JAC COMMUNITY COLLEGE
DIPLOMAINDESKTOP PUBLISHING (One year Course)
GUIDELINES AND COURSE REGULATIONS (2024-2025)

Introduction

Jayaraj Annapackiam College for Women Periyakulam was conferred Autonomous Status in Oct. 2004 since then it has been following Choice Based Credit System. It was accredited at "A+" Grade (4th Cycle) by NAAC in May 2021 with 3.46 as CGPA. As per the UGC guidelines of Community College and Mother Terasa Women's University, the College has structured the Choice Based Credit System (CBCS) in view of the vision and mission of the Institution. The course regulations of the current formation of syllabi are given below:

OBJECTIVES

To provide skill based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity;

To provide employable and certifiable skills with necessary general education to Senior Secondary School pass-outs not willing to join existing higher education system;

To provide for up-gradation and certification of traditional/ acquired skills of the learners irrespective of their age;

To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest;

To integrate relevant skills into the higher education system;

To make higher education relevant to the learner and the community;

To provide opportunity to move to higher education in future; and

To offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NVEQF level.

PATTERN OF EVALUATION

For this Course there will be Continuous Internal Assessment (CIA) and Semester Examination (SE).
The weightageratiois

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** areas follow:

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   (5X2= 10)

PART B

II.   Answer **ANY THREE** out of Six Questions.   (3X4=12)

PART C

III. Answer the following **ANY ONE** out of Three Questions.   (1X8=8)

EXTERNAL QUESTION PATTERN

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

PART A

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

PART B

II.   Answer **ANY FOUR** out of seven Questions.   (4X5=20)

PART C

III. Answer **ANY THREE** out of five Questions.   (3X10=30)

ENVIRONMENTAL EDUCATION-24DC2DP07
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.   (4X5=20)

PART C

III.   Answer **ANY ONE** out of Three Questions.   (1X10=10)

COMMUNICATION SKILLS-24DC1DP02
INTERNAL QUESTION PATTERN

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

PART A

I.   Answer the following multiple-choice questions.   (10 X1= 10)

PART B

II.   Answer **ANY THREE** out of Six Questions.   (3X4=12)

PART C

III.   Answer the following **ANY ONE** out of Three Questions.   (1X8=8)

EXTERNAL QUESTION PATTERN

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

PART A

I.   Answer the following multiple-choice questions.   (10X1=10)

PART B

II.   Answer **ANY FOUR** out of seven Questions.   (4X5=20)

PART C

III.   Answer **ANY THREE** out of five Questions.   (3X10=30)

PROGRAMME OUTCOME

PO. NO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO
1.	Think critically, evaluate analytically and apply the acquired Knowledge of their discipline in related scenario.
2.	Formulate hypothesis, design experiments, use appropriate tools and interpret the results.
3.	Demonstrate the precise understanding of the principles and theories of their discipline through experiments.
4.	Enhance the communicative skills and gain confidence to disseminate knowledge through oral/verbal communications effectively at various situations.
5.	Identify the different roles in an organizational structure of the workplace and carry out multiple roles in social responsibilities.
6.	Increase self- awareness, set and pursue meaningful goals, and develop positive personal qualities.

PROGRAMME SPECIFIC OUTCOMES-DIPLOMA COURSE

PSO	UPON COMPLETION OF THIS PROGRAMME STUDENTS WILL BE ABLE TO	PO MAPPED
PSO -1	Understand the component of the computer system and demonstrate basic proficiency in commonly used application.	PO-1 PO-3
PSO - 2	Acquire the basic knowledge of formatting text and graphics, design approaches to create attractive, appealing and effective documents.	PO-1 PO-2
PSO -3	Develop creativity in designing photography and advanced publishing solutions using industry standard software.	PO-2 PO-3
PSO-4	Apply creativity with artistic text for the creation of logos, labels and any other one page print design material.	PO-1 PO-2
PSO -5	Apply the inherent skill with absolute focus to function as successful entrepreneur.	PO-4 PO-5

JAC COMMUNITY COLLEGE
DIPLOMA IN DESKTOP PUBLISHING (One year Course)
COURSE PATTERN (2024 to 2025)

CODE	PAPER	HRS	CREDITS	HRS	CREDITS	TOTAL
(SEM I) JOB ROLE: COMPUTER OPERATOR						
SEM I	**GENERAL EDUCATION**					
24DC1DP01	Computer Fundamentals	5	5	-	-	5
24DC1DP02	Communication Skills	4	4	-	-	4
24DC1DP03	Life Coping Skills	3	3	-	-	3
SKILL COMPONENT						
24DC1DP04	Office Automation	6	6	-	-	6
24DC1DPP1	Computer – Lab	-	-	12	12	12
TOTAL FORSEMESTER I		-	-	**30**	-	**30**
(SEM II) JOB ROLE: DTP OPERATOR						
SEM II	**GENERAL EDUCATION**					
24DC2DP05	Desktop Publishing	5	5	-	-	5
24DC2DP06	Entrepreneurship & Small Business Management	4	4	-	-	4
24DC2DP07	Environmental Education	3	3	-	-	3
SKILL COMPONENT						
24DC2DP08	Corel Draw	6	6	-	-	6
24DC2DPP2	DTP – Lab	-	-	12	10	12
24DC2DPIP1	Internship	-	-	-	2	-
TOTAL FOR SEMESTER II		-	-	**30**	-	**30**

Semester: I   **Hours: 5/week (75/Semester)**

Sub. Code: 24DC1DP01   **Credits: 5**

COURSE OUTCOME:

CO.NO	UPON COMPLETION OF THIS COURSE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO -1	Understand the concepts of computer	PSO-1 PSO-3	K2
CO - 2	Understand the difference between an operating system and an application program.	PSO-1 PSO-2	K2
CO -3	Understanding the basic terminology used in paint, Notepad, WordPad.	PSO-2 PSO-3	K2
CO-4	Use operating system, programming languages, peripheral devices, networking, and internet.	PSO-1 PSO-2	K3
CO -5	To enable them to understand the application of computers in our daily life.	PSO-4 PSO-5	K2

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester:1	COMPUTER FUNDAMENTALS											Hours: 5/week (75/Semester)
Code: 24DC1DP01												**Credits: 5**
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	5	3	4	3	2	2	5	4	4	4	3	3.5
CO-2	4	3	5	4	3	3	5	4	4	3	3	3.7
CO-3	5	4	5	3	3	2	5	3	4	3	2	3.5
CO-4	3	2	4	3	3	2	4	4	5	4	3	3.6
CO-5	5	3	3	4	3	3	5	3	5	4	4	3.8
Overall Mean Score												**3.62**

Result: The score for this course is: 3.62 (High relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\dfrac{\text{Total of Values}}{\text{Total No. of Pos \&PSos}}$	Mean Overall Score for Cos= $\dfrac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$

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 –**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)**

Introduction- draw picture using shapes-Toolbox, Color Box.

UNIT IV: INTERNET   **(15 HOURS)**

Introduction -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: Role 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**

COMMUNICATIONSKILLS

Semester: I   **Hours: 4/week (60/Semester)**
Sub.Code: 24DC1DP02   **Credits: 4**

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Learn about Communication	PSO-4	K1
CO-2	Know about IPR (Interpersonal Relationship)	PSO-4	K1
CO-3	Create awareness about the Communication Aids & Blocks.	PSO-4	K6
CO-4	Able to perform Speaking and Group Discussion using verbal signs	PSO-4	K1
CO-5	Learn about various Communication Skills	PSO-4	K1

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES

Semester:1						COMMUNICATION SKILLS					Hours: 4
Code: 24DC1DP02											Credits: 4
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)				Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	2	2	3	5	5	4	2	5	2	5	4	3.5
CO-2	2	3	3	5	5	3	2	2	3	5	5	3.4
CO-3	2	2	3	5	5	5	2	2	3	5	4	3.4
CO-4	4	2	2	5	4	5	2	2	3	5	4	3.4
CO-5	5	2	2	5	5	5	2	2	3	5	4	3.1
Overall Mean Score												3.36

AND PROGRAMME SPECIFIC OUTCOMES

Result: The score for this course is: 3.36 (High relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\dfrac{\text{Total of Values}}{\text{Total No. of Pos \&PSos}}$	Mean Overall Score for Cos= $\dfrac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$

UNIT I: INTRODUCTION TO COMMUNICATION (12HOURS)

Introduction-Definition-Elements of communication-Importance of communication-Importance of communication-The communication process.

UNIT II: EFFECTIVE COMMUNICATION&INTERPERSONAL RELATIONS (12HOURS)

EffectiveCommunication–GuidelinesforEffectiveCommunication–ThreePrinciplesofCommunication–ImprovingPersonalRelationship–FactorsthatDetermineFriendship–MeetingPeoplefortheFirstTime–Developing Friendships-Communication Setting in Touch with your Feeling 3 Steps towards Better Relationships-What is the social skills model-Goal-Perception-Translation-Motor Responses.

UNIT III: TYPES OF COMMUNICATION & SITUATIONAL LANGUAGE (12HOURS)

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: CAREER ORIENTEDCOMMUNICATION SKILLS (12HOURS)

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 (12HOURS)

Parts of Speech–Tenses-Articles-Prepositions.

TEXTBOOK:

Prepared by parent department

REFERENCEBOOK:

➢ "Walking The Extra Mile"atextbookon Interpersonal Relationship and Communication Skills, Dr.XavierAlponesS.J.

➢ Improve your Communication Skills by AlanBarker.

➢ English Grammar& Usage: AnIdeal Companionfor Advanced Learners by J.S.Rohan SavarimuttuandG. PetriciaAlphine NirmaL

LIFE COPING SKILLS

Semester: I
Sub. Code: 24DC1DP03
COURSE OUTCOMES:

Hours: 3/week (45/Semester)
Credits: 3

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Attain Coping Skills to Face this Competitive World	PSO-5	K5
CO-2	Learn to Think Positively in all Situations	PSO-5	K1
CO-3	Understand about Goal and steps to be taken to attain Goal	PSO-5	K2
CO-4	To be able to Manage Time in their life because "Managing Time is Managing Life"	PSO-5	K5
CO-5	Learn Techniques to Handle Stress	PSO-5	K1

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I							LIFE COPING SKILLS					Hours: 3/week (45/Semester)
Code: 24DC1DP03												Credits:3
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	3	2	2	3	5	5	2	2	5	2	2	3
CO-2	2	2	4	2	5	5	2	2	5	2	2	3
CO-3	3	2	3	2	4	5	2	2	5	3	2	3
CO-4	2	3	4	5	5	5	2	3	5	4	2	3.6
CO-5	4	2	3	3	5	5	2	2	2	3	2	3
Overall Mean Score												**3.12**

Result: The score for this course is: 3.12 (High relationship)
Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\dfrac{\text{Total of Values}}{\text{Total No. of Pos \&PSos}}$	Mean Overall Score for Cos= $\dfrac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$

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

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

Sub. Code: 24DC1DP04   **Credits: 6**

COURSE OUTCOME:

CO.NO	UPON COMPLETION OF THIS COURSE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO -1	Understand basic computer components.	PSO-1 PSO-4	K2
CO - 2	Create ability to perform MS Word, Excel, and PowerPoint.	PSO-1 PSO-3	K6
CO -3	Stuff details through Internet	PSO-3	K3
CO-4	Understanding and discuss about the use of office Package and Internet in daily life.	PSO-3 PSO-4	K2
CO -5	Use creativity to design and create publications independently.	PSO-1 PSO-2	K3

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester:1							OFFICE AUTOMATION					Hours: 6/week (90/Semester)
Code: 24DC1DP04												Credits: 3
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	5	3	4	4	3	3	5	4	5	4	4	4
CO-2	4	4	3	3	3	3	5	4	5	4	4	3.8
CO-3	3	2	4	4	3	2	3	4	4	3	3	3.1
CO-4	5	2	4	3	3	3	5	4	4	3	4	3.6
CO-5	4	4	3	4	2	2	5	4	5	5	4	3.8
Overall Mean Score												3.66

Result: The score for this course is:3.66 (Hish relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\dfrac{\text{Total of Values}}{\text{Total No. of Pos \& PSOs}}$	Mean Overall Score for Cos= $\dfrac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$

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

Introduction - 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)**

Introduction-Spreadsheet – starting Microsoft Excel – Interface – 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)**

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

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

Introduction-editing slides, changing templates, Slide Layouts, inserting clipart & Pictures into slide, Slide Transitions, Animation, Inserting sound and movies.

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.

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 Walken bach, HerbTyson, Faithe Wempen, caryN. Prague, MichaelR.groh, PeterG.Aitken, and Lisa a.Bucki -Wiley India pvt.lt.

3. Microsoft Office 2007 Bible -John Walken bach ,HerbTyson, Faithe Wempen, caryN.Prague, MichaelR.groh, PeterG.Aitken, and Lisa a.Bucki -Wiley India pvt.ltd.

COMPUTER LAB

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

Sub. Code: 24DC1DPP1   **Credits: 12**

COURSE OUTCOME:

CO.NO	UPON COMPLETION OF THIS COURSE STUDENTS WILL BE ABLE TO	PO ADDRESSED	COG
CO -1	Demonstrate the ability to apply application software in office environment.	PSO-1	K2
CO- 2	Apply the design documents and get the experience from the application software.	PSO-3	K3
CO -3	Understand the fundamental of MS word and design the book works, building booklets.	PSO-3 PSO-4	K2
CO-4	Develop the capacity to prepare well furnished documentation illustrating Desktop publishing techniques.	PSO-3	K6
CO-5	Gain knowledge about graphics and create personal documents such as resume. Advertisement and draw object.	PSO-4	K1

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I						COMPUTER LAB					Hours: 12/week (180/Semester)
Code: 24DC1DPP1											**Credits: 12**
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	3	3	4	2	3	5	4	4	3	2	3
CO-2	4	3	2	3	2	4	4	3	4	3	3	3.1
CO-3	4	3	3	2	3	3	5	3	4	3	3	3
CO-4	5	4	3	3	4	3	4	3	4	3	2	3.4
CO-5	5	4	3	2	3	2	3	4	3	4	3	3.2
Overall Mean Score												**3.14**

Result: The score for this course is: 3.14(High relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\dfrac{\text{Total of Values}}{\text{Total No. of Pos \&PSos}}$	Mean Overall Score for Cos= $\dfrac{\text{Total of Mean Scores}}{\text{Total No. of Cos}}$

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 (75/Semester)**

Sub. Code: 24DC2DP05   **Credits: 5**

COURSE OUTCOME:

CO.NO	UPON COMPLETION OF THIS COURSE STUDENTS WILL BE ABLE TO	PO ADDRESSED	COGNITIVE LEVEL
CO -1	Identify desktop publishing terminology and concepts.	PSO-1 PSO-4	K1
CO - 2	Manipulate and transform objects (i.e., rotate, scale, shear, resize and reflect)	PSO-4	K3
CO -3	Manipulate text and graphics to create a balanced and focused layout.	PSO-1 PSO-5	K3
CO-4	Create filter, brochures, and multiple page documents.	PSO-1 PSO-4	K6
CO -5	Apply principles of typography, layout, graphics and color to produce industry standard publications.	PSO-1 PSO-4	K3

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II						DESKTOP PUBLISHING					Hours: 5/week (75/Semester)
Code: 24DC2DP05											**Credits: 5**
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)				Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	5	3	5	4	5	3	5	4	3	3	3	3.9
CO-2	4	4	3	3	3	3	3	5	5	4	4	3.7
CO-3	5	4	3	3	2	2	3	5	4	3	3	3.3
CO-4	3	3	2	2	3	2	3	5	4	3	2	2.9
CO-5	4	3	5	3	3	4	4	4	4	3	2	3.5
Overall Mean Score												3.46

Result: The score for this course is: 3.46 (High relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = Total of Values / Total No. of Pos &PSos	Mean Overall Score for Cos= Total of Mean Scores / Total No. of Cos

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 – 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 Unlocking an object.

Unit III: ADOBE PHOTOSHOP CS 6 **(15 HOURS)**

Introducing and launching Photoshop CS 6 – Interface – working with Photoshop tools – Color Pallets – Opening an Existing file or Photoshop document – creating a new document – saving 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)**

Introduction 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 – Color correction – 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: 24DC2DP06   **Credits: 4**
COURSE OUTCOMES:

CO.NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Identify the key elements of a good Business plan	PSO-5	K1
CO-2	To prepare the project proposal for small and medium enterprises	PSO-5	K3
CO-3	To gain knowledge on legal aspect and government policies	PSO-5	K5
CO-4	Identify the source of Finance available to Entrepreneur	PSO-5	K1
CO-5	Face challenges in Starting new Business	PSO-5	K5

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: 24DC2DP06	ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT											Hours: 4/week (60/Semester)
Code: II												**Credits: 4**
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	5	4	3	2	5	3	2	2	2	3	5	3.2
CO-2	5	3	4	3	5	2	2	2	2	3	5	3.2
CO-3	5	3	5	3	5	2	2	2	2	3	5	3.3
CO-4	4	3	5	2	5	2	2	2	2	3	5	2.9
CO-5	5	2	5	2	5	2	2	2	2	3	5	3.1
Overall Mean Score												**3.14**

Result: The score for this course is: 3.14 (High relationship)
Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = Total of Values / Total No. of Pos &PSos	Mean Overall Score for Cos= Total of Mean Scores / Total No. of Co

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 SmallScale 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: 24DC2DP07   **Credits: 3**

COURSE OUTCOMES:

CO.NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Recall the components our planet earth	PSO-5	K1
CO-2	Elucidate and understand the important of Natural resources	PSO-5	K5
CO-3	Summaries the energy status of the environment	PSO-5	K2
CO-4	Acquire knowledge on the conservation of our environment	PSO-5	K1
CO-5	Analyse the significance of water and climate towards sustainable development	PSO-5	K4

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II						ENVIRONMENTAL EDUCATION					Hours: 3/week (45/Semester)
Code: 24DC2DP07											Credits: 3
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	3	2	2	5	5	3	2	2	3	4	3.1
CO-2	3	2	5	2	5	5	3	2	2	3	3	3.1
CO-3	4	2	3	2	5	5	3	3	3	2	2	3
CO-4	5	2	3	2	5	5	2	3	3	2	3	3.1
CO-5	4	2	4	3	5	5	3	3	3	2	3	3.3
Overall Mean Score												3.12

Result: The score for this course is: 3.12 (High relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos =   Total of Values
 	
         Total No. of Pos &PSos
	Mean Overall Score for Cos= Total of Mean Scores
	
	         Total No. of Co

UNIT I: MULTI DISCIPLINARY 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, rainwater harvesting, water shed management, Climate change, global warming, acid rain and ozone layer depletion, nuclear accidents and holocaust, case studies. Waste land reclamation.

TEXTBOOK: 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

COREL DRAW

Semester: **II**	Hours: **6/week (90/Semester)**
Sub. Code: **24DC2DP08**	Credits: **6**

COURSE OUTCOME:

CO.NO	UPON COMPLETION OF THIS COURSE STUDENTS WILL BE ABLE TO	PO ADDRESSED	COGNITIVE LEVEL
CO -1	Comprehensive processing of word and publishing integration through CorelDraw latest version.	PSO-1 PSO-3	K2
CO - 2	Prepare Corel Draw Course helps the students to create and modify Objects for graphic design purpose.	PSO-3 PSO-4	K3
CO -3	Apply Effect and features are covered up under the segment of creating complete publishing layout without most seamlessness.	PSO-3	K3
CO-4	Apply Corel Draw Premium Suite training helps you comprehend the advancement in design graphics.	PSO-2 PSO-3	K3
CO -5	Understand about adding Special Effects,	PSO-1 PSO-3	K2

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: **II**							COREL DRAW					Hours:6/week (90/Semester)
Code: **24DC2DP08**												Credits: **6**
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	2	3	3	3	2	5	4	4	3	3	3.2
CO-2	4	2	3	4	3	2	4	5	5	4	4	3.6
CO-3	3	2	3	4	2	2	2	3	4	3	3	2.8
CO-4	3	2	3	5	4	3	4	5	5	5	5	3.9
CO-5	3	3	3	4	2	2	4	5	3	4	4	3.3
Overall Mean Score												3.36

Result: The score for this course is: 3.36(High relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = $\dfrac{\text{Total of Values}}{\text{Total No. of Pos \&PSos}}$	Mean Overall Score for Cos= $\dfrac{\text{Total of Mean Scores}}{\text{Total No. of Co}}$

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

Introduction-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.

DTP - LAB

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

Sub. Code: 24DC2DPP2   Credits: 6

COURSE OUTCOME:

CO.NO	UPON COMPLETION OF THIS COURSE STUDENTS WILL BE ABLE TO	PO ADDRESSED	COGNITIVE LEVEL
CO -1	Demonstrate basic skills using Photoshop software and the peripherals	PSO-4	K2
CO – 2	Demonstrate an ability to use a range of tools and filters in Photoshop.	PSO-2	K2
CO -3	Apply the skills to retouch & repair, Work with multiple layers, Slice &clone and design basic web template in Photoshop.	PSO-3 PSO-4	K3
CO-4	Explain the Skilled in the fundamentals of Corel draw &can able to create business cards, pamphlets, banners, newspapers, books.	PSO-2	K2
CO -5	Demonstrate advanced Photography Techniques with CorelDRAW To print with a variety of techniques and papers.	PSO-4 PSO-4	K2

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II											Hours: 6/week (90/Semester)
Code: 24DC2DPP2			DTP- LAB								Credits: 6
Course Outcomes	Programme Outcomes (PO)						Programme Specific Outcomes (PSO)					Mean Score of CO's
	1	2	3	4	5	6	1	2	3	4	5	
CO-1	4	3	3	3	4	3	4	5	5	4	3	3.7
CO-2	4	3	4	3	2	2	4	4	3	3	3	3.1
CO-3	3	2	3	4	3	3	5	3	4	3	3	3.2
CO-4	5	4	3	3	4	3	4	3	4	3	2	2.8
CO-5	5	4	3	2	3	2	3	4	3	4	3	3.2
Overall Mean Score												3.2

Result: The score for this course is: 3.32(High relationship)

Note:

Mapping	1-20%	21-40%	41-60%	61-80%	81-100%
Scale	1	2	3	4	5
Relation	0.0-1.0	1.1-2.0	2.1-3.0	3.1-4.0	4.1-5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos =	Total of Values	Mean Overall Score for Cos=	Total of Mean Scores
	Total No. of Pos &PSos		Total No. of Co

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
7. Creating Advertisement

ii. ADOBE PHOTOSHOP

1. Exercises using Painting and Brushes
2. Exercises using Cloning & Healing Patterns
3. Working with Layers
4. Exercises using Blend Modes
5. Exercises using Shapes and Styles
6. Exercises using Corrective Filtering
7. Design an Identity card
8. Manipulation.
9. Design the Banner.
10. Design an 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. Import the 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   **Credit:2**

Sub. Code: 24DC2DPI1   **Hours: -**