MODIFIED AS
JAC COMMUNITY COLLEGE

DIPLOMA IN DESK TOP PUBLISHING (One year Course)
COURSE PATTERN

CODE	PAPER	HRS	CREDITS	HRS	CREDITS	TOTAL
SEM I	**GENERAL EDUCATION**					
DCCC1DP01	Computer Fundamentals	2	2	-	-	2
DCCC1DP02	Communication Skills	3	3	-	-	3
DCCC1DP03	Life Coping Skills	2	2	-	-	2
DCCC1DPP1	Communication Skills Lab	-	-	10	5	5
SKILL COMPONENT						
DCCC1DP04	Office Automation	4	4			4
DCCC1DPP2	Computer Lab			27	14	14
TOTAL FOR SEMESTER I				**48**		**30**
SEM II	**GENERAL EDUCATION**					
DCCC2DP05	Desk top Publishing	5	5			5
DCCC2DP06	Corel Draw	4	4			4
DCC2DP07	Value Education	3	3			3
SKILL COMPONENT						
DCCC2DPP3	Desk Top Publishing Lab			8	4	4
DCCC2DPP4	Corel Draw Lab			8	4	4
DCCC2DPP5	Internship			14	7	7
DCCC2DPP6	Mini Project			6	3	3
TOTAL FOR SEMESTER II				**48**		**30**

PATTERN OF EVALUATION

For This Course there will be Continuous Internal Assessment (CIA) and Semester Examination (SE). The weightage ratio is

Paper	Internal marks	External marks	Total marks
Theory	40	60	100
Practical	50	50	100

CIA Components:

Theory marks			Practical marks		
Test – I	:	30	Lab Work	:	15
Test – II	:	30	Record	:	10
Seminar / Quiz	:	10	Test / Viva	:	20
Assignment	:	05	Attendance	:	05
Attendance	:	05			
Total	**:**	**80***	**Total**	**:**	**50**

Internship:

Internal marks		External marks	
Record	: 10	Performance	: 40
Viva voce	: 40	Attendance	: 10
Total	**: 50**	**Total**	**: 50**

* The total Internal Marks of the Theory obtained for 80 will be converted into marks obtained for 40

Pass Criteria:

Theory - 40% (Internal & External)

Lab - 40% (Internal & External)

INTERNAL QUESTION PATTERN

Time: 2 Hours   **Maximum Marks: 30**

PART A

I.   Answer **ANY FIVE** out of Eight Questions   (5 X 2 = 10)

PART B

II.   Answer **ANY THREE** out of Six Questions.   (3 X 4 = 12)

PART C

III.   Answer the following **ANY ONE** out of Three Questions.   (1 X 8 = 8)

EXTERNAL QUESTION PATTERN

Time: 3 Hours   **Maximum Marks: 60**

PART A

I.   Answer **ANY FIVE** out of Eight Questions.   (5 X 2 = 10)

PART B

II.   Answer **ANY FOUR** out of seven Questions.   (4 X 5 = 20)

PART C

III.   Answer **ANY THREE** out of five Questions.   (3 X 10 = 30)

COMPUTER FUNDAMENTALS

Semester : I   **Hours : 2/week**

Sub. Code : DCCC1DP01   **Credits: 2**

UNIT I :

Definition of Computer system – classification of computer – computer hardware – basic operations performed by a computer system – basic components of a computer system – central processing unit – primary memory – Primary memory – Arithmetic Logic unit – Control unit - Peripherals – Input devices – output device – software and its role – types of software – utilities.

UNIT II :

Miscellaneous Window Features – Opening a program – working in a file – saving a file – printing a file – quitting a program – files and folders in windows – opening the explorer program – working in explorer – opening and closing a folder in explorer - opening and closing a file in explorer- closing explorer and quitting windows.

UNIT III:

Introducing to Microsoft Word: Word processor basics – menus- creating a new blank document – toolbars – changing the size of a document – closing the document and quitting word.**Typing your first document:** Starting Microsoft word – saving the document – previewing the document – printing the document – closing the word document.

UNIT IV:

Introducing to Databases: Defining a database – Understanding RDBMS – Objects of a relational database – functions of a database management system – starting Microsoft Access – Closing the database window and quitting Access.

UNIT V :

Creating Tables   : Understanding Database – Creating a database – creating a table – working on table – saving the table – defining the primary key – closing the table – adding validations to the table – creating relationship between tables – closing the database and quitting access.

TEXT BOOK:

  Vikas Gupta, "**Comdex 14-in-1 Computer Course Kit",** Dreamtech Press, 2008 Edition.

Books for Reference:

  Dr. Xavier Alphose S.J. "**Computer Made Easy a textbook on Basic Computer Skills**", 2005 Edition.

COMMUNICATION SKILLS

Semester : I   **Hours: 3/week**

Sub. Code : DCCC1DP02   **Credits: 3**

UNIT I : PROCESS OF COMMUNICATION

The process of communication- elements of communication – types of messages – intended messages – perceived messages – types of communication- speech - different type of verbal communication. Conversations; listening skills – talking.

UNIT II : EFFECTIVE COMMUNICATION

Effective communication – Guidelines for effective communication – Realistic and unrealistic expectations in communication – Describing and evaluating behaviour– Improving personal relationship – Factors that determine friendship – Meeting people for the first time – Developing friendships – Communicating setting in touch with your feelings – 3 steps towards better relationships –Lack of acceptance – What is the social skills model? – Goal – Perception – Translation motor responses.

UNIT III: COMMUNICATION AIDS AND BLOCKS
    TYPES OF LISTENING SKILLS

Passive listening – Acknowledgement – Door openers – Content paraphrase – Active listening – Non verbal observation – Responding to legitimate dependency – Granting requests communication blocks.

UNIT IV: PUBLIC SPEAKING

Introduction – Aims of public speaking – Manner of public speaking – Speech stricture – Steps to successful delivery of the speech – Body language – Gaze – Posture – Gestures – Proximity – Touch – Personal appearance.

UNIT V: GROUP DISCUSSION

Guidelines for group discussion – Establishing effective working relationships with others – Presenting yourself to others – Adopting an open attitude – Being sensitive to the feeling and needs of other people. Just a minute -Leadership communication - Team communication - Interview skill Text book: Course material prepared by the Faculty

TEXT BOOK:

"Walking The Extra Mile" a text book on Interpersonal Relationship and Communication Skills, Dr.XavierAlpones S.J.

LIFE COPING SKILLS

Semester : I   **Hours : 2/week**

Sub. Code : DCCC1DP03   **Credits: 2**

UNIT I : MEANING AND PROCESS OF COPING

Mechanisms of coping: Learning objective – Brainstorming session – Theory Input – Definition of coping – Positive, Negative, Two kinds of coping, Problem focused coping, Emotion Focused Coping.

SELF – EFFICIANCY

Control, Measuring Self-Efficacy, Assessment of Self – Efficacy, developing Self – Efficacy

COPING WITH PHYSICAL CHANGE AND SEXUALITY

Human life cycle – Anatomy of men and women – The meaning of purpose and sexuality – Problems connected with sexuality - Exercise.

UNIT II :SELF ESTEEM

What is Self – esteem? – Why should I think about   my Self – esteem? – The importance of high self esteem – Low self esteem

SELF – CONCEPT

What is the Self Concept? – The self-concept and Personal growth – Self Test – Exercises.

SELF – ACCEPTANCE

Definition – Theory – Self awareness – Self acceptance being a person and becoming a person – Group activity Self –Image, Questions for Self – Reflection (Social Self).

POSITIVE THINKING

What is Positive thinking – The profile of a positive thinker – The positive attitude – Learn to turn negative thinking patterns around – Possibility thinking group activity.

GOAL SETTING

 Benefits of goal setting – Plan of action.

STRESS MANAGEMENT

What is Stress? – How does stress affect you? – Some sources of stress to control harmful stress, Plan a personal stress management program - Some ways for you to reduce stress – Learn to control stress.

TIME MANAGEMENT

What is Time management? – Why time management is so important? – Will time management really help me ? – Learn to schedule – Know your peak times – Control interruptions.

UNIT III: COPING WITH LONELINESS, SHYNESS AND FEAR OF REJECTION

Coping skills – External unchangeable – External changeable.

MOTIVATION AND   SELF ACTUALIZATION

Introduction – Self actualization – Maslow's Theory physiological needs safety needs – Growth needs characteristics of self – actualizing people.

UNIT IV: COPING WITH ANGER & PHYSICAL & VERBAL ABUSE

Consequences of a anger – Inhibiting anger – aggression – Managing anger & aggression.

UNIT V: COPING WITH HIV/AIDS, ALCOHOLISM & DRUG ABUSE

The outline of the worship.

COPING WITH STUDY SKILLS

Introduction – Identifying study problems coping with your study patterns – What you study? - When you study? – Why should I study? Plan your study each day – Develop your own shorthand system – How to take notes – How to write a report.

Text Book:

Course material prepared by the Faculty

Books for Reference:

"WE SHALL OVERCOME", a textbook on Life Coping Skills,

-   Dr. Xavier Alphonse S.J.

COMMUNICATION SKILLS- LAB.

Semester : I   **Hours : 10/week**

Sub. Code : DCCC1DPP1   **Credits: 5**

LISTENING:

1. Linguaphone video
2. Situational conversation video
3. Sound
4. Soft skills
5. Fluency tips

SPEAKING:

6. Speech mechanism
7. Public speaking
8. Group discussion
9. Reporting
10. Tips for conversation

READING:

11. Organs of speech
12. Degrees of comparison
13. Prepositions
14. Articles
15. Tenses
16. Sentences
17. Short vowels
18. Dipthongs

WRITING:

19. Letter writing
20. CV & Covering letter.
21. Correction of sentence
22. Email

OFFICE AUTOMATION

Semester : I   **Hours : 4/week**

Sub. Code : DCCC1DP04   **Credits : 4**

UNIT I :

Introduction to Spreadsheets : Spreadsheet – starting Microsoft Excel – Excel work environment – Excel toolbars – Office Assistant – Working in Excel Workbook – Closing the Excel workbook without saving – quitting Microsoft Excel.

UNIT II :

Simple Charts : Opening Microsoft Excel and entering data – drawing a chart – positioning the chart – changing the size of a chart – saving the workbook – printing the chart and closing the workbook.

UNIT III:

Manipulating data : Formulas and functions – excel calculation mode – opening Microsoft excel and entering data – using formula to calculate the workbook data – functions – common excel functions – editing data in excel workbook – copying a formula in a sheet – copying values, not formula or function- deleting rows and columns – inserting rows and columns – automatic filling of entries.

UNIT IV:

Working in Microsoft PowerPoint: starting PowerPoint – creating a presentation using auto content wizard – saving the presentation – working with text in slides – formatting the text – closing the presentation – downloading a PowerPoint design template.

UNIT V:

Adding animation in Slides : Creating a presentation using design template – adding transition effects to slides – animating individual slide elements with custom animation – previewing animation effects in the slide- saving the presentation – set up show – closing presentation and quitting PowerPoint.

Books for Reference:

Dr. Xavier Alphose S.J. "Computer Made Easy a textbook on Basic Computer Skills", 2005 Edition.

COMPUTER LAB

Semester : I   **Hours : 27/week**

Sub. Code : DCCC1DPP2   **Credits: 14**

MS - WORD

1. Text formatting with shortcuts.

2. Applying Page Borders and Numbering and Bulleting

3. Table creation and formatting

4. Designing advertisement using shapes

5. Working with Images

6. Working with Charts

7. Exercise for implementing a Mail Merge Concept

MS - ACCESS

8. Create a Table and database

MS - EXCEL

9. Working with Mathematical Functions

10. Working with Statistical Functions

11. Working with Filtering Concept in Excel

12. Exercise by implementing different kinds of Charts.

MS - POWERPOINT

13. Graphical Output to introduce yourself

14. Graphical Output to introduce your College.

15. Adding sounds to the Presentation

DESKTOP PUBLISHING

Semester : II   **Hours : 5/week**
Sub. Code : DCCC2DP05   **Credits: 5**

UNIT I : FUNDAMENTALS OF DTP
> The possibilities of DTP – Choosing the printing house – choosing the paper quality – choosing the right colors – choosing the fonts – hardware requirements for DTP – Beginning a Design – General design considerations – Text organization – Designing common media publication.

UNIT II: PAGEMAKER BASICS
> Getting Started with PageMaker 7.0 – Working in PageMaker – The PageMaker window – Closing the publication – Working with our first publication – Importing Text – Importing Graphic – Saving the publication - Closing the publication and Quitting PageMaker.

Unit III: WORKING WITH GRAPHICS AND OBJECTS
> Placing the graphics on the page – Wrapping text around a graphic – Importing Graphics – Resizing a Graphic – Moving a Graphic – Adding caption to the graphic – Cropping a Graphic - Grouping and Ungrouping elements – Rotating, skewing and Reflecting objects – Locking and Objects – Unlocking an object.

Unit IV : ADOBE PHOTOSHOP CS4
> Getting familiar with Photoshop CS4 : Introducing and launching Photoshop CS4 – Exploring the new interface – working with commonly used Photoshop tools – getting familiar with Pallets – Opening an Existing file or Photoshop document – creating a new document – saving files – reverting files – closing files – getting familiar with different workspaces – selecting a workspace – saving and deleting workspace and quitting the application.

Unit V : WORKING WITH IMAGES AND SELECTIONS
> Comparing bitmap and vector images – understanding image resolution – making color adjustments – exploring file formats in Photoshop – working with selection tools – making a selection based on color range – modifying a Selection.
> **DRAWING, PAINTING AND RETOUCHING TOOLS**
> Setting the current foreground background colors – exploring the color picker dialog box – using a eyedropper tool – the Color palette – using color replacement tool – Using retouching tools.

TEXT BOOKS:
1. Unit I, Unit IV and Unit V :**"Comdex 9-in-1 DTP Course Kit", Vikas Gupta**, Dreamtech Press 2011 Edition.

2. Unit II & III - **"Comdex 14-in-1 Computer Course Kit", Vikas Gupta**, Dreamtech Press 2008 Edition.

COREL DRAW

Semester : II   **Hours : 4/week**

Sub. Code: DCCC2DP06   **Credits: 4**

UNIT I : COREL DRAW BASICS

Getting Started with Corel DRAW– Creating a new file – The Corel Draw Screen – Property bar – Saving a file – Closing a file – Opening an existing a Corel Drawing - Views.

UNIT II : DRAWING AND SELECTING

Getting familiar with the toolbox – Getting with the Project – Working with Objects shapes – Applying effects to Objects.

UNIT III: WORKING WITH TEXT

The text tool – Getting started with the Book cover – Converting from one text type to another – Formatting text – The text editor.

UNIT IV: WORKING WITH IMAGES

Bitmaps and vector images – Importing images – Resizing , Rotating and Skewing images – Cropping an image – Adding special effects to bitmaps – Exporting files to other applications – Publishing to PDF.

UNIT V : PAGE LAYOUT AND BACKGROUND

Changing the page size – Changing the page layout – Changing the page background – Page Frame – Inserting Pages – Renaming pages – Deleting pages – Rulers.

TEXT BOOK :

Course Material

REFERENCE BOOK :

1.Vikas Gupta, **"Comdex Multimedia and Web Design ",** Dreamtech Press 2010 Edition.

2.Vikas Gupta, **"Comdex 14-in-1 Computer Course Kit",** Dreamtech Press, 2008 Edition.

VALUE EDUCATION

Semester : II   Hours :3/week

Sub. Code: DCCC2DP07   Credits:3

UNIT I: BASIC VALUES

Basic values in life-Personal, social, spirituals and professional-Life oriented skills-external and internal influences of one's life-self-esteem, self-concept, self-acceptance and personality development- Positive thinking- positive attitude- the models of positive thinking- the power of positive thinking.

UNIT II: MOTIVATION AND SELF ACTUALIZATION

Motivation and self-actualization- inspiration Vs motivation- internal and external motivation-push and pull motives-motivators- Demotivating factors-Goal setting- Goal, its focus and importance-obstacles to set goals- Different types of goals- balanced goal – goals consistent with values

UNIT III: SUCCESS

Success and its definition- obstacles to success- overcoming obstacles- qualities that make a person successful- Problem solving- Ten principles for managing problems positively- meaning of decision making- decision making process.

UNIT IV: TIME MANAGEMENT

Time management- its importance- its usefulness- time factor- the management of time is management of life- tips for time management- Stress- its kinds- its causes and effects-sources of stress- response to stress- tips for managing stress.

UNIT V: kdtsf;fiy

மனவளக்கலை – எளிய முறை தியாகப் பயிற்சிகள் – தியானப் பயிற்சிகள்– அகத்தாய்வுப் பயிற்சிகள்

TEXT BOOK:
1. Dr. Xavier Alphonse S.J., "We Shall Overcome" - A Text book on Life Coping Skills, ICRDCE Publication, Chennai, 2011.

2. அறிஞ்ர் குடி. ஆழியாறு வாழ்வில் வெற்றி பெற மாணவர்களுக்கு மனவளக்கலை வேதாத்திரி பதிப்பகம் – ஈரோடுள

DESKTOP PUBLISHING - LAB

Semester : II   **Hours : 8/week**

Sub. Code : DCCC2DPP3   **Credits: 4**

ADOBE PAGEMAKER

1. Design a visiting Card
2. Design a identity card
3. Text wrapping in Paragraph
4. Adding Text Effect to pages
5. Adding Graphics to the Picture palate
6.   Applying a tint to a line
7. Using a Drop Cap Utility.

ADOBE PHOTOSHOP

1.   Exercises using Painting and Brushes
2.   Exercises using Cloning & Healing
3.   Exercises using Patterns
4.   Working with Layers
5.   Exercises using Blend Modes
6.   Exercises using Shapes and Styles
7.   Exercises using Corrective Filtering

COREL DRAW - LAB

Semester : II   **Hours : 8/week**

Sub. Code: DCCC2DPP4   **Credits : 4**

1. Working with artistic text
2. Formatting text
3. Working with Symbols and drawing shapes.
4. Design a Wedding Card
5. Design a Greeting card
6. Working with background colors
7. Working with Images
8. Adding special effects to Images
9. Text placing in line Path
10. Design an Invitation using images, shapes and text

INTERNSHIP

Semester : II   **Hours : 14/week**

Sub. Code : DCCC2DPP5   **Credits : 7**

MINI PROJECT

Semester : II   **Hours : 6/week**

Sub. Code : DCCC1DPP6   **Credits : 3**