ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Reaccredited 'A+ 'Grade by NAAC(CGPA:3.68/4.00)
College with Potential for Excellence by UGC
DST-FIST Supported & STAR College Scheme by DBT

Faculty of Science

BBA/BCA/BA/B.Sc./B. Com
III Semester
Paper-Vocational
Desktop Publishing

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	To understand basics of computer and its related terminology.	U
CO 2	To apply write, edit & print documents using MS- Word and Excel.	App
CO 3	To 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.	U, App
CO 4	Apply Pagemaker, CorelDraw & Photoshop and understand Colour concept in Printing.	App, U

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	**External**	
Theory	3	40	60	**100**
Practical	1	40	60	**100**
Total	**4**			**200**

Evaluation Scheme

	Marks	
	Internal	**External**
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)
Practical	3 Internal Exams (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)

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Content of the Course

Theory

No. of Lectures (in hours per week): 2 Hrs. per week

Total No. of Lectures: 60 Hrs.   **Maximum Marks:** 60

Units	Topics	No. of Lectures
I	Computer Fundamentals: - Generations of Computer, Advantages and Disadvantage of Computer, Block Diagram of a Computer, Description of Different parts of a computer, System Software and Application Software, 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 and Outlines. Photoshop- History and Introduction, the file menu, the tools, Drawing lines and shapes. Photo editing/inserting starting with Setting Up, Introduction of Layers, Understanding Design principles and colour theory.	12
III	Corel Draw-Drawing-lines, shapes, inserting pictures, objects, tables, 10 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

References

Text books, Reference books, other resources:

1. Desktop 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.
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, CorelPress.
6. The Complete Reference Getting Started with Pagemaker,McGraw-Hills.
7. Adobe Photoshop CS2 Classroom In A Book(2020), Adobe Press.
8. Computers Today S.K.Basandra, Galtotia Publications.
9. Microsoft Office: Will Train, Gini Courter, Annette Marquis BPB Publication.

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Suggested equivalent online courses:

http://www.nptelvideos.com/adobe/adobephotoshoptutorials.php.
https://onlinecourses.swayam2.ac.in/cec20cs05/preview
https://eskillindia.org/Course/course detail/117206920200221051647
https://www.udemy.com/course/desktop-publishing-for-you/
https://www.youtube.com/watch?v=FJYgNUYUvZe

List of Practical

1. Using window explorer and other windows elements.
2. Creating and opening a document in pagemaker.
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 column 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, rollup, envelop roll up, add perspective, extrude roll up, contour rollup, 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 o 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 off pattern.