



**Name of Course: DTP**

**Duration:** 120 Hrs.

**Offered by:** Ramakrishna Sarada Mission Vivekananda Vidyabhavan and Sri Sarada Math Rasik Bhita

**Eligibility:** 10 + 2 Passed and RKSMVV Students

**Fee Structure:**

Admission Fee – Nil

Course Fee – 1500/-

**Intake Capacity:** 20 (RKSMVV Students)

**Course Overview:**

Desktop Publishing or DTP software program is a course that prepares the students to operate computer software for the designing purpose. Learning DTP Program helps to produce high-quality digital files, both for print materials such as posters, greetings card, and brochure as well as the online content like web pages. This essential skill-set is designed to prepare the students for a variety of professions – from any clerical job in an office to the advertisement agency and the printing and publishing related industries. The course includes

the most desirable skills in the job market for instance – DTP page layout, illustration, Graphic communications, Digital imaging and design and layout.

**Course Objectives:**

- To provide the participants an understanding of the techniques of desktop publishing using suitable hardware and software tools.
- To develop specific skills, competencies and points of view needed by professionals who use computer hardware and software in the hands-on production of publications.
- To gain factual knowledge that provides a context for desktop publishing (DTP).
- To develop creative capacities and skill-set required for dynamic job opportunities as Photo editor, Web designer, Graphic designer, DTP Operator, Logo Designer, Digital illustrator, Pattern Maker, Stationary Designer.

**Syllabus in Modules:**

<b>DTP</b>		
<b>Module</b>	<b>Content</b>	<b>Duration(Hrs.)</b>
1	Concept of Designing & Multimedia	20
2	Printing Technology	20
3	Page Layout Designing	20
4	Graphics Editing	22
5	Soft Skill	20
Assessment and practical		18
Total duration		30

**Resource Persons:**

**Sukanya Ganguly**, Faculty, Computer Training, Sri Sarada Math Rasik Bhita

**Rituparna Dutta**, Faculty, Computer Training, Sri Sarada Math Rasik Bhita

**Riya Sarkar**, Faculty, Computer Training, Sri Sarada Math Rasik Bhita

***Subhadra Biswas***, Faculty, Computer Training, Sri Sarada Math Rasik Bhita

***Anusua Roy***, Faculty, Computer Training, Sri Sarada Math Rasik Bhita

### **Learning Outcomes:**

After completion of the course the students will be able to:

- Operate software like – Photoshop, Page maker, Corel Draw
- Use specific editing tools to build documents
- Prepare graphic contents using appropriate tools
- Format text size, column size and spacing
- Proof check in a layout.

### **Assessment Procedure:**

Three Formative Assessments' scores are provided as percentages. The Total Grade is determined based on the overall performance across all assessments. The Continuous Assessment column provides a general evaluation of the students' participation, engagement and adherence to deadlines throughout the course.

Grading criteria along with the corresponding percentage ranges:

A: 90%-100%

B: 80%-89%

C: 70%-79%

D: 60% - 69%

F : Below 60%