

**NSQF QUALIFICATION FILE**Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022**NCVET Code****2022/ITES/NIELIT/06336****CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY  
NIELIT Bhawan,  
Plot No. 3, PSP Pocket, Sector-8,  
Dwarka, New Delhi-110077

**Name and contact details of individual dealing with the submission**

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**List of documents submitted in support of the Qualifications File**

1. Annexure 1 Model Curriculum
2. Annexure 2 Evidence of need

**NSQF QUALIFICATION FILE**Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022**SUMMARY**

1	<b>Qualification Title</b>	Certified Computer Application Accounting and Publishing Assistant
2	<b>Qualification Code</b>	NIELIT/OA/4/40
3	<b>NCO Code and Occupation</b>	3512.0200 Desktop Publishing Operator
4	<b>Nature and Purpose of Qualification (Please specify whether qualification is short term or long term)</b>	<ul style="list-style-type: none"><li>- Create Skilled Man Force for Computer Application Accounting and Publishing, candidates can be easily absorbed in any publishing house or press.</li><li>- Short term Qualification</li></ul>
5	<b>Body/bodies which will award the qualification.</b>	National Institute of Electronics and Information Technology NIELIT Bhawan, Plot No.3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077
6	<b>Body which will accredit providers to offer the qualification.</b>	NIELIT
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (Yes)</b>	Yes  Available at link: <a href="https://www.nielit.gov.in/">https://www.nielit.gov.in/</a>
8	<b>Occupation(s) to which the qualification gives access</b>	Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant.  Can start their own Small-Scale business and can be self employed
9	<b>Job description of the occupation</b>	<ul style="list-style-type: none"><li>• Can Work In Call Centre for After Sale Support - can be also absorbed in Local Markets</li><li>• Can start their own Small-Scale business and can be self employed</li></ul>
10	<b>Licensing requirement</b>	N/A
11	<b>Statutory and Regulatory requirement of the relevant sector(documentary evidence to be provided)</b>	N/A

## NSQF QUALIFICATION FILE

Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022

12	<b>Level of the qualification in the NSQF.</b>	3
13	<b>Anticipated volume of training/learning required to complete the qualification</b>	Total: 360 Theory: 120 Practical: 180 OJT: 30 ES: 30
14	<b>Indicative list of training tools required to deliver this qualification</b>	<p><b>Recommended hardware/software tools:</b></p> <p><b>Hardware</b> We required following hardware for smooth functioning of training program: -</p> <ul style="list-style-type: none"> <li>➤ Processor: Core-2 or Above</li> <li>➤ Memory: Min. 2 GB RAM</li> <li>➤ Disk space: Min. 160 GB</li> <li>➤ UPS</li> <li>➤ Printer</li> </ul> <p><b>Software</b> This course required following software: -</p> <ul style="list-style-type: none"> <li>➤ Microsoft-Office, Tally. ERP 9</li> <li>➤ Concepts of Image Editing &amp; Advertising- Adobe InDesign, Adobe Photoshop</li> <li>➤ Graphics Designing - Corel Draw, Adobe Flash</li> </ul> <p>Here is list of <b>additional software</b> required for computer: -</p> <ul style="list-style-type: none"> <li>➤ Windows 7 or Above</li> <li>➤ Antivirus latest</li> </ul> <p><b>Or Free open source alternative available Software</b></p>
15	<b>Entry requirements / recommendations. And minimum age</b>	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field

## NSQF QUALIFICATION FILE

Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022

		Or NSQF Level 2 with 1 Year of Experience in relevant field	
16	<b>Progression from the qualification (Please show Professional and academic progression)</b>	<p><b>Professional Progression:</b> Account Assistant -&gt;Admin -cum - Finance Assistant</p> <p>Can work as a trainer in Academic Institutes providing training in courses till NSQF Level-2 in the related area.</p> <p><b>Academic Progression:</b> Higher level courses in Advanced Accounting with Tally ERP</p>	
17	<b>Arrangements for the Recognition of Prior learning (RPL)</b>	NA	
18	<b>International comparability</b>	Not known	
19	<b>Date of planned review of qualification</b>	25/08/2025	
20	<b>Formal structure of the qualification</b> <b>Mandatory components</b>		
	<b>Title of component and Identification code/NOSs/Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
1	Computer fundamental and office automation software	60	3
2	Concepts of Financial Accounting	60	
3	Preparation of Account Books Using Accounting Packages	90	
4	Concept of Desktop Publishing Softwares	90	
5	Project / OJT	30	

## NSQF QUALIFICATION FILE

Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022

6	Employability Skill	30	
	<b>Total</b>	360	

### SECTION 1 ASSESSMENT

21	<b>Body/Bodies which will carry out assessment:</b> <b>Examination Cell,</b> National Institute of Electronics and Information Technology NIELIT Bhawan , Plot No.3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077
22	<b>How will RPL assessment be managed and who will carry it out?</b> The candidates who will undergo training shall only be assessed.
23	<b>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</b>  The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Each OUTCOME is assessed & marked separately. Student is required to pass in all OUTCOMES individually and marks are allotted. Following assessment methodologies are used.  A. Written Assessment (Multiple Choice Questions) B. Practical Assessment C. Viva Voce Assessment  The assessment results are backed by following evidence. 1 The assessor collects a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In charge / Head of the Training Centre. 2 The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same is mentioned in the attendance sheet. 3 The assessor assigns roll number. 4 The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

## NSQF QUALIFICATION FILE

Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022

### ASSESSMENT EVIDENCE

Complete the grid for each component of NOS, assessment unit or other component as listed in “Formal structure of the qualification” in the summary.

#### 24. Title of Unit/Component:

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
1. Getting Knowledge of Computer Fundamental and office automation software	Learn basic concepts of Computer Fundamental
	Identify different concepts of Operating System and its functions
	Take necessary action how to use Office Automation Software
2. Explain Concepts of Financial Accounting	Prepare and Practice Financial Accounting
	Prepare and Practice Advance Financial Accounting
3. To familiarize with Preparation of Account Books Using Accounting Packages	Prepare Account Books Through Accounting Package
	Prepare Account Books Through Advance Accounting Package
4. Develop Concept of Desktop Publishing Softwares	Execute Advance Skills on Page Maker
	Execute Advance Skills on Photo Shop and Coral Draw

#### Means of assessment 1

Sl No	Examination Pattern	Modules Covered	Duration in Minutes	Maximum Marks

## NSQF QUALIFICATION FILE

Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022

1	Theory Paper – 1: Computer & Financial Accounting Fundamentals	1-2	90	100
2	Theory Paper – 2: Desktop Publishing and Accounting	3-4	90	100
3	Practical -1: Computer Application Accounting and Publishing	All modules	120	60
4	Internal Assessment	All modules	-	20
5	Assignment	All modules	-	20
	<b>Total</b>			<b>200</b>

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	Fail
Marks Range (in %)	$\geq 85\%$	$\geq 75\%$ and $< 85\%$	$\geq 65\%$ and $< 75\%$	$\geq 55\%$ and $< 65\%$	$\geq 40\%$ and $< 55\%$	$< 40\%$

3. Theory examination would be conducted online and the paper comprise of MCQ and each question will carry 1 marks.
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.

**\*Assessment for the Qualification will be conducted as per the guidelines as applicable from time to time.**

## SECTION 2

### 25.EVIDENCE OF LEVEL

**NSQF QUALIFICATION FILE**Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022**OPTION A**

<b>Title/Name of qualification/component:</b> Certified Computer Application Accounting and Publishing Assistant			
<b>Level: 3</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcome relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
<b>Process Required</b>	Individual after acquiring the knowledge of Computer fundamental and office automation software is able to manage all office work through computer Individual After acquiring skill of Financial Accounting and Accounting Packages is able to prepare account books	The mentioned activities are very routine and repetitive in nature and the scope of the same is very limited in context of the occupation .	<b>3</b>
<b>Professional Knowledge</b>	The candidate should have the knowledge of all the topics given in the curriculum in terms of the concept as well as its practical implementation. Acquainted with common software tools and process. Understand the context of work and trade at basic level. Familiar with local specific profession and basic numeracy with literacy skills	The job holder understands the basic facts , process and materials involved in his job role like tools required, equipment etc.	<b>3</b>
<b>Professional Skill</b>	Handling of appropriate software tools. Take adequate steps .Posses soft skills required to deal with profession efficiently	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality	<b>3</b>
<b>Core Skill</b>	Individual should have strong	Receive and transmit written and oral messages,	<b>3</b>



## NSQF QUALIFICATION FILE

Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022

	technical, analytical and problem solving, skills. For updating job knowledge by researching latest enhancements in the technology and software products. Can demonstrate routine, basic operating tasks independently	basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	
<b>Responsibility</b>	Office Assistants and Technical Assistants are able to deliver services to any corporate offices as per their requirements Desktop Publisher are able to work with any advertising firm OR start their own business Account Assistants are able to work in account and finance department of any requirements. After acquiring skill of Desktop Publishing Softwares, individual is able to prepare and design pamphlet brochures.	No responsibility; works under instruction and close supervision.	<b>3</b>

### SECTION 3

#### **EVIDENCE OF NEED**

<b>26</b>	<b>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</b> <b>Need of the Qualification and industry relevance</b>
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Approved in 22nd NSQC – NCVET, Dated: 25<sup>th</sup> August, 2022

	<p>The IT services and business process management (IT-BPM) industry is on a positive hiring trajectory, and is expected to add 375,000 jobs to reach a head count of 4.85 million in financial year 2022, a report by <b>TeamLease Digital</b>, the specialized staffing division of TeamLease Services has found. The industry is on track to reach 10 million workforce in the next five years, with significant increase in contract hiring, the report found.</p> <p>The rise in hiring in IT-BPM has been helped by increased investments in the sector and rapid adoption of technology by enterprises.</p> <p><b>Estimated uptake:</b></p> <p>30 students / Batch</p>
27	<p><b>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</b></p> <p>NA</p>
28	<p><b>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</b></p> <p>As the understanding and adoption models of QPs evolve in the industry and across its sub-sectors, we foresee consolidation of qualification packs as a natural progression. The Qualification does not exist as per information available in the public domain.</p>
29	<p><b>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</b></p> <p>The Qualification is to be monitored and reviewed every three years. The following data will be used</p> <ol style="list-style-type: none"><li>1. Results of assessments</li><li>2. Employer feedback will be sought post-placement</li><li>3. Student feedbacks</li></ol>

## SECTION 4

### EVIDENCE OF PROGRESSION

<b>30</b>	<p><b>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</b></p> <p>This qualification has both technical and analytic skills and can be linked to any qualification higher than this one, existing or to come.</p>
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## Section-1

## Detailed Curriculum

<b>Name of Unit of Qualification</b>	:	Computer fundamental and office automation software
<b>Duration</b>	:	60 Hours
<b>Topics</b>	:	Computer Fundamental, Operating System, Office Automation

Module	Contents	Duration	
		Theory	Practical
OUTCOME-1: Acquiring Skills to Understand Computer Fundamental	<p>Generation of computers, types of computers, micro, mini, main frame &amp; super computers, applications, functional units &amp; operation concepts.</p> <p><b>Memory Structure</b> Basic concepts, types of memories from semiconductor RAMs, Memory system Considerations, ROMs, concepts of cache and virtual memory.</p> <p><b>Processor Unit</b> Basic concepts, sequence of operations to execute a complete instruction, hardware control and micro programmed control-brief introduction.</p> <p><b>Secondary Storage</b> Magnetic disk systems-floppy and hard disk -concept of disk operations-characteristics of different types of disk systems-magnetic tape systems-concept of optical storage devices.</p> <p><b>I/O Devices</b> Various I/O devices-concept of video terminals-video displays-alphanumeric displays-graphic displays.</p> <p><b>Printers &amp; Plotters</b> Types-Specifications-Characteristics.</p>	20	0
OUTCOME-2: Understanding Operating System and its functions	<p><b>Operating System:</b> <b>DOS</b> Introduction, Different Operating Systems, Loading and Quitting the Operating Systems, Important DOS Commands (Internal and External),</p>	5	5

	<p>File and Directory System Concepts in DOS.</p> <p><b>WINDOWS</b> Introduction Operating System</p> <p><b>Desktop icons</b> My Computer, Recycle Bin, Internet Explorer, Network Neighbourhood, My Documents.</p> <p><b>Working with windows</b> How to create a Folder, Copying and cutting files, Renaming.</p> <p><b>Start icon</b> Programs, Favorites, Documents, Settings, Find, Run, Shut down, application icons</p>		
<p>OUTCOME-3: Acquiring Skills to use Office Automation Software</p>	<p><b>An introduction to word</b> The Word workspace, Starting and quitting Word, Creating and Manipulating Various documents, Editing of proofing files, Merging documents and macros.</p> <p><b>How to use mouse and menu</b> Working with dialog box.</p> <p><b>Primary commands in file menu</b> The open command, The New command, The Save As and Save all commands, The Close command, The Page Setup, The Print Exit command.</p> <p><b>Edit menu commands</b> The Cut, Copy and Paste commands, The Undo and Repeat commands.</p> <p><b>Format commands</b> Font commands, Paragraph command.</p> <p><b>Other menu</b> The View menu, The Inset menu, The Tools menu, The Table menu, The Window menu.</p> <p><b>Spread Sheet Preparation Using MS Office</b></p> <p><b>Building a simple worksheet</b> Entering Text, Entering Values, Entering Dates and Times, Moving Around, Selecting Ranges, Using Menu, Using Tool Bar, Using Shortcut Menus, Changing entries, Copying entries, Moving Entries, Inserting and Deleting cells.</p> <p><b>Formatting Basics</b></p>	15	15

	<p>Changing Character Style, Changing Alignment, Changing Column Width.</p> <p><b>Working with Multiple worksheet</b>  Copying entries between work books, Moving sheets between work books, Deleting sheets, Quitting Excel.</p> <p><b>Opening existing workbooks</b>  Simple calculations. Doing Arithmetic, Totaling column of values, Naming cells and Ranges.</p> <p><b>Formatting Text</b>  Displaying dollars and cents, Formatting decimal places, Formatting dates, Copying style and formats. Formulas that make decisions — Using the IF function, Using the nested IF function, Copying formulas. Checking Spelling, Printing Worksheets, Preview Worksheets, Setting up the pages. Sorting data, Keeping Leading in View, Finding records, Adding and deleting Records, Filtering Records. Plotting charts, Sizing and moving charts, Updating charts, Changing the chart type, Using chart auto format. Creating Macros, Recording Macros, Running Macros.</p> <p><b>Database Concepts Using MS Access</b></p> <p><b>Introduction to Database</b>  Database System Concepts, DBMS and RDBMS</p> <p><b>Planning and designing a database</b>  Creating a database — Sorting Data in Tables, Fields, Records, Two ways to Create a Database, Creating a Database with Database Wizard</p> <p><b>Building and Modifying Tables</b>  Create Tables by using the Table Wizard, Create Tables from Scratch, Field Names Data Types and Filed Properties, Modify Tables Using Design View, Entering Data in a Data sheet, Editing Data in a Datasheet, Changing the Width of Columns and Height of Rows, Changing the Order of Columns, Setting of Primary Key</p> <p><b>Defining Relationship</b>  Establish Relationship, Enforce Referential Integrity</p> <p><b>Querying a Database</b></p>		
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	<p>Constructing a Query, Creating the Query, Choose the Tables to Query, Field to Query, Entering the Query criteria, Saving the Results of a Query</p> <p><b>Different Kinds of Queries</b> Crosstab, Update, Delete, Append, Make Table</p> <p><b>Building and Modifying Forms</b> For Entering and Viewing Data, Creating a Form (Design View of Form Wizard), Use the Control Toolbox to Add Controls, Modify Format Properties (Font Style, Size, Color, Caption, etc.) of Controls, Use of Form Sections (Header, Footers and Detail), Use of Calculated Control on a Form.</p> <p><b>Slide Presentation Using MS Office Power Point</b> Main Features of Power Point, Making the Presentation, Creating Template with the Auto Content Wizard. Creating a Presentation with a Template. Creating a presentation from Scratch</p> <p><b>Different Views</b> Normal Slide, Outline, Slide Sorter, Slide Show, Notes, Slide Master Animation, ART and Sound Controlling Transitions between slides. Animating Different Parts of a slide. Inserting a Motion Clip. Including Sounds in slides. Including Graphs, Charts, Tables and Columns Organization Chart Slide, Creating a table Slide. Creating two column Slide, Module 1: Showing A Presentation, Rehearsing/ Timing a Presentation, designating some slides as —Hidden, Viewing Slides Anywhere in a Slide Show. Techniques for Making a Show Livelier</p> <p>Office Connections Presenting with the help of other Office Programs Importing the text from a Word Document. — Printing a Presentation.</p>		
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**Name of Unit of Qualification** : Concepts of Financial Accounting  
**Duration** : 60 Hours  
**Topics** : Financial Accounting

Performance Criteria (OUTCOME) No.	Contents	Duration	
		Theory	Practical
OUTCOME-1: Core Skills to Prepare Financial Accounting	<b>Introduction to Accounting</b> What is Accounting, Financial Accounting Books of Accounts, Cash, Journal, General Ledger Classification of Accounts and Rules of Debits and Credit, Financial Statement, Trial Balance, Final Accounts Statements, O / S Bills Tracking <b>Inventory Management</b> Inventory Analysis, Depreciation, Delivering In & Out, Purchase & Sales Invoice, Debit & Credit Notes Foundation of Accounts, Ledger Accounts and Groups, Account Groups, Liability Side, Assets Side, Income Side, Expense Side	10	15
OUTCOME-2: Advance Skills to Prepare Financial Accounting	<b>Capital Account</b> Capital, Reserves & Surplus (Retained Earnings) Loans (Liabilities), Bank overdraft, Secured Loans & Unsecured Loans Current Liabilities, Duties & Taxes, Provisions, Sundry Creditors, Current Liabilities <b>Fixed Assets</b> Investments Current Assets, Stock in Hand, Deposits (Assets), Loans & Advances (Assets), Sundry Debtors, Cash in hand, Bank Account Miscellaneous Expense & Suspense Account, Sales & Purchases, Direct & Indirect	10	25



	<p>Income, Direct &amp; Indirect Expenses</p> <p><b>Inventories</b></p> <p>Introduction Types of inventory, Inventory in case of manufacturing, Raw materials, Work-in-progress, Finished goods / stock, Inventory in case of trading concern, Finished goods / stock Basis of inventory valuation, Cost, Net realizable value</p> <p>Techniques of Inventory valuation, Historical cost methods, FIFO, LIFO, Average Price, Weighted average price, Non-Historical cost methods</p> <p>Inventory Record system, Periodic Inventory system, Perpetual inventory system</p> <p>.</p>		
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**Name of Unit of Qualification** : Preparation of Account Books Using Accounting Packages

**Duration** : 90 Hours

**Topics** : Prepare Account Books Through Accounting Package(Tally)

Performance Criteria (OUTCOME) No.	Contents	Duration	
		Theory	Practical
OUTCOME-1: Acquiring The Skills To Prepare Account Books Through Accounting Package	<p><b>Tally</b> Introduction to Tally, Tally Fundamentals, Features of Tally, Tally start up screen and components, Tally clock, Switching between screen area- Ctrl-n &amp; Ctrl-m, Quitting Tally.</p> <p><b>Maintaining Company Data</b> Basic Company Details, Creation, Modification, Tally – Accounting &amp; Inventory, Chart of accounts – Group , Ledger, Introduction to F11- Features, Introduction to F12- Configurations, Maintaining stock details, Inventory Masters, Displaying and altering stock group, Creating and altering multiple stock categories, Creating and altering unit of measure.</p> <p><b>Tally Vouchers</b> Accounting Vouchers, Contra Voucher (F4), Payment Voucher (F5), Receipt Voucher (F6), Journal Voucher (F7), Sales Voucher (F8), Credit note Voucher (Ctrl+F8), Purchase Voucher (F9), Debit note Voucher (Ctrl +F9), Reversing Journal (F10), Memo Voucher (Ctrl+F10), Optimal Voucher, Postdated Voucher, Inventory Vouchers, Inventory Vouchers, Purchase order, Sales order, Rejection out, Rejection In, Stock journal, Delivery Note, Receipt Note, Physical note, Invoicing.</p>	15	30

<p>OUTCOME-2: Acquiring The Skills To Prepare Account Books Through Accounting Package</p>	<p><b>Display and Reporting</b> Financial report, Financial Statutory Report, Balance sheet, Profit &amp; Loss A/C, Trial Balance, Sales Register, Purchase Register, Journal Register, Cash Book, Bank Book and Ledger, Financial MIS Report, Group Summary, Group Vouchers, Statement of Accounts, Cost center, out standings , Interest calculations ,statistics, Inventory Report, Inventory Statutory Report, Inventory MIS Report.</p> <p>Technology Advantages of Tally, Tally Vault, Security control, Tally Audit, Backup and Restore, Split company data, Export and Import of data, ODBC Compliance Printing, New features in Tally 9, Value Added Tax (VAT), Tax Deduction at Source (TDS), Service Tax, Pay Roll Accounting.</p>	<p>15</p>	<p>30</p>
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**Name of Unit of Qualification** : Concept of Desktop Publishing Softwares

**Duration** : 90 Hours

**Topics** : Page Maker, Photo Shop and Coral Draw

Performance Criteria(OUTCOME) No.	Contents	Hrs.	
		Theory	Practical
OUTCOME-1: Acquiring Skills on Page Maker	<p><b>Page Maker</b> Introduction to Desktop Publishing, Introduction to PageMaker Advantages, Using the Mouse, Components of the PageMaker Window. Setting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view, Creating New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines, Adding Guidelines to Master Pages. Aligning to Guidelines, Displaying Guidelines, Locking Guidelines. Formatting Types: Changing Font Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specification: Changing Type leading, Changing Character Widths, Changing Tracking, Changing Type Options. Saving Your Document: Saving a new Documents, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version. Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text. Formatting Paragraphs: Changing Indents, Changing the space around</p>	15	30

	<p>Paragraphs, Changing Paragraph Alignment, Controlling How Paragraphs Break Between Pages and Columns, Adding lines Above or Below Your Paragraphs. Converting Other Objects to Frames, Threading and Unthreading Text. Threading additional Text, Threading Text to Different Page. Unthreading Text Blocks, Rethreading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert. Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines: Adjusting, Spacing and Leading, Setting and changing Tabs. Introduction to Auto Flow, PageMaker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering. Adding Design Elements – Introduction Adding Graphics to your Documents, Adding Lines, Changing Lines Specifications, Adding Shapes, Changing Shape Specifications, Changing Line and fill, Specifications together (fill and Stroke), Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Changing PageMaker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in PageMaker, Rotating Text, Skewing and Mirroring objects with Control Palette. Importing Graphics into PageMaker: Placing, aligning Graphics, Cropping Graphics. Setting up Templates Setting Up Master Page Templates, Creating Custom Page Sizes, Creating</p>		
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	<p>Custom Borders, Creating a News Paper Template, Creating New master Pages, Saving an existing Page As a Master Page. Setting UP Custom Styles: Defining Styles, Creating, Editing, Removing Styles and Copying Styles. Introduction to Using layers, n-Layers Palette, Moving and creating objects. Introduction to Printing – Selecting a Printer Printing your Document, Printing Document Dialog Box Options. Adding Color Introduction – Using PageMaker Default Color Palette, Opening Color Palette, Adding color to Text, Working with Color Graphics, Defining Custom Colors, Creating Text Screens. Developing Long Documents Introduction – Using Story Editor: Opening Story Editor, How the Story Editor names, Tories, Switching Between Story Editor and Layout Editors, Closing Story Editor and Placing the Story Editor, Differences between Story Editor and layout Editors. Spellings Starting the speller, Correcting Misspelled Words, Correcting Duplicate Words, Adding Words to the different Dictionaries, Correcting Duplicate Words, using find Feature, Using the change Feature, Creating an Index, using PageMaker Help.</p>		
<p>OUTCOME-2: Acquiring Skills on Photo Shop and Coral Draw</p>	<p><b>PHOTOSHOP</b> Elements of Photoshop, The Elements Environment, Exploring the Photoshop Elements Work Area, Basic Tools and Palettes Modifying an Image, Making Minor Adjustments to your Image, Adjusting the Lighting in Your Image Enhancing an Image, Enhancing an Image with Text, Enhancing an Image with the Painting Tools, Enhancing an</p>	<p>15</p>	<p>30</p>

	<p>Image with Layer Effects, Enhancing an Image with Filters Composite Images, Creating a Composite Image, Create an Animated GIF, Creating Composite Images using Photo merge The Finished Product, Saving Images for the Web and Creating a Web Gallery, Photoshop Elements Print Options</p> <p><b>CORELDRAW</b></p> <p>Basics of CorelDraw Introduction, Getting Started, Creating A New File, Title Bar, Work Area, Printable Page, Property Bar, Page Counter Bar, Color Palette, Toolbox, Statues Bar, Drawing Figures, Lines, Ellipse, Circles, Rectangle, Square, Polygon, Saving, Closing, Opening, Views, Normal View, Preview, Wire Frame View, Draft View, ZoomView Manager, Creating View Drawing Introduction, Toolbox, Selecting an Object, Resizing an Object, Moving, Moving An Object, Changing the Shape, Combining Two Objects, Skewing, Welding the Objects, Blending, Curve Lines, Straight Lines Continuing a Line,View Mode, Changing, Media Tool Rotating An Object, Grouping-Fill Tool Fly OutFilling, Spray Mode. Text Introduction, Text Tool, Entering Artistic Text, Entering Paragraph Text, Converting Text, Formatting Text, Changing the Font Size, Arranging Objects, Ordering the objects, Changing the Font, Bullets, Decorating the Text, Welding, Text Editor, Opening, Changing the Alignment, Type Style, Spell Checking, Grammar Searching Synonyms, Find, Replace, Editing, Kerning, Formatting Characters. Images Bitmap Images, Vector Images, Resizing, Rotating,</p>		
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	Skewing, Moving, Cropping, Importing Images, Adding Special Effects, Converting to Bitmap, Exporting Images. Page Layout Changing the Page Size, Changing the Layout, Applying Styles, Applying Bitmaps to the Background, Changing the Background, Adding a Page Frame, Moving Between Pages.		
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**Name of Unit of Qualification** : Employability Skills

**Duration** : 30 Hours

1. Introduction to Employability Skills
2. Career Development & Goal Setting
3. Becoming a Professional in the 21st Century
4. Basic English Skills
5. Communication Skills
6. Financial and Legal Literacy
7. Entrepreneurship
8. Diversity & Inclusion
9. Constitutional values - Citizenship
10. Essential Digital Skill



## Section 2

<b>Recommended Hardware:</b>	<p>We required following hardware for smooth functioning of training program:-</p> <ul style="list-style-type: none"><li>➤ Processor: Core-2 or Above</li><li>➤ Memory: Min. 2 GB RAM</li><li>➤ Disk space: Min. 160 GB</li><li>➤ UPS</li><li>➤ Printer</li></ul>
<b>Recommended Software:</b>	<p>This course required following software:-</p> <ul style="list-style-type: none"><li>➤ Microsoft-Office <b>or Libre Office</b>, Tally .ERP 9</li><li>➤ Concepts of Image Editing &amp; Advertising- Adobe InDesign, Adobe Photoshop <b>or Free open source alternate Software</b></li><li>➤ Graphics Designing - Corel Draw, Adobe Flash <b>or Free open source alternate Software</b></li></ul> <p>Here is list of <b>additional software</b> required for computer:-</p> <ul style="list-style-type: none"><li>➤ Windows 7/Latest <b>or Free open source alternate Operating System</b></li><li>➤ Antivirus latest</li></ul>
<b>Text Books</b>	Training material for students supported through affiliated Training Providers.
<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Computer Fundamentals - Latest Edition By Pradeep K. Sinha, Priti Sinha</li><li>2. BPB's Office 2010 Course Complete Book For Learning Better And Faster By Prof. Satish Jain, Kratika, M.Geetha</li><li>3. GST Accounting Using Tally .ERP 9</li><li>4. DTP (Desktop Publishing) Training Guide By Prof. Satish jain</li></ol>

### **Section 3**

#### **Trainers Qualification**

##### **Faculty & Support / Lab Instructor:**

##### **Faculty:**

At least a Diploma/B.E./B. Tech with minimum 2 year's relevant experience for B.E./B. Tech or Minimum 2 years teaching experience plus 2 years relevant experience for Diploma.

##### **Lab Instructor:**

At least Diploma with Minimum two-year relevant experience.

## Section 4

### List of Equipment (For a batch of 20 students)

Description		Qty	Specifications
1	Classroom	1	30 sq.m
2	Student Table	20	
3	Student Chair	20	
4	Trainer Table & Chair	1	
5	LCD Projector & screen	1	
6	White Board	1	
7	Desktop / Laptop	21	x86/64 CPU architecture, 10 <sup>th</sup> gen or higher, Intel or AMD CPU, 4 GB RAM or higher, 500 GB HD