

DEPARTMENT OF ENGLISH –SELF FINANCE

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

ADD-ON COURSE

IN

Certificate in Malayalam Typing and Page Layout

Academic Year: 2021-22



Deva Matha College Kuravilangad
Department of English SF



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF SELF FINANCE ENGLISH

Add on Courses offered for Students:2021-2022

- **Certificate in Malayalam Typing & Page Layout - for II DC Students**
DMCK/ SFENG/AD 29/2021

***Basics in First Aid**
Communication Skills in English - for III DC Students
DMCK/ SFENG /AD 30/2021

Department Coordinator: Mr.Benny Kocherry

Title: Certificate in Malayalam Typing and Page Layout

Instructional Hours:	30
Duration:	1 Month
Mode of Instruction:	Theory Class and Practical
Intake Capacity:	35
Eligibility:	+2 Pass



Course Objectives

1. To understand the fundamentals & concepts of computers
2. To impart the basics of Desktop Publishing
3. To understand the fundamentals & concepts of Page Maker, Type it
4. To make students acquaintance with Malayalam Typing.

Syllabus

Module 1 (3 Hours)

Introduction to computer, Operating system and basics of Windows ,The User Interface: Using Mouse and Moving Icons on the screen ,The My Computer Icon ,The Recycle Bin , Status Bar, Start Menu & Menu selection, Running an Application , Windows Explorer Viewing of File, Folders and Directories , Creating and Renaming of files and folders ,Opening and closing of different Windows ,Windows Setting: Control Panels ,Wall paper and Screen Savers Setting the date and Sound ,Concept of menu Using Help.

Module 2 (4 Hours)

Introduction to Desktop Publishing, Merits & Demerits of Desktop Publishing, Design Principles of Desktop Publishing, Comparative & Analysis between DTP and traditional composing processes, Typography, Hardware Requirements of DTP, Designing Common Media Publications.

Module 3 (8 Hours)

Basics of word processing using Page Maker and MS Word. Change fonts and font sizes, Apply font styles, character styles. Change the case of text, highlight text in a document, and Insert symbols and special characters. Format paragraphs: Add bullets, numbering, borders, and shading, , Align and indent paragraphs, Insert page breaks, Create and modify headers and footers, Apply paragraph styles, Create outlines. Customize tables: Use special table features, Perform calculations in a table, Use table styles, Use tab stops in a table, Convert text to a table etc.

Module 4 (15 Hours)



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Basics of Type it. Downloading and installing type it, Keyboard layout for Malayalam typing. Key combinations, alignment, format patterns. Conversion of Unicode font- copy, paste. Changing font both in English and Malayalam

Assessment Procedure

Being a practical oriented program, the focus will be more on practical training. The

Candidate shall undergo practical training of the computer lab.

Requirement to appear for examination-

Candidate should secure minimum of 75% attendance to appear for the examinations.

Passing Criteria

The Passing Criteria for the candidates should score at least 35% marks in practical examination. A candidates failing has to reappear to complete the course.

Grading

A candidate who obtains 95 % and above in the first attempt shall be deemed to have passed the examination with distinction or Outstanding Grade. Other Grades are like following: 85- 94.99% - A+ , 75-84.99%- A, 65- 74.99- B+, 55- 64.99%- B, 45-54.99%- C, 35-44.9% -D.

Course Outcome

At the end of the course, the student will be able to

1. Type Malayalam
2. Design Malayalam and English publications
3. Familiar with Type it.



Anand Latharu

Principal
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