CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

- NIELIT Gorakhpur,
  M.M.M.U.T. Campus, Deoria Road Gorakhpur – 273010 (UP)
  Phone No.: 0551-2273371
  Branch Office
- NIELIT Lucknow
  A-1/9, Sumit Complex, VibhutiKhand, Gomti Nagar, Lucknow- 226010(UP)
  Phone No.: 0522 272 0590

Name and contact details of individual dealing with the submission

Name:	**Vijai Shankar Jaiswal**
Position in the organisation	**Dy. Dir.(T)**
Address if different from above	As above
Tel number(s)	0522-2720590
E-mail address	**vsjaiswal@nielit.gov.in**

List of documents submitted in support of the Qualifications File

1. Detailed Curriculum
2. Annexure 1`Lesson Plan
3. Annexure 2 Trainers Details

QUALIFICATION FILE SUMMARY

Qualification Title	Advance Diploma in Computer Application Accounting and Publishing
Qualification Code	NIELIT/OA/4/40
NCO Code and Occupation	3512.0200 Desk Top Publishing Operator
Nature and Purpose of Qualification	Create Skilled Man Force for Computer Application Accountingand Publishing, candidates can be easily absorbed in any publishing house or press.
Body/bodies which will award the qualification.	**Certification Division,** National Institute of Electronics and Information Technology NIELIT Bhawan , Plot No.3, PSP Pocket, Sector-8, Dwarka,New Delhi-110077
Body which will accredit providers to offer the qualification.	**Accreditation Division,** National Institute of Electronics and Information Technology NIELIT Bhawan , Plot No.3, PSP Pocket, Sector-8, Dwarka,New Delhi-110077 Presently, Accreditation is not prescribed; affiliation is one of the models.
Occupation(s) to which the qualification gives access	Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant. Can start their own Small Scale business and can be self employed
Job description of the occupation	• Office Assistant, Desktop Publisher, Account Assistant,Technical Assistant • Can Work In Call Centre for After Sale Support - can be also absorbed in Local Markets • Can start their own Small Scale business and can be self employed
Licensing requirement	Nil
Statutory and Regulatory requirement of the relevant sector(documentary evidence to be provided)	Nil
Level of the qualification in the NSQF.	4
Anticipated volume of training/learning required to complete the qualification	200 Hrs.
Indicative list of training tools required to deliver this qualification	**Recommended hardware/software tools:** **Hardware** We required following hardware for smooth

functioning of training program:-

> Processor: Core-2 or Above
> Memory: Min. 2 GB RAM
> Disk space: Min. 160 GB
> UPS
> Printer

Software

This course required following software:-

> Microsoft-Office, Tally .ERP 9
> Concepts of Image Editing & Advertising- Adobe InDesign, Adobe Photoshop
> Graphics Designing - Corel Draw, Adobe Flash

Here is list of **additional software** required for computer:-

> Windows 7 or Above
> Antivirus latest

Entry requirements / recommendations. And minimum age	Intermediate (10th +2)
Progression from the qualification.	Office Assistant Technical Assistant Account Assistant Desktop Publisher
Planned arrangements for RPL.	Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates
International comparability	No
Date of planned review of qualification	After Every Two Year

Formal structure of the qualification

Mandatory components

Title of component and Identificationcode/NOSs/Learning outcomes	Estimated size (learning hours)	Level
Understanding Computer fundamental and office automation software	50	
Introduction To Financial Accounting	50	**4**
Preparation of Account Books Using Accounting Packages	50	

Working with Desktop Publishing Softwares		50	
	Sub Total (A)	200	

Optional components

Title of component and identificationcode/NOSs/Learning outcomes		**Estimated size (learning hours)**	**Level**
	Sub Total (B)	**0**	
	Total (A+B)	**200**	

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.Nil

SECTION 1
ASSESSMENT

Body/Bodies which will carry out assessment:
Examination Cell,
National Institute of Electronics and Information Technology
NIELIT Bhawan , Plot No.3, PSP Pocket,
Sector-8, Dwarka, New Delhi-110077

How will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

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 evidences.

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.

Please attach any documents giving further information about assessment and/or RPL.
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.

Title of Unit/Component:

Outcomes to be assessed/NOSs to be assesed	Assessment criteria for the outcome
1. GettingKnowledge ofComputer Fundamentaland officeautomation 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	Examination Pattern	Modules	Duration	Maximum

No		Covered	in Minutes	Marks
1	Theory Paper – 1	All modules	90	100
2	Practical -1	All modules	120	60
3	Internal Assessment	All modules	-	20
4	Assignment	All modules	-	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	Fail
Marks Range (in %)	>85%	75%-84%	65%-74%	55%-64%	50%-54%	<50%

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.

SECTION 2

EVIDENCE OF LEVEL
OPTION A

Title/Name of qualification/component: Advance Diploma in Computer Application Accounting and Publishing **Level: 4**			
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcome relates to the NSQF level descriptors**	**NSQF Level**
Process	Individual afteracquiring the knowledge ofComputer fundamentaland office automationsoftwareis able to manage alloffice work throughcomputerIndividual Afteracquiring skillof FinancialAccountingand	The mentioned activities are very routine and repetitive in nature and the scope of the same is very limited in context of the occupation .	4

	AccountingPackages isable to prepareaccount books		
Professional Knowledge	The candidateshould have the knowledge of allthe topics givenin thecurriculum in terms of theconcept as well as its practicalimplementation. Acquainted withcommon software toolsand process. Understand thecontext of workand trade at basiclevel. Familiarwith localspecific profession andbasic numeracy with literacyskills	The job holder understands the basic facts , process and materials involved in his job role like tools required, equipment etc.	4
Professional Skill	Handling ofappropriate software tools.Take adequate steps .Posses softskills required todeal withprofessionefficiently	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality	4
Core Skill	Individualshouldhavestrong technical,analyticaland problemsolving,skills.For updatingjobknowledgeby researching latestenhancements in thetechnologyandsoftware products.Candemonstrate routine,basicoperating tasksindependently	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	4
Responsibility	Office Assistantsand TechnicalAssistants areable to deliverservices to any corporate officesas per their requirements Desktop Publisher are able to work with anyadvertising firmOR start their own businessAccountAssistants areable to work inaccount andfinancedepartment of any requirements.After acquiring skill of DesktopPublishing Softwares, individual is able to prepare anddesign pamphlet broachers.	No responsibility; works under instruction and close supervision.	4

SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

http://www.nasscom.in/indian-itbpo-industry
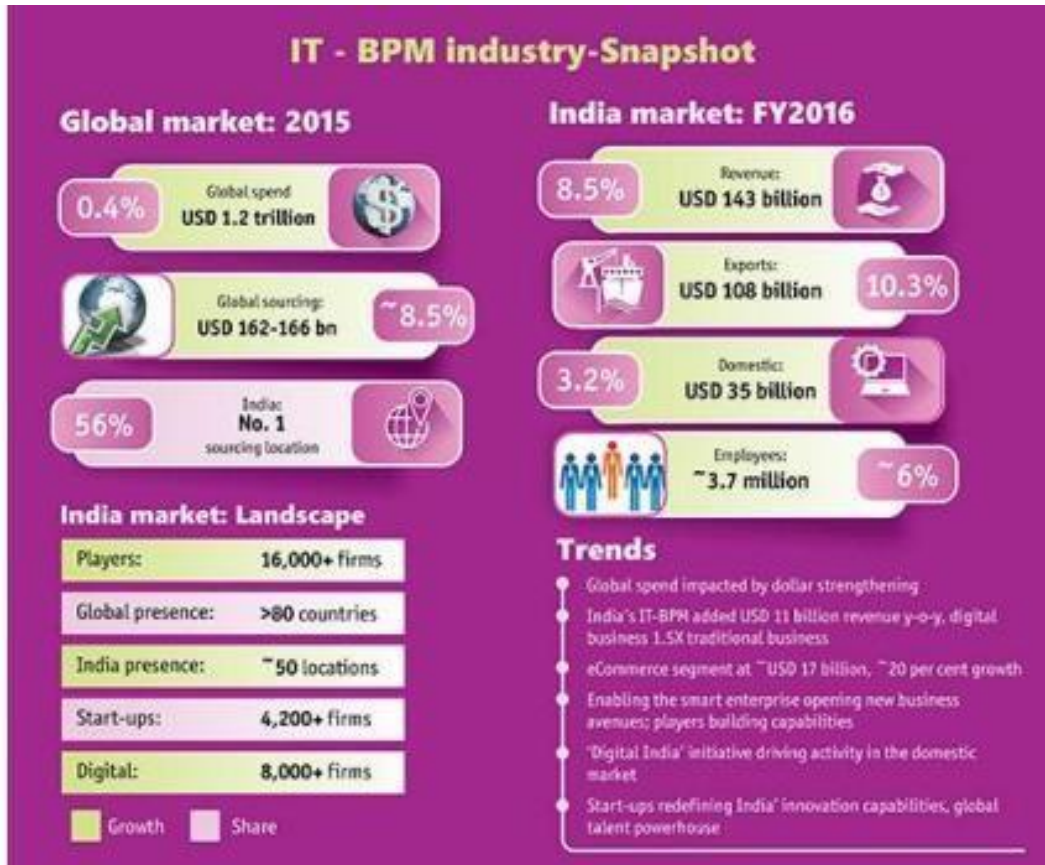
The Indian IT-BPM sector continues to be one of the largest employers in the countrydirectly employing nearly 3.5 million professionals, adding over 2,30,000 employees.Mr. R Chandrasekaran, Chairman, NASSCOM, said, "We are delighted with the robustgrowth demonstrated by the industry during the current fiscal year. The industry todayhas a very diverse landscape which is constantly evolving and fuelling growth for theindustry. Digital also became main stream during the year, with industry increasinglyinvesting in digitized solutions to drive future growth opportunities. Interestinglydigital solutions in the year accounted for 12-14% of the industry revenues.NASSCOM will continue to work with its members to build capabilities within thecountry and position India as an ideal global digital hub, leveraging technology fortransformation and driving innovation across domains." The domestic IT-BPM market is rapidly approaching the USD 50 billion mark. In FY2015, the market is expected to be a little over USD 48 billion, an annual growth of714 per cent. This is faster than the average industry growth, and is largely being drivenby the booming eCommerce segment. Stable government with a technology focusedgrowth agenda is further boosting technology adoption in the domestic market"India is jumping the technology maturity curve and is emerging as a digital

economy.The recent announcements by the Government on Digital India, Make in India, Skilling India are creating a renewed thrust on the domestic market. NASSCOMwill continue to partners with diverse industry sectors and related governmentdepartments to enable technology adoption for key challenges faced by the country."said Mr. R. Chandrashekhar, President, NASSCOM.In FY2016, NASSCOM expects the industry to add revenues of USD 20 billion to theexisting industry revenues of USD 146 billion. Export revenues for FY2016 isprojected to grow by 12 to 14% and reach USD 110-112 bn. Domestic revenues(including ecommerce) for the same period will grow at a rate of 15-17% percent andis expected to reach USD 55-57 billion during the year.Mr. BVR Mohan Reddy, Vice Chairman, NASSCOM said "The future looks verypromising as the IT-BPM industry is gearing itself well to next phase of challenges.Digitization, disruptive technologies and innovation will fuel growth with newopportunities in the years ahead. NASSCOM will work with its members to showcaseIndia as a destination of high value globalized solutions which are transformative andinnovative. The fast growing technology start-up sector will further drive innovation inthe country" Source:http://www.nasscom.in/robust-growth-indian-itbpm-industryIn FY2016, NASSCOM expects the industry to add revenues of USD 20 billion to theexisting industry revenues of USD 146 billion. Export revenues for FY2016 isprojected to grow by 12 to 14% and reach USD 110-112 bn. Domestic revenues(including ecommerce) for the same period will grow at a rate of 15-17% percent andis expected to reach USD 55-57 billion during the year.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

Online access of Qualification Register is not yet available.

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?

The Qualification is to be monitored and reviewed every two years.
The following data will be used
1. Results of assessments
2. Employer feedback will be sought post-placement
3. Student feedbacks

Please attach any documents giving further information about any of the topics above.
NIL

SECTION 4

EVIDENCE OF PROGRESSION

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?

This qualification has comprises both technical and analytic skills and can be linked to any qualification higher than this one, existing or to come.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

NA

SECTION 5

EVIDENCE OF INTERNATIONAL COMPARABILITY

List any comparisons which have been established.
NIL
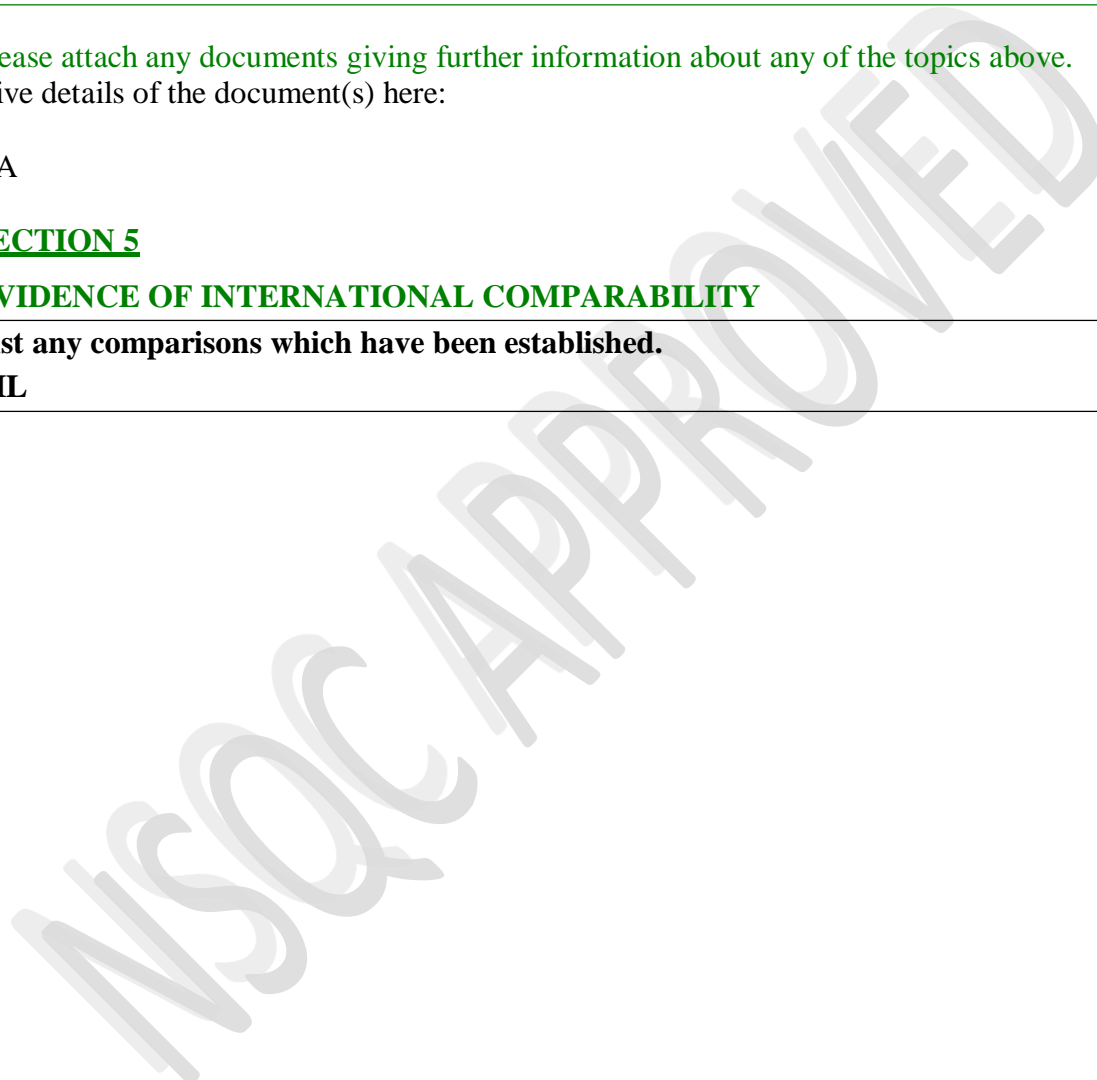
Detailed Curriculum

Name of Unit of Qualification	:	Understanding Computer fundamental and office automation software
Duration	:	50 Hours
Topics	:	Computer Fundamental, Operating System, Office Automation

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Acquiring Skills to Understand Computer Fundamental	Generation of computers, types of computers, micro, mini, main frame & super computers, applications, functional units & operation concepts. **Memory Structure** Basic concepts, types of memories from semiconductor RAMs, Memory system Considerations, ROMs, concepts of cache and virtual memory. **Processor Unit** Basic concepts, sequence of operations to execute a complete instruction, hardware control and micro programmed control-brief introduction. **Secondary Storage** 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. **I/O Devices** Various I/O devices-concept of video terminals-video displays-alphanumeric displays-graphic displays. **Printers & Plotters** Types-Specifications-Characteristics.	05
OUTCOME-2: Understanding Operating System and its functions	**Operating System:** **DOS** Introduction, Different Operating Systems, Loading and Quitting the Operating Systems, Important DOS Commands (Internal and External), File and Directory System Concepts in DOS. **WINDOWS** Introduction Operating System **Desktop icons** My Computer, Recycle Bin, Internet Explorer, Network Neighbourhood, My Documents. **Working with windows** How to create a Folder, Copying and cutting files, Renaming.	05

	Start icon Programs, Favorites, Documents, Settings, Find, Run, Shut down, application icons	
OUTCOME-3: Acquiring Skills to use Office Automation Software	**An introduction to word** The Word workspace, Starting and quitting Word, Creating and Manipulating Various documents, Editing of proofing files, Merging documents and macros. **How to use mouse and menu** Working with dialog box. **Primary commands in file menu** The open command, The New command, The Save As and Save all commands, The Close command, The Page Setup, The Print Exit command. **Edit menu commands** The Cut, Copy and Paste commands, The Undo and Repeat commands. **Format commands** Font commands, Paragraph command. **Other menu** The View menu, The Inset menu, The Tools menu, The Table menu, The Window menu. **Spread Sheet Preparation Using MS Office** **Building a simple worksheet** 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. **Formatting Basics** Changing Character Style, Changing Alignment, Changing Column Width. **Working with Multiple worksheet** Copying entries between work books, Moving sheets between work books, Deleting sheets, Quitting Excel. **Opening existing workbooks** Simple calculations. Doing Arithmetic, Totaling column of values, Naming cells and Ranges. **Formatting Text** 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	40

charts, Changing the chart type, Using chart auto format. Creating Macros, Recording Macros, Running Macros.

Database Concepts Using MS Access

Introduction to Database

Database System Concepts, DBMS and RDBMS

Planning and designing a database

Creating a database — Sorting Data in Tables, Fields, Records, Two ways to Create a Database, Creating a Database with Database Wizard

Building and Modifying Tables

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

Defining Relationship

Establish Relationship, Enforce Referential Integrity

Querying a Database

Constructing a Query, Creating the Query, Choose the Tables to Query, Field to Query, Entering the Query criteria, Saving the Results of a Query

Different Kinds of Queries

Crosstab, Update, Delete, Append, Make Table

Building and Modifying Forms

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.

Slide Presentation Using MS Office

Power Point

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

Different Views

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 Office Connections Presenting with the help of other Office Programs Importing the text from a Word Document.— Printing a Presentation. | |

Name of Unit of Qualification	:	Introduction To Financial Accounting
Duration	:	50 Hours
Topics	:	Financial Accounting

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Core Skills to Prepare Financial Accounting	**Introduction to Accounting** 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 **Inventory Management** 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	20
OUTCOME-2: Advance Skills to Prepare Financial Accounting	**Capital Account** Capital, Reserves & Surplus (Retained Earnings) Loans (Liabilities), Bank overdraft, Secured Loans & Unsecured Loans Current Liabilities, Duties & Taxes, Provisions, Sundry Creditors, Current Liabilities **Fixed Assets** 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 Income, Direct & Indirect Expenses **Inventories** 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 Techniques of Inventory valuation, Historical cost methods, FIFO, LIFO, Average Price, Weighted average price, Non-Historical cost methods Inventory Record system, Periodic Inventory system, Perpetual inventory system .	30

Name of Unit of Qualification	:Preparation of Account Books Using Accounting Packages	
Duration	: 50 Hours	
Topics	: Prepare Account Books Through Accounting Package(Tally)	

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Acquiring The Skills To Prepare Account Books Through Accounting Package	**Tally** Introduction to Tally, Tally Fundamentals, Features of Tally, Tally start up screen and components, Tally clock, Switching between screen area- Ctrl-n & Ctrl-m, Quitting Tally. **Maintaining Company Data** Basic Company Details, Creation, Modification, Tally – Accounting & 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. **Tally Vouchers** 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.	30
OUTCOME-2: Acquiring The Skills To Prepare Account Books Through Accounting Package	**Display and Reporting** Financial report, Financial Statutory Report, Balance sheet, Profit & 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	20

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	Report, Inventory MIS Report. 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.	

Name of Unit of Qualification	: Working with Desktop Publishing Softwares	
Duration	: 50 Hours	
Topics	:Page Maker, Photo Shop and Coral Draw	

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME-1: Acquiring Skills on Page Maker	**Page Maker** 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 Fort 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 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,	20

	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 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.	

| OUTCOME-2: Acquiring Skills on Photo Shop and Coral Draw | **PHOTOSHOP** 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 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 **CORELDRAW** 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 LinesContinuing 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, 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. | 30 |