# DEVA MATHA COLLEGE KURAVILANGAD

**Affiliated to Mahatma Gandhi University, Kottayam**



# SYLLABUS

OF

# ADD-ON COURSE

IN

# Certificate in Malayalam Typing and DTP

Academic Year: 2022-23

## Add on Courses offered for Students : 2022-2023

# Certificate in Malayalam Typing and DTP
# DMCK/ SFENG/AD 26/2022

**Department Coordinator: Mr. Benny Joseph Kocheri!**

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| **Title:** | Certificate in Malayalam Typing and DTP |
| **Instructional Hours:** | 30 |
| **Duration:** | 1 Month |
| **Mode of Instruction:** | Theory Class and Practical |
| **Intake Capacity:** | 35 |
| **Eligibility:** | +2 Pass |

# DEVA MATHA COLLEGE KURAVILANGAD

## ADD-ON COURSE FOR THE AY 2022-23

## 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.

## 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, 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 Exmaniation. 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.

Principal
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