Desktop Publishing		
Course Code NARQ40035-PROCESS: Session Plan		
Day	**Session**	**Topics**
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab–ice breaking exercise
02	I	Achievement Motivation–confidence building
	II	Why self-employment–Advantages over wage employment, Entrepreneurship Development – What, Why & How?–(introduction)
	III & IV	Entrepreneurial competencies – importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving– Explanation through case studies and exercises, Creativity
	II	Time management
	III & IV	Risk taking and Goal setting – Ring Toss exercise
04	I to IV	Basics of Computer Hardware & Software in Digital Designing and Publication, Uses of Computer, Block Diagram of Computer, History of Computer. Hardware: Input Devices, Output Devices, Storage Devices, Difference between old computer and latest computer. RAM, ROM, Different Drives, Modem, Internet uses. Software: Application software, General purposes software, Development Software, System Software
05	I to IV	Basics of Image Editing : Introduction to Photoshop
06	I to IV	Introduction to Tools: Transformation: Adjustment and Pen Tool.
07	I to IV	Introduction to Tools: Layer creation, Copying, Paste and Application of Text Tool.
08	I	Tower building – Eradicating dependency syndrome
	II to IV	Assignment work on the creation of Visiting card and various type of greeting card

09	I to IV	Photo Editing, Composition: Magazine cover page Designing, Quark Express
10	I to IV	Color correction: Black and White color correction.
11	I to IV	Photo restoration : Application of Various tools
12	I to IV	Photo restoration: Practical with old photos – Re-moving water mark and Seal.
13	I	Effective communication skills
	II to IV	Image Tone adjustment , Highlight , Mid tone and shadow adjustments .Sharpness and Blur Adjustment
14	I to IV	Layer Effect: Inner shadow, outer shadow, Bevel, embossing, Stroke and Color replacement.
15	I to IV	Gradient : Flex board designing
16	I to IV	All types of studio works. Pass port size, studio sitting background changing, A3 Calendar.
17	I to IV	Wedding Album Designing Works.
18	I to IV	Brochure designing works
19	I to IV	Action scripts
20	I to III	Introduction to Adobe Illustrator: Difference between raster and vector images.
	IV	Business Game – Boat Building Exercise
21	I	Experience sharing – Interaction with successful entrepreneur
	II to IV	Application of Tools : Drawing of shapes , Transformation , Colorings :
22	I to IV	Text: Path Text, Area Text. Simple works for adjusting shape , pen tool :
23	I to IV	Document Designing & Advance Features , Graphic reproduction Logo creation : Placing of photo shopped images

24	I to IV	Mesh Tool ; gradient Tool , Masking
25	I to IV	Creating symbols , Special brush , Graph Creation
	V	Mid Term Evaluation test
26	I to III	Practical work on Advertisement :
	IV	Market Survey - Theory. Preparation of questionnaire for survey.
27	I to IV	Market Survey –field visits & collection of information
28	I	Market Survey – Report Writing, Presentation of Market survey report, discussion on presentation
	II to IV	Typing of Local Language Software ISM
29	I to IV	Typing of Local Language Software ISM
30	I to IV	Introduction to Adobe Page maker, Understanding the first screen of Page maker
31	I to IV	Understanding Tools and workspace
32	I to IV	Text formatting
33	I to IV	Use of Control Palate and alignment work
34	I to IV	Magazine Creation and various Practical Work in PageMaker
35	I to IV	Book setting and other practical work in Page Maker
36	I to IV	Print Set Up in Page Maker
37	I to IV	Introduction to Corel Draw –latest Version .Text adjustment
38	I to IV	Uses of tool box of Corel Draw
39	I to IV	Types of Design Compositions – artistic shape, cloning shape etc..
40		Composing of multi-color visiting cards
41	I to IV	Invitation Cards for offset printing using of photo mixing

42	**I to II**	Memento Works, House Name Works etc…
	III	Introduction to ON –Line photo composing and Printing Websites, Photo downloading and uploading facilities.
	IV	Costing, pricing, fixed cost, variable cost, breakeven point etc.
43	**I - III**	Visit to a Digital Printing and Designing Center
	IV	Marketing Management
44	**I& II**	Banking–Deposits & advances, lending schemes/Government schemes
	III	Business plan/project report preparation
	IV	Human Relations
45	**I**	Maintenance of records & book keeping – Methodology
	II	Launching formalities – Steps in launching of an enterprise Pitfalls and their control
	III	Final evaluation test
	IV	Feedback & Valedictory