# DEVA MATHA COLLEGE, KURAVILANGAD

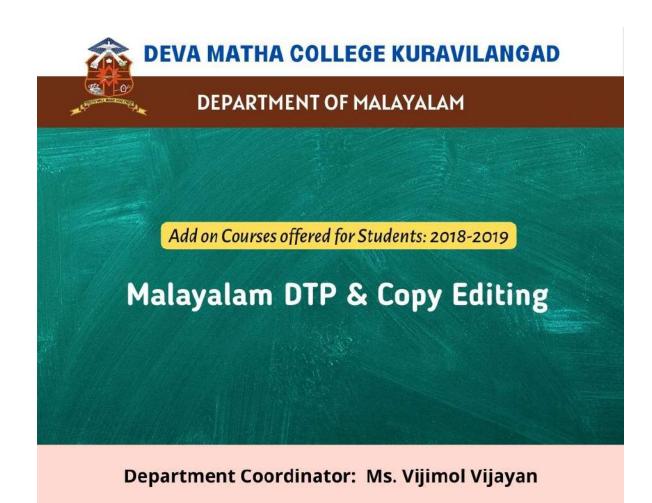
Affiliated to Mahatma Gandhi University, Kottayam



# **Syllabus**

# ADD-ON COURSE In Malayalam DTP & Copy Editing

Academic Year: 2018-19



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

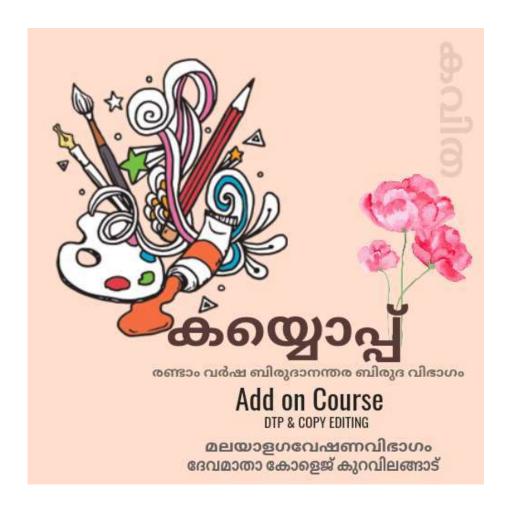
40-59% - C Grade

Below 40% - Grade- Not passed

<sup>\*</sup>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





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