

DEVA MATHA COLLEGE KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

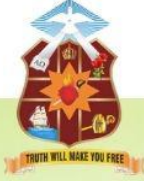
OF

ADD-ON COURSE

IN

Malayalam DTP & Copy Editing

Academic Year: 2022-23



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF MALAYALAM

Add on Courses offered for Students : 2022-2023

1. Vegetable Farming : DMCK/ MAL/AD 10/2022
2. Digital Photography : DMCK/ MAL/AD 11/2022
3. Culture & Heritage : DMCK/ MAL/AD 12/2022
4. Malayalam DTP & Copy Editing : DMCK/ MAL/AD 13/2022



Department Coordinator: Mr. Amal V. Thankachan

Title: Malayalam DTP & Copy Editing

Instructional Hours: 30 Hrs.

Duration: 3 Months

Mode of Instruction: Offline/ Offline Mode

Intake Capacity: 40

Eligibility: Plus Two

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ADD-ON COURSE FOR THE AY 2022-23

Course Objectives

- 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.

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

References

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

Assessment Procedure

Assignment – 20%
Examination – 30%
Practical Workshop – 50%

Grading

A+	4.50 - 5.00
A	4.00 - 4.49
B+	3.50 - 4.00
B	3.00 - 3.49
C+	2.50 - 3.00
C	2.00 - 2.49
D+	1.50 - 2.00
D	1.00 - 1.49



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