DEPARTMENT OF ENGLISH –SELF FINANCE

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam

REPORT OF ADD-ON COURSE

Certificate in Malayalam Typing and Page Layout

(Conducted for III DC English –SF Students)

Academic Year : 2021-2022

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.

Report on Add on Course

Certificate in Malayalam Typing and Page Layout is an Add on course offered by the department of English (SF). Duration of the course is 30 hours. The course is defined in such a way that after the completion of the course the participants will be trained to compose the matter and do page layout. To ensure practical orientation, from the beginning the classes for this add on course is conducted in the computer lab of the college. For data entry Typeit is used. Softwares like Adobe Page Maker, Adobe Photoshop , Adobe In Design and Quark Express are introduced to trainees in connection with page layout .

Mr. Benny Joseph Kocheril, faculty member of the department of English (SF) is the chief instructor. Ms. Sheen George, Mr. P. Harikrishnan and Mr. Bibin Mathew Sebastian are the other instructors. Every year the second year students of B.A English Triple Main enrol themselves for this course.

Total Number of students participated – 34.

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)

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 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.

List of students enrolled

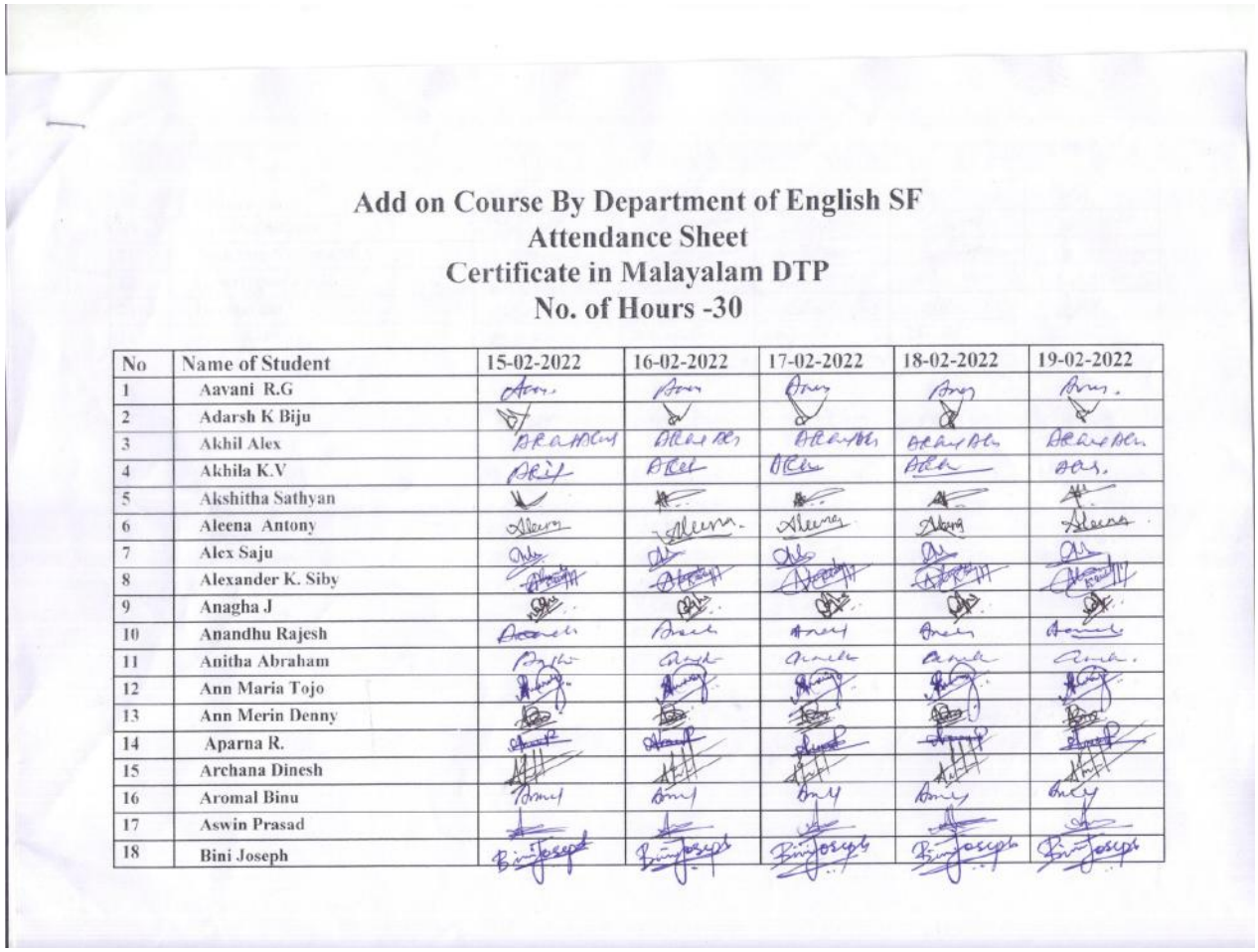
Department of English SF, Add on 2021-22 Batch		
SL NO	REG.NO	NAME OF CANDIDATE
1	200021007672	Aavani R.G
2	200021007673	Adarsh K Biju
3	200021007675	Akhil Alex
4	200021007676	Akhila K.V
5	200021007677	AkshithaSathyan
6	200021007678	Aleena Antony
7	200021007679	Alex Saju
8	200021007680	Alexander K. Siby
9	200021007681	Anagha J
10	200021007682	Anandhu Rajesh
11	200021007683	Anitha Abraham
12	200021007684	Ann Maria Tojo
13	200021007685	Ann Merin Denny
14	200021007686	Aparna R.
15	200021007687	Archana Dinesh
16	200021007688	AromalBinu
17	200021007689	Aswin Prasad
18	200021007690	Bini Joseph

19	**200021007691**	**Britto John**
20	**200021007692**	**FathimaSithara**
21	**200021007693**	**Goutham Krishna M.A**
22	**200021007694**	**Gowrinanda N.K**
23	**200021007695**	**Harigovind**
24	**200021007697**	**Joyal K. Reji**
25	**200021007698**	**Lakshmi Parvathy M.S**
26	**200021007699**	**Malavika S.**
27	**200021007700**	**Mariya Sony**
28	**200021007701**	**Midhun K.M**
29	**200021007702**	**Nandana K.M**
30	**200021007703**	**NavyaSithara V**
31	**200021007704**	**Nidin Kumar K**
32	**200021007705**	**NimishaSeby**
33	**200021007706**	**Rahul Sekharan**
34	**200021007699**	**Sandra Sabu**

PHOTOS

Attendance Sheet

Certificate in Malayalam Typing and Page Layout



Add on Course By Department of English SF
Attendance Sheet
Certificate in Malayalam DTP
No. of Hours -30

No	Name of Student	15-02-2022	16-02-2022	17-02-2022	18-02-2022	19-02-2022
1	Aavani R.G					
2	Adarsh K Biju					
3	Akhil Alex					
4	Akhila K.V					
5	Akshitha Sathyan					
6	Aleena Antony					
7	Alex Saju					
8	Alexander K. Siby					
9	Anagha J					
10	Anandhu Rajesh					
11	Anitha Abraham					
12	Ann Maria Tojo					
13	Ann Merin Denny					
14	Aparna R.					
15	Archana Dinesh					
16	Aromal Binu					
17	Aswin Prasad					
18	Bini Joseph					

19	Britto John					
20	Fathima Sithara					
21	Goutham Krishna M.A					
22	Gowri Nanda N.K					
23	Harigovind					
24	Joyal K. Reji					
25	Lakshmi Parvathy M.S					
26	Malavika S.					
27	Mariya Sony					
28	Midhun K.M					
29	Nandana K.M					
30	Navya Sithara V					
31	Nidhinkumar K					
32	Nimisha Seby					
33	Rahul Sekharan					
34	Sandra Sabu					

Coordinator
10.02.22

Mark sheet

1	Aavani R.G	A+
2	Adarsh K Biju	A+
3	Akhil Alex	A
4	Akhila K.V	A+
5	AkshithaSathyan	A
6	Aleena Antony	A
7	Alex Saju	B
8	Alexander K. Siby	A+
9	Anagha J	B
10	Anandhu Rajesh	B
11	Anitha Abraham	B
12	Ann Maria Tojo	B
13	Ann Merin Denny	B
14	Aparna R.	A+
15	Archana Dinesh	A+
16	AromalBinu	A
17	Aswin Prasad	B
18	Bini Joseph	A
19	Britto John	A+
20	FathimaSithara	A+
21	Goutham Krishna M.A	A+
22	Gowri Nanda N.K	S
23	Harigovind	A
24	Joyal K. Reji	S
25	Lakshmi Parvathy M.S	B
26	Malavika S.	A+
27	Mariya Sony	S
28	Midhun K.M	A
29	Nandana K.M	A+
30	NavyaSithara V	A+
31	Nidhinkumar K	A
32	NimishaSeby	A+
33	Rahul Sekharan	B
34	Sandra Sabu	S

Sample Certificate

Dr. Brincy Mathew

Add-on Course General Coordinator

DEVA MATHA COLLEGE KURAVILANGAD

Principal
Deva Matha College
Kuravilangad - 686 633