



**SYLLABUS**  
FOR THE TRADE OF  
**DESK TOP PUBLISHING OPERATOR**  
(Trade Skill 1 and Trade Skill 2)

Under  
Craft Instructor Training Scheme

**2012**

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Government of India  
Ministry of Labour and Employment  
Directorate General of Employment and Training  
***CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE***  
*Salt Lake City, Kolkata*

# General Information

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Name of the Course	:	Craft Instructor Training Certificate
Name of Module	:	Trade Skill I (Desk Top Publishing Operator)
Duration of Training	:	3 months (12 weeks)
Entry Qualification:		(i) A pass in 12 <sup>th</sup> Standard under 10+2 system (ii) Possessing National Trade Certificate or National Apprenticeship Training in Desk Top Publishing Operator trade OR Pass in three years Diploma in Printing Technology from AICTE
Intake	:	20 trainees
Course Objectives	:	(i) To equip the trainee with requisite knowledge and skill in Instructional Technology and trade skills to make him/her competent to impart training in the trade of Desk Top Publishing Operator based on pedagogic principles and concept. (ii) To ensure uniform approach and effective methods are applied for imparting training at CTS and CITS.
Module Objective	:	(i) Able to manage and operate DTP systems independently (ii) Able to do print publishing (iii) Able to perform multilingual data entry skill
Space	:	Only one room (Smart class room) common for both theory and practical sessions. Hence 2 Sq. meters per trainee. The number of furniture can be reduced to half the quantity.
Power Supply	:	3.45 kW (Combined for Trade Skill-I and Trade Skill-II)
Trainer	:	One Training Officer per Trade skill <u>Note</u> :- As the trade consists of dual skill of Printing Technology and Information Technology, One post of Training Officer for each trade skill is required. The Training Officer of Trade Skill I is ideally recommended from side of Printing Technology.
Qualification of Trainer	:	(i) B.Tech. / B.E. in Printing Technology from a recognized University (ii) One years' experience in Industry or Training after acquisition of (i) above.  Or Three years Diploma in Printing Technology awarded by AICTE with CITS and Five years Experience

Scheme of Final Trade Test : It contains external trade test (both theory and practical) and internal assessment based on periodical tests, assignment, project and attendance.

Sl. No.	Name of Test	Test Marks		Sessional Marks		Total Marks		Duration of Test
		Max. Marks	Marks for Pass	Max. Marks	Marks for Pass	Max. Marks	Marks for Pass	
1	Theory Test	80	48	20	12	100	60	3 Hours
2	Practical Test	240	144	60	36	300	180	4 to 8 Hours
3	Total	320	192	80	48	400	240	

Evaluation Scheme for Practical test : The total test marks can be equally divided into five different levels such as (i) typesetting level (ii) Layout level (iii) Accuracy factor (iv) Overall appearance and (v) Printing.

Infrastructure : Since this module in introducing first time, A Smart Class Room equipped with LCD/DLP Multimedia Over Head Projector, Computers, Printers, Networking infrastructure, Internet connectivity will reduce the expenditure incurred for establishing infrastructure and furniture.

Topics for Trade Skill I : This module provides training on Print Publishing using Adobe In-Design, Scribus and Multilingual DTP software (Devanagari and any one of the regional language script).

Project : As part of course curriculum of Trade Skill I, trainees are to publish a booklet, which containing their selected works in the various software. It is important to store such content (work) in a publication (paper form) as proof of their skill attained.

## The Draft Syllabus of 'DTP Operator' trade (Trade Skill I)

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Week No.	Theory Topic	Practical Topic
1	<ul style="list-style-type: none"> <li>• Evolution of computers.</li> <li>• Early computing devices</li> <li>• Mechanical computing devices</li> <li>• Electro-mechanical computing devices</li> <li>• Electronic computers</li> <li>• Modern computers</li> <li>• Functions and characteristics of computers, Hardware</li> <li>• Software</li> <li>• System software</li> <li>• Application software</li> <li>• Introduction to free software</li> <li>• Benefit and use of computers</li> <li>• Application of computer</li> <li>• Concept of Drive, folder and file</li> <li>• Operating System and it's functions</li> <li>• Classification of Operating system</li> <li>• Introduction to Windows 7 O/S</li> <li>• Interface, Accessories, File and Folder management, Control Panel, system settings, System tools, Maintenance tools etc. Types of files, file naming concept, folder naming concept</li> </ul>	<p>Visit to the computer lab            Familiarization to Physical components of computers            Understanding various parts of computer system            Keyboard practice            Familiarization with advanced (various modes of ) booting and shutting down of computers            Concept pf Drive, folder and file. Familiarisation of Windows 7 O/S or higher</p>
2	<ul style="list-style-type: none"> <li>• Introduction to LINUX O/S</li> <li>• Interface, Accessories, File and Folder management, Control Panel, system settings, System tools, Maintenance tools etc.</li> <li>• Introduction to dead locks</li> <li>• Methods of handling dead locks</li> <li>• File systems FAT, NTFS etc.</li> <li>• Classification of computers</li> <li>• According to generations</li> <li>• According to size</li> </ul>	<p>Familiarization Linux OS.            The Interface, File/ folder creation and its management, Control panel, accessories</p>

	<ul style="list-style-type: none"> <li>• According to data processing method</li> <li>• According to speed &amp; mem.</li> </ul>	
3	<ul style="list-style-type: none"> <li>• Comparative analysis of various composing techniques, Configuration of ideal DTP system, DTP terminology, Introduction to various page layout programs Typography, House style, Point system</li> <li>• Introduction to Open source software, Introduction to Open Office, way of getting Open Office, installation and configuration of Open Office, Introduction to Open Office.</li> </ul>	<p>Download Open Office, Installing and configuring Open Office for Windows and Linux, Open Office practice</p> <p><u>Note</u>:- All trainees are to bring a ring binder and keep their daily printouts (average 2 printouts per day from 3<sup>rd</sup> week to 10<sup>th</sup> week)</p>
4	<ul style="list-style-type: none"> <li>• Introduction to Adobe In-Design, Tools and its application, control palette and its applications, menus, palettes, shortcuts, Links, Plug-ins etc.</li> <li>• Paper sizes, Classification of papers according to texture, Broad side, Folio, Octavo, Sixteen Mo paper types. Paper calculation for the works to be composed.</li> </ul>	Open Office practice
5	<ul style="list-style-type: none"> <li>• Introduction to input devices</li> <li>• Keyboard, mouse, track ball, touch pad, joy stick, steering wheel, game pad, OCR, OMR, MICR, BCR, smart card reader, micro phone, voice recognition system, scanner, digital camera, web cam, video camera</li> <li>• Introduction to output devices</li> <li>• Soft copy devices</li> <li>• Monitor, speakers</li> <li>• Hard copy devices</li> <li>• Printers, plotters, micro films</li> <li>• Classification of printers according to <ul style="list-style-type: none"> <li>• speed</li> <li>• direction</li> <li>• impact / non- impact</li> </ul> </li> </ul>	Installing and configuring ISM Publisher or any Regional Language software. Regional Language script practice (Hindi and / or one regional language script) by using ISM publisher
6	<ul style="list-style-type: none"> <li>• Introduction to Open source page layout packages. Introduction to Scribus or any Open source Page Layout</li> </ul>	Installing and Configuring Adobe InDesign, Adobe InDesign practice. Regional Language script

	<ul style="list-style-type: none"> <li>packages</li> <li>• Screen elements, tools and menu bar. Advantages of non-proprietary software over proprietary software.</li> <li>• Arrangements of pages in a book</li> <li>• New generation printing devices</li> <li>• Introduction to photography</li> <li>• Traditional photography</li> <li>• Digital photography</li> </ul>	practice (Hindi and one regional language script) by using ISM publisher
7	<ul style="list-style-type: none"> <li>• Difference between Vector graphics and Raster graphics. Its merits and demerits.</li> </ul>	Adobe InDesign on both Windows platform and MAC platform. Regional Language script practice (Hindi and one regional language script) by using ISM publisher
8	<ul style="list-style-type: none"> <li>• Introduction to memory</li> <li>• Memory organization, Classification of memory, Semiconductor memory,</li> <li>• Static and Dynamic memory</li> <li>• Data transmission, frequency,</li> <li>• band width, analog and digital transmission</li> <li>• Virtual memory</li> </ul>	Adobe InDesign on both Windows platform and MAC platform. Regional Language script practice (Hindi and one regional language script) by using ISM publisher
9	<ul style="list-style-type: none"> <li>• Types of file formats, association of file formats with software. Different file formats used in DTP, conversion from one format to another.</li> </ul>	Downloading Scribus or any Free Pagelayout packages popular in the region. Installation and configuration of the above software. Page preparation using the downloaded software. Regional Language script practice (Hindi and one regional language script) by using ISM publisher or any other multi lingual software
10	<ul style="list-style-type: none"> <li>• General concepts about Computers and its rapid changes in hardware and software, The latest trend of modern publishing concepts, Comparative analysis of these publishing processes.</li> </ul>	Scribus/other software familiarization Regional Language script practice (Hindi and one regional language script) by using ISM publisher

11	<ul style="list-style-type: none"> <li>Guidance for preparing a publication. It includes typesetting, proofing, printing and binding a print publication.</li> </ul>	Adobe InDesign on both Windows platform and MAC platform. Scribus/ any free software familiarization contd. Regional Language script practice (Hindi and one regional language script) by using ISM publisher
12	Final trade test	Final trade test

# General Information

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Name of the Course	:	Craft Instructor Training Certificate
Name of Module	:	Trade Skill II (Desk Top Publishing Operator)
Duration of Training	:	3 months (12 weeks)
Entry Qualification:		(i) A pass in 12 <sup>th</sup> Standard under 10+2 system (ii) Possessing National Trade Certificate or National Apprenticeship Training in Desk Top Publishing Operator trade
Intake	:	20 trainees
Course Objectives	:	(i) To equip the trainee with requisite knowledge and skill in Instructional Technology and trade skills to make him/her competent to impart training in Desk Top Publishing Operator based on pedagogic principles and concept. (ii) To ensure uniform approach and effective methods are applied for imparting training at CTS and CITS.
Module Objective	:	(i) Able to manage and operate DTP systems independently (ii) Able to do online publishing (iii) Able to perform multilingual data entry skill
Space	:	Only one room (Smart class room) common for both theory and practical sessions. Hence 2 Sq. meters per trainee. The number of furniture can be reduced to half the quantity.
Power Supply	:	6 KVA
Trainer	:	One Training Officer per Trade skill <u>Note:-</u> As the trade consists of dual skill of Printing Technology and Information Technology, One post of Training Officer for each trade skill is required. The Training Officer of Trade Skill II is ideally recommended from the side of Information Technology.
Qualification of Trainer	:	(i) B.Tech. / B.E. in Printing Technology from a recognized University (ii) One years' experience in Industry or Training after acquisition of (i) above.  Or Three years Diploma in Printing Technology awarded by AICTE with CITS and Five years Experience



Scheme of Final Trade Test : It contains external trade test (both theory and practical) and internal assessment based on periodical tests, assignment, project and attendance.

Sl. No.	Name of Test	Test Marks		Sessional Marks		Total Marks		Duration of Test
		Max. Marks	Marks for Pass	Max. Marks	Marks for Pass	Max. Marks	Marks for Pass	
1	Theory Test	80	48	20	12	100	60	3 Hours
2	Practical Test	240	144	60	36	300	180	4 to 8 Hours
3	Total	320	192	80	48	400	240	

Evaluation Scheme for Practical test : The total test marks can be equally divided into five different levels such as (i) typesetting level (ii) Layout level (iii) Accuracy factor (iv) Overall appearance and (v) Online Publishing format conversion.

Infrastructure : Since this module in introducing first time, A Smart Class Room equipped with LCD/DLP Multimedia Over Head Projector, Computers, Printers, Networking infrastructure, Internet connectivity will reduce the expenditure incurred for establishing infrastructure and furniture.

Topics for Trade Skill II : This module provides training on Electronic Publishing (e-publishing) using Dreamweaver and PDF generators. Electronic publishing deals with the collection, modification and distribution of information, art and software in any form, such as on physical media or via computer networks. Trainees are providing real life environment using Internet Connectivity in this module.

Project : As part of course curriculum of Trade Skill II, trainees are to store the selected works of Trade Technology II in an optical media (soft copy) such as DVD or Blue-ray disc for presenting while seeking employment elsewhere. Publications are to be either stored as Movie format for non-interactive presentation or as PDF format for interactive reading.

## The Draft Syllabus of 'DTP Operator' trade (Trade Skill I)

1	<ul style="list-style-type: none"> <li>• Introduction to Information super highway, The benefits of depending internet in the field of publishing. The resolution, quality, file size of online publishing files.</li> <li>• Introduction to HTML and online publishing formats such as PDF, SWF</li> <li>• Screen elements</li> <li>• Tools and its uses, palettes, menus</li> </ul>	<ul style="list-style-type: none"> <li>• Internet practice, search engines, browsing, various services offered by Internet, Internet as an information resource, Extracting data from Internet.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Introduction to Information Technology Act, piracy policies, freeware, shareware, Various types of threats, spy-ware, computer Virus, type of virus, solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Internet practice text chat, voice chat, downloading, uploading, news groups.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Introduction to Networking, advantages of networking over standalone computers, types of networks, protocols, topology, network software, network model, media, network devices, communication channels, sharing of hardware and software, Cable oriented and wireless network</li> </ul>	<ul style="list-style-type: none"> <li>• Web publishing tools.</li> <li>• Macromedia Dreamweaver familiarization.</li> </ul> <p><u>Note</u>:- All trainees are to bring a DVD and keep their daily works (average 2 works per day from 3<sup>rd</sup> week to 10<sup>th</sup> week)</p>
4	<ul style="list-style-type: none"> <li>• Introduction to Internet, Evolution of internet, Introduction to Intranet, Evolution of Intranet</li> <li>• Services offered on internet, addressing scheme, e-mail, e-mail ids., Search Engines, Blogs, online encyclopedia, chat services, internet telephony, web conferencing, future of Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Web publishing tools.</li> <li>• Macromedia Dreamweaver familiarization.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Introduction to Macromedia Dreamweaver, Screen interface, tools, applications, web shots,</li> </ul>	<ul style="list-style-type: none"> <li>• Web publishing tools.</li> <li>• Macromedia Dreamweaver familiarization.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Introduction PDF, PDF generator, Permission and rights in PDF, Introduction Adobe Acrobat Professional, Protecting file with various</li> </ul>	<ul style="list-style-type: none"> <li>• PDF generators and Adobe Acrobat Professional</li> <li>• Protecting PDF files with various rights.</li> </ul>

	rights, Other PDF makers, Free PDF makers, Merits and demerits of PDF format files.	
7	<ul style="list-style-type: none"> <li>• Introduction to Freeware and shareware in web publishing, Downloading and familiarization of freeware for web publishing. Downloading, installation and configuration of free Internet Security Software.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarization other web publishing shareware and freeware.</li> <li>• Downloading, installation and configuration of free Internet Security Software. Updates of virus data bases.</li> </ul>
8	<ul style="list-style-type: none"> <li>• Introduction to online picture store, Picasa other online image management tools. Introduction to Intellectual property rights. Various agencies dealing with IPR. Classification of rights.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Anti Virus Software, Anti spyware and Internet security software. Updating and configuration of Internet security.</li> </ul>
9	<ul style="list-style-type: none"> <li>• Introduction of Digital Media Rights, Agencies dealing Digital Media Rights.</li> <li>• Guidance for Project</li> <li>• Design works in various software and store it in a DVD</li> </ul>	<ul style="list-style-type: none"> <li>• Project</li> <li>• Design works in various software and store it in a DVD</li> </ul>
10	<ul style="list-style-type: none"> <li>• Guidance for Project</li> <li>• Design works in various software and store it in a DVD</li> </ul>	<p><u>Note:-</u> All trainees are to store the works in a systematic and user friendly manner in the DVD for presentation.</p>
11	<ul style="list-style-type: none"> <li>• Industrial visit or short term training for a period of one week either in observatory nature or in direct involvement to web or print publishing industry or related industry</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial visit or short term training for a period of one week either in observatory nature or in direct involvement to web or print publishing industry or related industry</li> </ul>
12	<ul style="list-style-type: none"> <li>• Final Trade Test</li> </ul>	<ul style="list-style-type: none"> <li>• Final Trade Test</li> </ul>

## List of Tools and Equipment's common for Trade Skill I & II for the trade of DTP Operator under CITS

(Note:- If not running both the modules parallel. Otherwise quantity of all items are to be doubled)

Sl. No.	Description of store	Quantity
1	<p><u>Computer Peripherals &amp; Software</u> Desktop Computer system comprising:</p> <ul style="list-style-type: none"> <li>- Intel Core i 7 CPU or higher</li> <li>- 8 GB DDR3 RAM or Higher, 500 GB HDD or higher</li> <li>- 17/19" Digital TFT Color Monitor</li> <li>- USB/PS2 Bilingual Keyboard (Hindi &amp; English)</li> <li>- USB Two button optical scroll mouse</li> <li>- Multi-Layer High speed DVD Re-Writer</li> <li>- Ethernet Wireless LAN Card, Intel Graphics Media Accelerator</li> <li>- 4-6 USB ports</li> <li>- 2 PS2 Ports, 1 VGA, 1 USB 3.0</li> <li>- Multimedia with speakers and microphone</li> <li>- MS-Windows 7 with DVD media</li> <li>- Necessary device drivers for the OS</li> </ul> <p>(Note: Configuration can be changed according the changes in the industry)</p>	20 Nos.
2	<p>Apple Macintosh Computer system comprising:</p> <ul style="list-style-type: none"> <li>- i-Mac core i 5 processor with 2.5 GHZ or higher speed, 21.5" LED wide screen TFT Monitor</li> <li>- 4 GB DD3 DRAM, 500 GB HDD, HD camera</li> <li>- High speed Multi layer DVD Writer</li> <li>- Optical mouse with mouse pad</li> <li>- Built in Speakers and micro phone/Head phone</li> <li>- 1 thunderbolt port, 1 firewall, 4 USB, RJ45, IR</li> <li>- Wireless mouse and keyboard, WiFi, Bluetooth</li> <li>- Operating System with DVD media, software.</li> </ul> <p>(Note: Configuration can be changed according the changes in the industry)</p>	1 No.
3	<p>Laptop Computer System comprising</p> <ul style="list-style-type: none"> <li>- Intel Core i3 / i5 processor or higher</li> <li>- Multi-Layer DVD/ BD writer</li> <li>- 320 GB or higher HDD, 2 to 4 MB RAM</li> </ul>	2 Nos. (for Trainers)

	<ul style="list-style-type: none"> <li>- Audio in &amp; out jack, stereo speakers, 15" screen</li> <li>- 5in1 card reader, Built in webcam &amp; microphone</li> <li>- RJ45 for network, 3 to 5 USB ports, 1 HDMI port</li> <li>- 1 Mini USB port, 1 VGA port, touch pad</li> <li>- WiFi mini port adaptor, Wireless LAN, Bluetooth</li> <li>- With Windows 7 OS and DVD media</li> </ul> <p><i>(Note: Configuration can be changed according the changes in the industry)</i></p>	
4	<p>Color Laser Printer 1200 DPI Black &amp; 600 dpi Color, A4 size, 4 MB or higher Memory, Printing speed 12 pages or higher per minute for black print. <i>(Note: Configuration can be changed according to the industry standard and should use popular toner cartridge)</i></p>	1 No.
5	<p>Monochrome Multi-Function Laser printer A4 or A3 size Printing Speed of 12 pages per minute or higher Resolution 600 to 1200 DPI or higher Colour flatbed scanning Monochrome Photo copying</p>	1 No.
6	<p>Document (Color) Scanner A3 size with a facility to scan transparency flatbed type with standard accessories 1200 DPI or higher, with OCR software <b>OR</b> High Quality drum scanner</p>	1 No.
7	<p>Digital Still Camera</p> <ul style="list-style-type: none"> <li>- with USB connector cord</li> <li>- software driver for Win 7 / Linux</li> <li>- with memory card</li> </ul>	1 No.
8	<p>Networking of computers</p> <ul style="list-style-type: none"> <li>- Unmanaged 24 port active switch (1 no.)</li> <li>- 24 port CAT6 patch panel (1 no.)</li> <li>- Wireless router with 4 ports (1 no.)</li> <li>- Cat 6 UTP cable (300 meters)</li> <li>- Patch cord CAT 6 2 meter ( 24 nos.)</li> <li>- Surface mount box/information outlet (15 nos.)</li> <li>- 48 cm (19") rack with cable manager and AC distribution box and glass door with lock (1 no.)</li> </ul>	OR as per the requirement
9	Internet connectivity	1 No.

10	<ul style="list-style-type: none"> <li>- Broadband Modem cum Router</li> <li>- with 2 MBPS or higher speed</li> </ul> <p>Software (<i>All academic versions</i>)</p> <ul style="list-style-type: none"> <li>- Open Office (<i>not to purchase – freeware</i>)</li> <li>- Scribus (<i>not to purchase – freeware</i>)</li> <li>- Adobe In-Design for Mac and Windows <b>OR</b> Adobe Creative Suit (Academic) with In-Design</li> <li>- Macromedia Dreamweaver</li> <li>- Adobe Acrobat Professional</li> <li>- Internet Security cum Anti-Virus software</li> <li>- ISM Publisher or any other regional language software (Multi script Multi user)</li> <li>- Omni Page/Presto Page Manager or any other OCR software in CD/DVD media</li> <li>- e-Tutor (Computer based tutorial) for Adobe In-Design, Dreamweaver, Acrobat Professional</li> </ul>	11 set each <b>OR</b> 11 user license
11	<p>Web Cam</p> <ul style="list-style-type: none"> <li>- USB connectivity</li> <li>- Device driver for Win 7/ Linux</li> <li>- 1 meter or higher cable length</li> </ul>	1 No.
12	<p>LCD / DLP Projector</p> <ul style="list-style-type: none"> <li>- 2000 lumens or higher</li> <li>- VGA connectivity</li> <li>- Remote controlling facility</li> <li>- Zoom, focus adjustment facility</li> </ul>	1 No.
12	<p><u>Equipment's</u></p> <p>1.5 Ton Split type Air Conditioner with remote controller</p>	3 Nos.
13	<p>4 KVA Wall mount Automatic Stabilizer for AC with time delay facility and visual indicators</p>	3 Nos.
14	<p>1 KVA offline UPS Standard Manufacturer Company with ISI</p>	21 Nos.
15	<p><u>Tools</u></p> <p>Paper cutter (standard size)</p>	1 No.

<u>Furniture*</u> (* For Smart Class room – a common room for both theory & practical classes)		
16	Operator chair (PU cushioned) for computers with back swivel on 5 wheel casters with or without arm rest	<b>21 Nos.</b>
17	Table for computers (Monitor Desk) - with sliding tray for keyboard - with artificial particle board on top	<b>21 Nos.</b>
18	Table for Printers & Scanner standard dimension	<b>2 Nos.</b>
19	CD/DVD/BD storable cabinet	<b>1 No.</b>
20	Steel Cupboard	<b>1 No.</b>
21	Shoe Rack	<b>1 No.</b>
22	Table for Trainers	<b>2 Nos.</b>
23	Chair for Trainers	<b>2 Nos.</b>
24	Interactive Board	<b>1 No.</b>