

Part A Introduction		
Program: Certificate	Year: First Year	Session: 2021-22
Course Code	V1-COA-DTPT	
Course Title	Desk Top Publishing	
Course Type	Vocational	
Pre-requisite (if any)	Open for All	
Course Learning outcomes (CLO)	<p>After studying this Course the Student will be able to</p> <ul style="list-style-type: none"> • Understand basics of computer and its related terminology. • Write, Edit & Print documents using MS-WORD & EXCEL. • Understand various software used for Desktop Publishing and would be able to create and design documents with text and graphics like newspaper ad, wedding cards, visiting cards, greeting cards etc. • Using PageMaker, CorelDraw & Photoshop. Understand Colour concept in Printing 	
Expected Job Role / career opportunities	<p>After studying this Course the Student will be able to pursue his/her career as a/an:</p> <ul style="list-style-type: none"> • Graphic designer • Multimedia Editor • Logo Designer • Office Assistant • Desktop Publishing Operator 	
Credit Value	4	

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr

Total No. of Lectures/ Practical: L-30hrs/P-30hrs

Module	Topics	No. of Hours
I	Computer Fundamentals - Generations of Computer, Advantage and disadvantage of Computer, Block Diagram of a Computer, Description of Different parts of a computer. System Software and Application Software MS Office Introduction to MS Office, Word Processing Software, Electronic Spreadsheet, MS Paint	8
II	PageMaker Introduction to various versions, concepts and applications of PageMaker Guides & rulers. Drawing tools. Fills & outlines. Photo Shop -History & introduction, the file menu, the tools, Drawing lines & shapes. Photo editing /inserting starting with Setting Up, introduction of layers, Understanding Design principles and color theory	12
III	Coral Draw - Drawing –lines, shapes .inserting-pictures, objects, tables, templates, Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc Design Principles & Color Harmony Introduction to colors – Primary and Secondary in both RGB & CMYK schemes/modes.	10
Practical		
	<ol style="list-style-type: none"> 1. Using windows explorer and other windows elements 2. Creating and opening a document in page maker 3. Formatting and editing a document 4. Saving and printing a given document 5. Insertion of text and graphics in a given document from external source 6. Using columns utility, to give the document column look 7. Using various fonts and styles to make a document more beautiful 8. Use of page maker to make transparencies 9. Saving and printing a file that has been created 10. Formatting a given file by using undo/redo, repeat, cut, copy, paste, delete, duplicate and clone utilities 11. Inserting objects in the drawing, aligning, ordering, grouping and ungrouping of those objects 12. Use of combine, break apart, weld, intersection, trim and separate tools in a given drawing 13. Use of mode edit tools i.e., to line, to curve, to stretch, and rotate 14. Creating special effects i.e., transform roll-up, envelop roll up, add perspective, extrude roll up, contour roll up, power line, power clip, clear effects 15. To insert character and paragraph text in a drawing and frame, setting of tabs, indents, bullets and spacing in paragraph text 16. Filling of text to a given path, aligning it to base line, straighten text and edit text 17. Using tools such as spell checker, and thesaurus 18. Using find and replace text utility and type assist 19. Adding various symbols to a drawing and creating different pattern 	30

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Desk Top Publishing From A to Z by Bill Grout and Osborne; McGraw Hill
2. DTP (Desk Top Publishing) for PC user by Houghton; Galgotia Publishing House Pvt. Ltd., Daryaganj, New Delhi.
3. ADOBE PAGEMAKER 6.5 - Shashank Jain & Satish Jain – First Edition 2001, BPB Publications.
4. DESKTOP PUBLISHING ON PC – M.C. Sharma, BPB Publications
5. Corel draw the Official Guide By Gray David Bouton , Corel Press.
6. The complete Reference Getting Started with Page Maker , McGraw-Hills
7. Adobe Photoshop CS2 Classroom In A Book (2020) , Adobe Press.
8. Computers Today S.K.Basandra, Galgotia Publications.
9. Microsoft Office : Will Train , Gini Courter, Annette Marquis BPB Publication.

Suggested equivalent online courses:

http://www.nptelvideos.com/adobe/adobe_photoshop_tutorials.php

https://onlinecourses.swayam2.ac.in/cec20_cs05/preview

https://eskillindia.org/Course/course_detail/117206920200221051647

<https://www.udemy.com/course/desktop-publishing-for-you/>

<https://www.youtube.com/watch?v=FJYgNUYUvZc>