



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

**COMPETENCY BASED CURRICULUM**

# DESKTOP PUBLISHING OPERATOR

(Duration: One Year)

**CRAFTSMEN TRAINING SCHEME (CTS)  
NSQF LEVEL- 4**



**SECTOR –IT & ITES**



Directorate General of Training

# DESKTOP PUBLISHING OPERATOR

(Non-Engineering Trade)

(Revised in 2019)

Version: 1.2

**CRAFTSMEN TRAINING SCHEME (CTS)**

**NSQF LEVEL - 4**

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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## **1. COURSE INFORMATION**

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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 extra-curricular 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 trade tools, identifies 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 PageMaker to create, edit, format different publication using Publication Software. They also learn and experience application software with Quark Xpress to create and edit complex page layout for publication. In this semester, the trainees also learn to use scanner and to scan documents. At the end of this semester trainees can go on industrial visit or projects specified in the syllabus. 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 In Design to create works such as posters, flyers, brochures, magazines, newspapers, and books. They also learn one bilingual software to create publications or documents in regional language. Finally, the trainees will learn and experience to print the publication/ document/ images/ graphics and publish it. At the end of this semester, trainees can go on industrial visit or projects specified in the syllabus.

*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.
2. Create, format, edit text file, document file and BMP file by using different Accessories of Windows.
3. Create, edit, format and enhance document using word processing application software.
4. Introduce the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing.
5. Create, format and edit different publication using publication software Adobe Pagemaker.
6. Create, edit, format and develop publication using Quark Xpress application software.
7. Install and setup scanner and scan the documents and images.
8. Create, format, edit and develop images using Adobe Photoshop software.
9. Draw, edit, format and develop graphics design using Corel draw application software.
10. Create, edit, format and develop page combining text and graphics using page makeup Adobe In Design application software.
11. Create, edit and format different types of publication using bilingual software.
12. Print, bind and publish to form a full-fledged book format.