

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



Syllabus

ADD-ON COURSE

In

Malayalam DTP & Copy Editing

Academic Year: 2019-20



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF MALAYALAM

Add on Courses offered for Students: 2019-2020

Malayalam DTP & Copy Editing

**Department Coordinators: Mrs.Vijimol Vijayan
& Mr.Amal V.Thankachan**

Instructional Hours: 30 Hours

Duration: 3 Months

Intake in a batch: 40 Students

Eligibility: Graduation

Mode of Instruction: Offline

ADD ON COURSE
On
DMCK/MAL/AD08/18: Malayalam DTP & Copy Editing

Objective

- To understand the basic principles of Malayalam language usage and practice DTP.
- To learn about the art of editing.
- To identify editing and DTP as areas of potential employment.

SYLLABUS

Module: 1

Malayalam Grammar - Letter - Word - Syntax - Editing - Title Page - Bibliography - Footnote - Blurb - Proof Symbols - Proof Correction - Various Proofs - Style Sheet

Module:2

Practice - Page Setting - Layout - Different Fonts - Text Formatting - Cutting - Copying - Pasting - Alignment - Paragraph Formatting - Line Space - Page Orientation - Page Break - Headers & Footers - Page Numbering - MS Word - Page Maker

Prepare a flip book

Course Outcomes

- Students mastered in Malayalam DTP & Copy Editing and prepared flip books accordingly

Mode of Evaluation

Attendance, Project Work, and Examination

Assessment Procedure

Attendance – 30 Marks, Project Work – 20 Marks, Written Examination – 50 Marks, Total – 100 Marks

Grading

80-100% - A Grade

60-79% - B Grade

40-59% - C Grade

Below 40% - Grade- Not passed

*Separate Minimum required to get passed per individual elements– 50

References

- Printing A to Z - KJ Samkutty
- Bookmaking - Kerala Language Institute
- An Introduction to Book Publishing – D Raghavan
- Copy Editing – Judith Butcher



Annie Mathew

*Principal
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