the module, the students shall be able to: • Know and use every MS Paint available option for professional or personal use.
2	**Photoshop**	• Getting Acquainted with Photoshop • Basic Image Manipulation • Color Basics	5	19	After successful completion of the module, the students shall be able to:

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		- Painting Tools - Brush Settings - Making Selections - Filling and stroking - Layers - Advanced Layers - Text - Drawing - Using Channels and Masking - Manipulating images - Getting to know the work area - Using Adobe Bridge - Basic Photo Corrections - Retouching and Repairing - Working with selections - Layer Basics - Masks and channels - Correcting and enhancing digital photographs - Topographic design - Vector drawing techniques - Advanced Layer techniques - Vector Compositing - Creating Links within an image - Creating rollover web visuals - Animating GIF images for the web - Producing and printing consistent color			- Use Photoshop as a premier graphic design and image editing tool - Productively utilize the Photoshop environment - Effectively utilize the multiple methods of manipulating, re-touching, refurbishing art work, photographs - Introduced to the advanced theories of mask, alpha channel and clipping path - Gain entry level position in Graphic design and animation - Understand multiple image types and the best application of each for graphic design, print and the web
3.	**PageMaker**	Getting Started with PageMaker, PageMaker Interface, Creating a New Document, Managing Document Layer, Creating & Editing Text, Working with Edit Story, Managing	5	7	After successful completion of the module, the students shall be able to: Create Documents and Templates, add text into documents

		Text as an Object • Working with Text and Graphics, Using Graphics, Applying Colors to Graphics, Framing Graphics, Cropping and masking Graphics, Working with Layers, Working with Master pages, Working with Plug-ins, Using Text Wrap • Using Advanced Features, Creating a PDF Document in PageMaker, Working with Data Merger, Using Scripts, Using Object Linking and Embedding, Color Separation Capabilities, Printing			using various methods, and apply different formatting styles to characters and paragraphs. • Import graphics, create objects using various tools, add effects to objects • Create a book and export it into PDF Multipage Layout Design
4.	**Coral Draw**	• Getting started with Corel Draw, Introduction to Corel Draw, Features of Corel Draw, Corel Draw Interface, Tool Box, Moving from Adobe Illustrator to Corel Draw, Common Tasks • Drawing and Coloring, Selecting Objects, Creating Basic Shapes, Reshaping Objects, Organizing objects, Applying color fills and Outlines • Mastering with Text, Text Tool Artistic and paragraph text, Formatting Text, Embedding Objects into text, Wrapping Text around Object, Linking Text to	5	19	After successful completion of this module, students should be able to: • Conceptualize and create Logos, various types of print designs. • Design Pamphlets, Posters, Invitation cards, Greeting cards, Wrappers, Advertisements, Banners and Package. • Create multifaceted drawings with several layers and details • Add a great degree of dimensional effect and richness to drawings

		Objects • Applying Effects, Power of Blends Distortion, Contour Effects, Envelopes, Lens effects, Transparency, Creating Depth Effects, Power Clips • Working with Bitmap Commands, Working with Bitmaps, Editing Bitmaps, Applying effects on Bitmaps, Printing • Corel Draw- Web resources, Internet Tool bar, Setting your webpage, Exporting files, Creating buttons with rollover effects			
5.	**Project work**	• Design Process • Designing Aids • Printing and presentation	5	5	After successful completion of the module, the students shall be able • Apply design process for realization of the required design/product. • Design and develop various graphics, text etc.
Total Hours = 80			25	55	

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Examination & Certification:

NIELIT's NSQF Examination pattern will be followed for Examination & Certification.

Sl No	Examination Pattern	Duration in Minutes	Maximum Marks
1	Theory Paper – 1	90	100
2	Practical -1	120	60
3	Internal Assessment	-	20
4	Project/Presentation /Assignment	-	20
	Total		**200**

Note:
1. Pass percentage would be 50% marks in each component, with aggregate pass percentage of 50% and above.
2. Grading will be as under:

Grade	S	A	B	C	D
Marks Range (in %)	>=85%	>=75%- <85%	>=65%- <75%	>=55%- <65%	>=50%- <55%

3. Theory examination would be conducted online and the paper comprise of MCQ and each question will carry 1 mark.
4. Practical examination/Internal Assessment/ Project/Presentation/Assignment would be evaluated internally.
5. Major Project/Dissertation would be evaluated preferably by External / Subject Expert including NIELIT Officials.
6. Candidate may apply for re-examination within the validity of registration.
7. The examinations would be conducted in English Language only.

Recommended hardware/software tools:

Hardware tools:
1. High End Desktop Computer- CPU: 32/64 Bit i3/ i5/ i7 or latest processor, preferably Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet (10/100/1000) - Wi-Fi, USB Mouse, USB Keyboard and Monitor (Min. 17 Inch), Standard Ports and connectors. DVD Writer, Speakers and Mic. Licensed Windows Operating System/ OEM Pack (Preloaded), Antivirus/ Total Security.
2. Laptop - 4th Gen Ci5 or higher Processor, 4GB RAM, 1TB Hard Disk, Win8/ latest reloaded Licensed OS, 2GB Graphic Card, DVD Writer, Standard ports and connectors.
3. Wi-Fi Router
4. Switch – 16 Port or above

5. Structured Cabling in the LAB to enable working with wired networks
6. Broadband Internet connectivity
7. Color Laser Printer
8. Digital Flexographic Printer – Color
9. Optical Scanner – preferably Flatbed scanner
10. Digital Still Camera – High resolution amateur camera
11. Digital Web Cam High Resolution(3.1 MP or higher)
12. Micro Phone Cum Head Phone Wired
13. External DVD or Blu-Ray Writer 24X or higher external (usb)
14. LCD Projector 3000 lumens or higher
15. Projector Screen Matte (antiglare) screen roll type
16. Online UPS 625 VA or Higher
17. External Hard Disk 1 TB
18. Network Rack 4U for 24 port
19. Screw Driver Set Standard
20. Mini Dongle for Bluetooth Devices Connection USB
21. Patch Panel 24 Port
22. LAN Tester UTP cat5 cable tester (RJ 45)
23. Binding Machine Spiral Binding Machine A4 size

Software (Latest Version)
1. MS Office 2010 (professional) or the latest version available at the time of procurement
2. Antivirus for – clients/ workstations in profile Validity of an year or more which should be renewed upon expiry
3. Adobe PageMaker Version 7.0 or higher
4. Quark Xpress Version 9 or the latest version available at the time of procurement
5. Corel Graphic Suite Version X7 or the latest version available at the time of procurement
6. Adobe Creative Suite Version CS 6 or the latest version available at the time of procurement
7. Regional Language Software ileap/ Swarna Type Manager/ Any Other Bilingual Software
8. Open Office or equivalent Latest version
9. GIMP / IrfanView Image editor or equivalent Latest version

Raw Materials
1. Photo Copy Paper A4
2. Matt Coated Paper A4, at least 130 GSM
3. Glossy Paper A4, at least 130 GSM
4. Cartridges for Printer Colour/monochrome as per model of the printer
5. Scissors Standard Size
6. Cello Tape ½" and 1"

7. Glue Stick Standard size
8. Pen drive 16 GB or higher
9. CDs 52x or higher
10. DVDs 4.7 GB or higher

Faculty & Support / Lab Instructor:

1. One Faculty with Graduation having good knowledge and Experience in DTP/ Animations/ Graphic Design/ Multimedia.
2. One Support / Lab Instructor with at least Diploma and having good knowledge and Experience in DTP/Animations/Graphic Design/Multimedia.

References:

1. Adobe Photoshop CC Classroom in a Book – Adobe creative team, Adobe press
2. Adobe PageMaker 7.0 Classroom in a Book – Adobe creative team, Adobe press
3. CorelDraw X8: The official guide – Gary David Bouton

Course Name	Certificate Course in Desktop Publishing (Certified Graphic Designer cum DTP Operator)	Vertical	Desktop Publishing
Course Code		Rev No	R4
Prepared By	Kumar Amitabh	Proposed NSQF Level	3
NIELIT Centre	Agartala	Last Revised on	03.06.2019