MANNAR THIRUMALAI NAICKER COLLEGE

PASUMALAI, MADURAI-625 004

(An Autonomous Institution Re-accredited with 'A' Grade by NAAC)

DTP

SYLLABUS AND REGULATIONS

Conducted by Mathematics Department

UNDER
CHOICE BASED CREDIT SYSTEM (CBCS)
(For those who joining in 2017-2018 and after)

Objective

To introduce basic working knowledge in DTP

Eligibility of Admission

Undergraduate Students belonging to any discipline are eligible for admission in to this course provided that they must have baisc computer programming knowledge.

Scheme and Regulations

The Diploma course will be conducted during the first and second semesters.

The course will have 180 contact hours

Hours per week will be 12 hours

Hours per week for Theory 8 hours

Hours per week for Practical 4 hours

Total hours per semester will be 90 hours

Examination

The course has divided into Two papers namely Adope pagemaker / Adobe in design and Adobe Photoshop / coreldraw along with a practical paper. The examination for both the papers will be conducted at the end of the second semester.

Maximum marks for each paper is 100 and the passing minimum is 35 marks out of 100.

Paper I & II:	Written	Theory :	75 Marks
	Vivavoce	Internal :	25 Marks

		Total	**100 Marks**

For practical subject:

	External	60 Marks
	Internal	40 Marks

	Total	**100 Marks**

Pattern of the question paper (External Examination)

The question paper may have 3 parts.

Duration of the external examination is 3 hours

Part – A

Ten questions (answer all)   10 X 02   =   20 Marks

Part – B

Five questions ('either ….or 'type)   05X 05   =   25 Marks

Part – C

Three questions ('either …. or 'type)   03X10   =   30 Marks

                                              Total   **100 Marks**

CURRICULAM FOR TRADE OF DESKTOP PUBLISHING

S. No	Subject	Hours per Week		Marks			
		Theory	Practical	Credits	Internal	External	Total
1	Adobe PageMaker / Adobe In Design	4+4		8	25	75	100
2	Adobe Photoshop / CorelDraw	4+4		8	25	75	100
3	Adobe PageMaker/ Adobe In Design -Lab	-	(2+2)	4	40	60	100
	Total	8+8	4	20	90	210	300

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DIPLOMA COURSE IN DESKTOP PUBLISHING
Course Structure – Semester wise CBCS (w.e.f.2017-2018)

Class   : DTP   **Paper   : Certificate Course**
Semester   : I   **Hours   : 04 + 04**
Subject Code : 17DDTP21   **Credits : 08**

ADOBE PAGEMAKER / ADOBE INDESIGN

AIM & OBJECTIVE:

To enable the students to learn the basic functions, principles and concepts of E-Publishing. Upon successful completion of this course, the student should have

- Page Layout Basics.
- Understanding Tools & Workspace
- Creating
  - Labels, Pamphlets.
  - Bill books, Viz. Cards
  - Greetings Cards
  - Advertisements, etc.
- Books & Booklets.
- Shortcuts to Work Efficiently

UNIT I

Adobe PageMaker 7: Introduction - **Creating a New Publication in Pagemaker 7** : Starting PageMaker 7 – Document Setup , Save and Close Publications . **Text Blocks:** Drawing a Text Block by Dragging and Mouse-cursor – Creating a Text Block – Fitting Text Blocks on a Page – Inserting Pages while placing Text. **Handling Pages:** Inserting Pages – Deleting pages - Go to Desired page – Flow of Text in Linked Text Blocks – Using the Toolbox.

UNIT II

Using the Toolbar – Importing Text – Manual, Semi-automatic and Automatic Text Flow – Importing Pictures – Wrapping Text Around pictures – Character Level Formatting – Paragraph Level Formatting . **Using Story Editor**: Editing an Existing Story – Creating a New Story – Check Spelling - Dialog Boxes Find and Change - View, Page and Pasteboard – Grouping and Arranging . **Using Styles:** Using Predefined Styles – Creating a New Style – Using Styles Effectively – Printing and Color Separations.

UNIT III

Adobe InDesign CS4 : Getting Started with InDesign CS4 - Exploring the InDesign CS4 Workspace : The Application Bar – The Menu Bar – The Control Panel – The Tools Panel – The Document Window – The Work Area - The Panel Groups. **Working with Custom Workspaces:** Crating a Workspace – Saving a Workspace – Deleting a Workspace – Reverting a Workspace – Creating a new Document – Saving a Document – Closing the Document – Quitting the Application.

UNIT IV

Working with Documents: Opening an Existing Document – Creating a master page – Deleting a Master page – Working with Text – Creating a Text Frame – Adding Text to the Document . **Working with the Type on a path Tool:** Creating Type on a Path – Removing Text from the path. **Performing Basic Formatting tasks:** Changing the Font Size of the Text – Changing the Font Color of the text – Aligning the Text in a Document. **Performing Advance Formatting Styles:** Working with Character Styles - Working with Paragraph Styles.

UNIT V

 Working with Drawing Tools and Objects : Using Shape Tools – Using Pen Tools – Transforming Objects: Flipping an ibject – Rotating an Object – Cropping an Object – Shearing an Object. **Publishing the Document**: Creating a Table of Contents – Creating and Applying styles in a TOC – Importing Styles – Printing a Document – Saving the Document as a PDF File.

TEXT BOOKS:

1. Shirish Chavan, **Rapidex DTP Course**, Unicorn Books Private Limited, Second Edition, New Delhi, 2007.

Unit I:	Chapters: 6	Section 6.2.1 to 6.2.3.
		Section 6.4.1 to 6.4.5.
		Section 6.5.1 to 6.5.3.
Unit II:	Chapters: 7	Sections 7.1 – 7.13., 7.16.

2. Vikas Gupta, **Comdex DTP Course Kit**, Dreamtech Press, First Edition, New Delhi, 2011.

Unit III:	Chapters: 1:	Section 101 - 112
Unit IV:	Chapters: 2:	Section 114 – 129
Unit V:	Chapters: 3:	Section 133 – 148.
	Chapters: 4:	Section 154 - 161.

Reference books:

1. David Blatner, Christopher Smith, Steve Werner, **Indesign for Quark Xpress Users**, Peachpit Press, 4th edition, California, 2003.

2. AdobeCreative Team, **Adobe Pagemaker7 Classroom in a Book**, Adobe Press, Ebook, California, 2001.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DIPLOMA COURSE IN DESKTOP PUBLISHING
Course Structure – Semester wise CBCS (w.e.f.2017-2018)

Class : **DTP**	**Paper** : **Certificate Course**
Semester : **I**	**Hours** : **04 + 04**
Subject Code : **17DDTP22**	**Credits** : **08**

ADOBE PHOTPSHOP / COREL DRAW

AIM & OBJECTIVE:

To enable the students to learn the basic functions, principles and concepts of Image Editing and Graphics designing. Upon successful completion of this course, the student should have

CorelDraw

- Understanding Tools & Workspace.
- Drawing Shapes & Graphics
- Logos & Artistic Text.
- Multicolor Designs
  - ➢ Greetings Cards , Viz. Cards
  - ➢ Advertisements, etc.
- Book Covers, Brouchers.
- Shortcuts to Work Efficiently

Photoshop

- Understanding Tools & Workspace.
- Image/Photo Editing –Mixing Enhancements
- Creating Modeling & Wedding Photographs.
- Creating Digital Images & Backgrounds.
- Converting Color To B/W And B/W To Color
- Filter Technices
- Shortcuts to Work Efficiently

UNIT I

The Working Environment: The Photoshop Screen Environment – Using the Toolbox - Ruler Guides and Grids-   Palette Techniques – Saving and Loding Custom Settings -. **Opening and Saving Files :** Opening Images in Photoshop – Scanning Images – CD Images – EPS File – TIFF Format – JPEG Format – Creating A New File. **Getting Started with Images:** Rotating an Image – Resizing and Resampling – Cropping an Image – Adding a Border - Foreground and Background Colors – The Color Palette – Pantone Color – The Swatches Palette.

UNIT II

The Painting Tools: The Brushes Palette – Painting Tool Techniques and settings – The Paint Brush Tool – The Pencil and Line Tool – The Gradient Tool – The paint Bucket Tool - Blending Modes . **The Editing Tools**: The Blur, Sharpen and Smudge Tools – The Clone and Pattern Stamp Tools – The Eraser Tool – The Magic Square. **Layers:** Working with Layers - Merging and Flattening Layers – Linking Layers – Adjustment Layers – Locking Layers - Layer Styles – Managing Layer Style. **Filters:** Filter Controls – Sharpen Filters – Blur – Noise - Filter Samples.

UNIT III

 An Overview of CorelDraw: Starting Coreldraw – The CorelDraw Screen : Windows Border and Title bar – Menu Bar – Status Line - Toolbox – The Editing Window, Printable Page and Scroll Bars. **Managing Files**: Starting a New File - Opening an Existing File – Saving your Files - Setting up a Multiple Page File – Importing Files – Exporting Files – Printing Files.

UNIT IV

 Drawing Tools: Customizing Your Desktop - Drawing Rectangle and Squares – Drawing Ellipses and Circles. **Drawing Lines and Curves**: Drawing Stright Lines – Bezier Lines – Auto Join. **Manipulating Objects:** Modifying Objects – Moving – Reshaping – Stretching – Shrinking – Scaling – Rotating, skewing and Mirroring Objects – Undo – Redo – Delete – Clone. **Filling and Outlining Objects:** The Fill Tool **-** Color Fill **-**   Fountain Fill – Texture Fill – Shaping Objects – Arranging Objects.

UNIT V

Artistic text – Editing Text – Modifying Text – Paragraph Text – The Text Menu – Fitting Text To a Path – Spelling Checker, Thesarus, Find and Replace. **Color and Color Palettes:** Color Modeling Systems **-** Creating Custom Colors – Using and Customizing Color Palettes. **Creating Special Effects**: Envelopes – Blending Objects – Extrusion.

TEXT BOOKS:

1. Robert Shufflebotham, **Photoshop 6**, Dreamtech Press, Second Edition, New Delhi, 2002.

Unit I:	Chapters: 2 :	Page no 20 -22,25,28,30.
	Chapters: 3 :	Page no 38 – 45,47.
	Chapters: 4 :	Page no 50, 51, 56,57,62,64 - 68.
Unit II:	Chapters:5:	Page no 58 – 65, 69 - 75.
	Chapters:7:	Page no 86– 88,92,93.
	Chapters:14:	Page no 176– 183.

2. Dawn Erdos, **Teach Yourself CorelDraw**! BPB Publications, First Edition, New Delhi, 1994.

Unit III:	Chapters: 2 :	Page no 12 - 16.
	Chapters: 3 :	Page no 18 – 31.
Unit IV:	Chapters:4:	Page no 36– 54.
	Chapters:5:	Page no 86– 88,92,93.
Unit V:	Chapters:6:	Page no 104 - 131.
	Chapters:7:	Page no 140 – 145.
	Chapters:8:	Page no 150 – 162.

Reference books:

1. AdobeCreative Team, **Adobe Photoshop CS6 Classroom in a Book**, Adobe Press, ebook, California, 2012.

2. Gary David Bouton, **Coreldraw X7** , Corel Press , Mc Graw Hill, 11th Revised edition New Delhi, 2014.

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DIPLOMA COURSE IN DESKTOP PUBLISHING
Course Structure – Semester wise CBCS (w.e.f.2017-2018)

Class : DTP	**Paper** : Certificate Course
Semester : I	**Hours** : 02
Subject Code : 17DDTPP1	**Credits** : 02

Adobe Page Maker/ Adobe in Design – Lab

List of Programmes:

1. Creating a Newsletter using Pagemaker.

2. Setting up of Printer and page setting – paragraphs, bullets, columns, drop letters, Importing of text and graphics.

3. Creating style sheets, Master pages and multiple master pages, Layers imposition of pages Preparation of any design using PageMaker.

4. Design Book page in Adobe Page Maker Software.

5. Design pamphlets in Adobe Page Maker Software.

6. Creating various images in Corel Draw Creating monograms, Saving the file.

7. Text editing job and images with text jobs in Corel Draw Software.

8. Preparation of any design with graphics using Corel draw.

9. Design Beautiful Content page using Indesign.

10. Create Templates & Style sheets in Adobe Indesign.

11. Creating Poster & Book Cover page Design in Indesign.

12. Design a Business Card in Indesign.

13. Create simple and Beautiful E- Book in Indesign.

14. Create Different Layouts Using Indesign.

15. Lasso- and Polygonal Lasso Selection Tools, Copy, Paste Into, Move Tool, Zoom Tool, Transform,Opacity in Photoshop.

16. Selection Tools, Selection Types, Color Balance in Photoshop.

17. Working with Layers and Filters Using Photoshop.