JAC COMMUNITY COLLEGE
DIPLOMA IN DESKTOP PUBLISHING (One year Course)
COURSE PATTERN (2023 to 2024)

CODE	PAPER	HRS	CREDITS	HRS	CREDITS	TOTAL
(SEM I) JOB ROLE : COMPUTER OPERATOR						
SEM I	**GENERAL EDUCATION**					
22DC1DP01	Computer Fundamentals	5	5	-	-	5
22DC1DP02	Communication Skills	4	4	-	-	4
22DC1DP03	Life Coping Skills	3	3	-	-	3
SKILL COMPONENT						
22DC1DP04	Office Automation	6	6	-	-	6
22DC1DPP1	Computer - Lab	-	-	12	12	12
TOTAL FOR SEMESTER I		-	-	**30**	-	**30**
(SEM II) JOB ROLE : DTP OPERATOR						
SEM II	**GENERAL EDUCATION**					
22DC2DP05	Desktop Publishing	5	5	-	-	5
22DC2DP06	Entrepreneurship & Small Business Management	4	4	-	-	4
22DC2DP07	Environmental Education	3	3	-	-	3
SKILL COMPONENT						
22DC2DP08	Corel Draw	6	6	-	-	6
22DC2DPP2	DTP - Lab	-	-	6	6	6
22DC2DPP3	Internship	-	-	6	6	6
TOTAL FOR SEMESTER II		-	-	**30**	-	**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**

CIA for Environmental Education

The components of internal assessment for **Environmental Education** are as follows:

Components	Marks
Test I	40
Test II	40
Environment Trip Report	10
Assignment	10
Total	**100**

Internship:

Internal marks		External marks	
Performance	: 40	Record	: 10
Attendance	: 10	Viva voce	: 40
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)

ENVIRONMENTAL EDUCATION-22CC2DP07
INTERNAL QUESTION PATTERN

Time: 2 Hours   **Maximum Marks: 40**

PART A

I.   Answer **ANY FIVE** out of Eight Questions.   (5X2 = 10)

PART B

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

PART C

III.   Answer **ANY ONE** out of Three Questions.   (1X 10 = 10)

COMPUTER FUNDAMENTALS

Semester: I   **Hours: 5/week (75/Semester)**
Sub. Code: 22DC1DP01   **Credits: 5**

COURSE OUTCOME:
- Understand the concepts of computer.
- Understand the difference between an operating system and an application program
- Understanding the basic terminology used in paint, Notepad, WordPad.
- Familiarize operating systems, programming languages, peripheral devices, networking, multimedia and internet
- To enable them to understand the application of computers in our daily life

UNIT I: COMPUTER BASICS   (15 HOURS)
Introduction: Definition of Computer system – Generation of computer - Classification of computer – **computer hardware** – Basic Components of a Computer System – Central Processing Unit – Types of Memory –Arithmetic Logic unit – Control unit - Peripherals – Input devices – output device – **Computer Software**: software and its role – types of software – utilities.

UNIT II: OPERATING SYSTEM   (15 HOURS)
MS-Windows 7: Introduction, Different Versions of Windows 7, Basic Elements of a window - **Windows Accessories**: Switching between two windows- Searching Files/Folders-Windows Explorer- Folder - Recycle Bin-Start Menu –Shortcut Keys,

UNIT III: MS- PAINT   (15 HOURS)
Starting MS Paint, Toolbox, Color Box – 3D Paint

UNIT IV: INTERNET   (15 HOURS)
Computer Communication - Internet Basic of Computer networks Introduction- - WWW - -Configuring-Web Browser - Search Engines - Downloading Web Page - about E-mail - Using E-mail - Handling Spam - Social Network.

UNIT V: MULTIMEDIA   (15 HOURS)
Introduction of Multimedia: 2D Animation - Graphics and advertising - VGA- Sound Card – Graphical Card

COURSE MATERIAL: Course Text
REFERENCEBOOK:

1. **Vikas Gupta**, **"Comdex 14-in-1 Computer Course Kit",** Dream tech Press, 2008 Edition.
2. Dr. Xavier Alphose S.J. "**Computer Made Easy a textbook on Basic Computer Skills**", 2005 Edition.
3. **Fundamentals of computers - V.Rajaraman - Prentice- Hall of India**

COMMUNICATION SKILLS

Semester : I   Hours : 4/week (60/semester)
Sub. Code: 22DC1DP02   Credits: 4

COURSE OUTCOME:
- ❖ Learn about Communication.
- ❖ Know about IPR (Inter Personal Relationship).
- ❖ Create awareness about the Communication Aids & Blocks.
- ❖ Able to perform Public Speaking and Group Discussion using verbal and non verbal signs.
- ❖ Learn about various Communication Skills.

UNIT I: PROCESS OF COMMUNICATION   (12 HOURS)
The Process of Communication- Elements of Communication – Types of Messages – Intended Messages – Perceived Messages – Types of Communication- Speech - Different Types of Verbal Communication - Conversations; Listening Skills – Talking.

UNIT II: EFFECTIVE COMMUNICATION & INTERPERSONAL RELATIONS   (12 HOURS)
Effective Communication – Guidelines for Effective Communication– Three Principles of Communication– Improving Personal Relationship – Factors that Determine Friendship – Meeting People for the First Time – Developing Friendships – Communication Setting in Touch with your Feelings 3 Steps towards Better Relationships – What is the social skills model? – Goal – Perception – Translation - Motor Responses.

UNIT III: TYPES OF COMMUNICATION & SITUATIONAL LANGUAGE   (12 HOURS)
Public Speaking – Speech Structure – Steps to Successful Delivery of the Speech – Non-Verbal Communication –Group Discussion – The importance of Group Testing – Guidelines for Group Discussion – Factors that matter in a Group Discussion – Definition of Leadership Communication – Types of Leadership Situational Language – Greetings – Introduction – Invitation – Making Requests – Seeking Permission.

UNIT IV: OTHER COMMUNICATION SKILLS   (12 HOURS)
Interview Skills – Definition – Kinds of Interview – Preparation for Job Interview – Presentation Skills – The Nature of the Audience – Organise your Presentation to reach your Audience – The Structure of the Presentation.

UNIT-V: APPLIED GRAMMAR FOR BETTER COMMUNICATION   (12 HOURS)
Parts of Speech – Parts of Sentences – Negative Sentences – Framing Questions – Question Tags – Kinds of Sentence.

TEXT BOOK:
Course Text
REFERENCE BOOK:
- ➢   "Walking The Extra Mile" a text book on Interpersonal Relationship and Communication Skills, Dr.Xavier Alpones S.J.
- ➢   Improve your Communication Skills by Alan Barker.
- ➢   English Grammar & Usage: An Ideal Companion for Advanced Learners by J.S.Rohan Savarimuttu and G.Petricia Alphine Nirmala.

<div align="center">**LIFE COPING SKILLS**</div>

Semester : I   **Hours: 3/week (45/Semester)**

Sub. Code: 22DC1DP03   **Credits: 3**

COURSE OUTCOME:

- Attain Coping Skills to Face this Competitive World
- Learn to Think Positively in all Situations
- Understand about Goal and steps to be taken to attain Goal
- To be able to Manage Time in their life because "Managing Time is Managing Life"
- Learn Techniques to Handle Stress

UNIT I: COPING AND SELF ESTEEM   **(9HOURS)**

Coping– Definition– Positive, Negative, Two kinds of coping, Problem focused coping, Emotion Focused Coping. Self – Esteem – Definition- Factors Influencing Self Esteem-Qualities of People with High and Low Self Esteem.

UNIT II: POSITIVE THINKING AND MOTIVATION   **(9HOURS)**

Positive Thinking – Meaning- Nine simple workable rules to Practice Faith- The profile of a positive thinker – Motivation- Meaning- Motivation Leads to Self – Actualization by Abraham Maslow – Push and Pull Motives.

UNIT III : GOAL SETTING AND STRESS MANAGEMENT   **(9HOURS)**

Goal – Definition – Obstacles to set Goal – Types – "SMART" Goal – Stress – Meaning- Kinds and Types of Stress- Effects of Stress on Body – Sources of Stress and Tips to Manage Stress.

UNIT IV: TIME MANAGEMENT AND COPING WITH STUDY PROBLEM   **(9HOURS)**

Time management- Meaning – Tips to Correct Lateness Problem- Factors of Time Management (Time Factor) – Tips for Time Management. Coping with Study – Introduction - Coping with your study patterns – Steps to Better Study.

UNIT V: CAREER GUIDANCE   **(9HOURS)**

Meaning and Objectives of Career Guidance – Sources for Career Placement - Career Planning – Preparation for Employment – Preparing own Biodata – Looking for Opportunities – Preparing for the Interview

COURSE MATERIAL: Course Text

REFERENCE BOOK:
1. **"WE SHALL OVERCOME**", a textbook on Life Coping Skills, Dr. Xavier Alphonse S.J.
2. Ravikanth Rao. K .**Life Skills Education**, 2016
3. Shiv Kera, "**You Can Win"** , Macmillan India Ltd: New Delhi : 1998

OFFICE AUTOMATION

Semester : I   **Hours : 6/week (90/Semester)**

Sub. Code: 22DC1DP04   **Credits: 6**

COURSE OUTCOME:

- ➢ Understand the components of office automation.
- ➢ Perform operations using MS Word, Excel, PowerPoint
- ➢ Surf details through Internet
- ➢ Understand and discuss about the use of Office Package and internet in daily life
- ➢ Understand about Animation

UNIT I:MS WORD   **(18 HOURS)**

MS Word Basics - Working with Documents – Formatting a Document - Manipulating with Tables –Mail Merge - Header and Footer - Picture and Shapes–Images – Charts.

UNIT II: MS EXCEL   **(18 HOURS)**

Spreadsheet – starting Microsoft Excel – Excel work environment – Excel toolbars – Office Assistant – Working in Excel Workbook – Closing the Excel workbook without saving – quitting Microsoft Excel – shortcut keys -

Worksheet basic - working with formulas and cell referencing, Auto sum, Formatting to worksheet, Previewing and Printing worksheet, Filtering, Graphs and Charts, Functions, Macros.

UNIT III: MS ACCESS   **(18 HOURS)**

Concept of database, Table, Sorting and filtering, Relationship between Tables, Query, Form, Report, Macro, Database security.

UNIT IV: MS POWERPOINT   **(18 HOURS)**

Introduction, Use of Standard Formatting toolbar, Drawing toolbar, Editing slides, Changing templates, Slide Layouts, inserting clipart & Pictures into slide, Slide Transitions, Animation, Inserting sound and movies into slides.

UNIT V: MICROSOFT OUTLOOK   **(18 HOURS)**

Getting Started with Outlook 2007 - Managing Contact Information - Sending E-Mail Messages - Handling E-Mail Messages - Managing Your Inbox – Case work using Ms- Word, Excel & PowerPoint.

COURSE MATERIAL: Course Text

REFERENCE BOOK:

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

1. Comdex Information Technology course tool kit Vikas Gupta, WILEY Dreamtech,2005

2. Microsoft Office 2007 Bible - John Walkenbach,Herb Tyson,Faithe Wempen,cary N.Prague,Michael R.groh,Peter G.Aitken, and Lisa a.Bucki -Wiley India pvt.lt.

3. Microsoft Office 2007 Bible - John Walkenbach,Herb Tyson,Faithe Wempen,cary N.Prague,Michael R.groh,Peter G.Aitken, and Lisa a.Bucki -Wiley India pvt.ltd.

COMPUTER LAB

Semester : I   **Hours: 12/week (180/Semester)**

Sub. Code: 22DC1DPP1   **Credits: 12**

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

INTERNET

16. Creating E- Mail
17. Downloading a Web Page

<center>**DESKTOP PUBLISHING**</center>

Semester : II	**Hours : 5/week (75/Semester)**
Sub. Code: 22DC2DP05	**Credits: 5**

COURSE OUTCOME:
- Identify desktop publishing terminology and concepts.
- Manipulate and transform objects (i.e., rotate, scale, shear, resize, and reflect).
- Manipulate text and graphics to create a balanced and focused layout.
- Create fliers, brochures, and multiple page documents
- Apply principles of typography, layout, graphics and color to produce industry standard publications.

UNIT I: FUNDAMENTALS OF DTP (15 HOURS)

Introduction of DTP – choosing the paper quality – choosing the right colors – choosing the fonts – hardware requirements for DTP –Text organization – Designing and Printing a publication.

UNIT II: WORKING WITH GRAPHICS AND OBJECTS (15 HOURS)

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 III: ADOBE PHOTOSHOP CS 6 (15 HOURS)

Getting familiar with Photoshop CS 6: Introducing and launching Photoshop CS 6 – Exploring the new interface – working with Photoshop tools – Color 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 IV: WORKING WITH IMAGES (15 HOURS)

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 – Layers -Setting the current foreground background colors – exploring the color picker dialog box – using an eyedropper tool – Using retouching tools – Filtering.

Unit V: PAGEMAKER BASICS (15 HOURS)

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 - Quitting PageMaker.

COURSEMATERIAL: Course Text

REFERENCE 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.

ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT

Semester : II   **Hours: 4/week (60/Semester)**

Sub. Code: 22DC2DP06   **Credits:4**

COURSE OUTCOME:
- Identify the key elements of a good Business Plan
- To prepare the Project proposal for small and medium enterprises
- To gain knowledge on legal aspect and government Policies
- Identify the source of Finance available to Entrepreneur
- Face challenges in Starting new Business

UNIT I: ENTREPRENEUR   (12 HOURS)

Definitions - Characteristics -Functions-Types/classification of entrepreneurs- Entrepreneurship-meaning-importance- Role of entrepreneurs in the economic development of a country-Entrepreneurship as a career.

UNIT II:SMALL SCALE INDUSTRY   (12 HOURS)

Small scale industry-Business idea-identifying business opportunity- forms of ownership-preparation of detailed project report-location-procurement of land/shed-registration-term loan and working capital-subsidy-order for machinery-power connection-insurance-government clearances-raw material-establish product diversification network-trial runs-commencement of commercial production. Incentives for small scale UNITs - Meaning – objectives -Subsidy- tax concession-marketing export and technical assistance.

UNIT III:PROJECT REPORT AND APPRAISAL   (12 HOURS)

Meaning and importance- components of project report-Reasons for failure of project report- model project report - Project appraisal-market, technical, financial and economic-managerial - social feasibility analysis.

UNIT IV: WOMEN ENTREPRENEURSHIP   (12 HOURS)

Concept - Factors influencing women entrepreneurs - Types of women entrepreneurs- Rural & Urban Women entrepreneurs in India - support and assistance - problems and remedial measures- sickness in small scale industry. Definition- Signal and symptoms - Causes-Measures to prevent sickness in small Units.

UNIT V: INSTITUTIONAL AND FINANCIAL SUPPORT   (12 HOURS)

Institutional support-DIC, ITCOT, SIDCO, NSIC, SISI- NPC-NRDC - Finance to entrepreneur-TIIC, SIDBI, Commercial Banks-Micro-credit system.

COURSE MATERIAL: Course Text

REFERENCE BOOKS:
1. Dr. Vasanth Desai, Entrepreneurship Development, Potential beyond Boundaries, Himalaya Publisher, New Delhi, 2013
2. Dr. V. Balu, Entrepreneurship and Management of Small Scale Business, Sri Venkateswara Publicities, Chennai, 2011.
3. G.P. Gupta, N.P. Srinivasan, Entrepreneurial Development, Sultan Chand & Sons, New Delhi, 2009.

ENVIRONMENTAL EDUCATION

Semester : II   **Hours: 3/week (45/Semester)**
Sub. Code: 22DC2DP07   **Credits:3**

COURSE OUTCOME:
- ➤ Recall the components our planet earth
- ➤ Elucidate and understand the importance of Natural resources
- ➤ Summarise the energy status of the environment.
- ➤ Acquire knowledge on the conservation of our environment
- ➤ Analyse the significance of water and climate towards sustainable development

UNIT I: MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES   (9 HOURS)

Definition, scope and importance - Need for public awareness

UNIT II: NATURAL RESOURCES   (9 HOURS)

Classification of Resources: Renewable and non - renewable resources - Forest resources, water resources, mineral resources, food resources, energy resources, Land resources - associated problems; Role of an individual in conservation of natural resources.

UNIT III: ECOSYSTEMS   (9 HOURS)

Introduction - Concept of an ecosystem - Structure and function of an ecosystem - producers, consumers and decomposers – Types, characteristic features, structure and function of the following Eco system: Forest, grass land, desert and aquatic.

UNIT IV: ENVIRONMENTAL POLLUTION   (9 HOURS)

Definition, Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, nuclear hazards, Solid waste management, Role of an individual in prevention of pollution.

UNIT V: SOCIAL ISSUES AND THE ENVIRONMENTS   (9 HOURS)

Urban problems related to energy Water conservation, rain water harvesting, water shed management, Climate change, global warming, acid rain and ozone layer depletion, nuclear accidents and holocaust, case studies. Waste land reclamation.

TEXT BOOK: Course Text

REFERENCE BOOK:
- ➤ Murugeshan, R., (2007). Environmental science and Engineering, Millenium publication, Madurai.
  - ✓ UNIT I : Section - 1.1 & 1.2
  - ✓ UNIT II : Section - 1.3 to 1.37
  - ✓ UNIT III : Section - 2.1 to 2.7 & 2.10 to 2.27
  - ✓ UNIT IV : Section - 3.1 to 3.37
  - ✓ UNIT V : Section - 4.1 to 4.17

<div align="center">**COREL DRAW**</div>

Semester: II   **Hours: 6/week (90/Semester)**

Sub. Code: 22DC2DP08   **Credits: 6**

COURSE OUTCOME:
- Comprehensive processing of word and publishing integration through CorelDraw latest version.
- Corel Draw course helps the students to create and modify objects for graphic design purposes.
- Effects and features are covered up under the segment of creating complete publishing layout with utmost seamlessness.
- CorelDraw Premium Suite training helps you comprehend the advancement in designing graphics.
- Understand about adding Special Effects

UNIT I: COREL DRAW BASICS   **(18 HOURS)**

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

UNIT II: DRAWING AND SELECTING   **(18 HOURS)**

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

UNIT III: WORKING WITH TEXT   **(18 HOURS)**

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   **(18 HOURS)**

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   **(18 HOURS)**

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

COURSE MATERIAL: COURSE TEXT

REFERENCE BOOKS:
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.

Semester: II   **Hours: 6/week (90/Semester)**

Sub. Code: 22DC2DPP2   **Credits: 6**

PHOTOSHOP

i. *ADOBE PAGEMAKER*

1. Text wrapping in Paragraph
2. Adding Text Effect to pages
3. Adding Graphics to the Picture palate
4. Applying a tint to a line
5. Using a Drop Cap Utility.
6. Design the Front Page of the Newspaper

ii. *ADOBE PHOTOSHOP*

1. Design a Identity card
2. Exercises using Painting and Brushes
3. Exercises using Cloning & Healing
4. Exercises using Patterns
5. Working with Layers
6. Exercises using Blend Modes
7. Exercises using Shapes and Styles
8. Exercises using Corrective Filtering
9. Design the Banner using all the tools
10. Design a Album

iii. *COREL DRAW*

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

INTERNSHIP

SEMESTER : II   **HOURS: 6/Week (180/Semester)**

SUB. CODE: 22DC2DPP3   **CREDITS: 6**