

Program : <b>Diploma in Commercial Practice</b>	
Course Code : <b>3149</b>	Course Title: <b>Desktop Publishing</b>
Semester : <b>3</b>	Credits: <b>2</b>
Course Category: <b>Basic Technology Course</b>	
Periods per week: <b>4 (L:0, T:0, P:4)</b>	Periods per semester: <b>60</b>

### Course Objectives:

- To get an in-depth coverage of desktop publishing terminology, text editing and use of design principles.
- To enable the students to acquire skills in layout techniques, graphics, multiple page displays, and business applications.

### Course Prerequisites:

Topic	Course code	Course name	Semester
Basic computer knowledge.		Word Processing I and II (Open office writer based)	1 & 2

### Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Make use of InDesign - Editing Text - working with graphics and objects.	14	Applying
CO2	Utilize Photoshop window - working with images - drawing, painting and retouching tools.	15	Applying
CO3	Construct an overall picture about CorelDraw and make use of various tools - working with objects, text, bitmaps.	15	Applying
CO4	Make use of ISM Malayalam software.	14	Applying
	Series Test	2	

**CO - PO Mapping:**

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	2			3			
CO2	2			3			
CO3	2			3			
CO4	2			3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

**Course Outline:**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	<b>Make use of InDesign - Editing Text - working with graphics and objects.</b>		
M1.01	Demonstrate the work area using toolbox, panels and menus.	2	Understanding
M1.02	Identify opening, saving and closing files, Navigation, Customizing the work area, File export.	2	Applying
M1.03	Apply Text and use various text formatting including Threading text, flowing text, tracking changes, spell checking.	2	Applying
M1.04	Apply Colour, swatches, Gradients. Filling and stroking shapes and transforming objects. Use Eyedropper tool to pick colour.	3	Applying
M1.05	Demonstrate working with images. Use content collector tool, modify graphic frames, use spacing tool, text wrapping. Working with layers, effects and styling.	3	Applying
M1.06	Construct Table and modify table. Insert objects, Save and Print layout works.	2	Applying

**Contents:**

**InDesign Tools and panels** - Open - save - Automatic recovery - Close - Navigation - Customize work area - File Export - Linking and flowing Text - Text frames - Threading - Kerning and Tracking- Spell check - Inline Frames - Tagging Text - Colour, Swatches, Gradient, style pallets - Fill and Stoke - Eyedropper Tool - Image overview - Import images - Linked and embedded images - Web hyperlinks - - Content Collector tool - Graphic frames - Text Wrapping - Layers - Objects - Transforming objects - Shear/skew and reflecting - Duplicating - Align and Distribute - Stacking order - Group and Ungroup - Nesting - Cropping and clipping paths - Colour Management - Create PDF file.

CO2	Utilize Photoshop window - working with images - drawing, painting and retouching tools.		
M2.01	Develop the use of photoshop tools, exploring panels & menus, creating & viewing a new document, customizing the interface.	2	Applying
M2.02	Demonstrate working with images. Working with multiple images, rulers, guides & grids, the new note tool & the save for web & devices interface, resizing & cropping images, understanding pixels & resolution, image size, adjusting canvas size & canvas rotation.	2	Applying
M2.03	Illustrate working with basic selections, the elliptical marquee tool, magic wand & free transform tool, lasso tools, quick selection tool & refine edge.	3	Applying
M2.04	Utilize working with layer. Creating, selecting, linking & deleting layers, make use of blending modes, opacity & fill, filter adjustments.	2	Applying
M2.05	Apply colour by using brush tool, working with colors & swatches, creating & using gradients, painting with selections.	1	Applying
M2.06	Develop working with photo retouching tools. Clone stamp tool, patch tool & the healing brush tool, painting with history. Adjusting levels and curves.	2	Applying
M2.07	Make use of pen tool to create straight and curved paths including the use of various custom shapes.	1	Applying
M2.08	Apply typographic design. Creating text effects, saving with different file formats and use printing options.	2	Applying
	Series Test - I	1	
<b>Contents:</b> <b>Adobe Photoshop</b> Features - Basic screen components - Tools - Panels and Menus - create new canvas using existing canvas size - save - working with images - Multiple pages - rulers, guides & grids - new note tool - save for web - devices interface - resizing & cropping images - pixels & resolution - image size - adjusting canvas size & canvas rotation - Selection tools - Marquee tool, Magic wand & Free transform tool, Lasso tools, Quick selection tool & refine edge - Create new layers - Duplicating layer - visibility, transparency, opacity and blending mode of layers - Filter adjustments - Apply colour - Retouching tools - Clone Stamp - Patch - Healing Brush - History - Burn - Dodge - Sponge - Sharpen - Roughen - Smudge - Blur - Use Levels and curves - Eye dropper - Draw paths - Pen Tool - insert custom shapes using path tool - Text tool - Text effects - Save & print.			

<b>CO3</b>	<b>Construct an overall picture about CorelDraw and make use of various tools - working with objects, text, bitmaps.</b>		
M3.01	Demonstrate the components of Corel DRAW window.	1	Applying
M3.02	Apply working with objects. Selecting objects, creating basic shapes, reshaping objects, applying color fills and outlines. Make use of Tool Box.	6	Applying
M3.03	Develop mastering with text. Apply artistic and paragraph text, embedding objects into text, wrapping text around object and linking text to objects.	3	Applying
M3.04	Build effects to the document - power of blends, distortion, contour effects, lens effects.	3	Applying
M3.05	Demonstrate working with bitmaps. Editing bitmaps, applying effects on bitmaps, save and print works.	2	Applying
<b>Contents:</b> <b>Corel Draw</b> - Basic components - Objects - Create objects - Reshaping objects - Apply Colour - Draw graphics - Free Hand - Bezier - pen - artistic media - Knife - Eraser - Virtual segment delete - Polyline tool - Pen tool (Shape tool) - Zoom - Basic Shapes - Text tool - Paragraph text - Embedding Objects into text - Wrapping Text around Object - Linking Text to Objects - apply effects - Blend tool - Distortion - Contour - Lens effects - Eye dropper - Outline tool - Fill tool - Interactive fill tool - Insert Bitmap - Edit - Rotate - Resize - Fill (solid, fountain, pattern, texture, postscript) and Border colour - Save as PDF/JPEG - Print works.			
<b>CO4</b>	<b>Make use of ISM Malayalam software.</b>		
M4.01	Develop the use of ISM Malayalam to add Malayalam letters in the documents	4	Applying
M4.02	Open Ended Experiments (Design Cards, Brochures, albums)	10	Applying
	Series Test - II	1	
<b>Contents:</b> <b>ISM Malayalam</b> - Set INSCRIPT key board (any regional language) - settings - Tune application - Inscript to English switch Num lock - select font.			

**Text / Reference:**

<b>T/R</b>	<b>Book Title/Author</b>
T1	DTP by Jinesh R, Infokairali Computer Magazine (English Language).
T2	Pearson's Adobe InDesign class room book.
T3	Bittu Kumar, Adobe InDesign basics book.
R1	Comdex DTP Course Kit, Vikas Guptha, Dreamtech Press.
R2	Ramesh Bangia, Learning Desktop Publishing.

**Online Resources:**

<b>Sl. No</b>	<b>Website Link</b>
1	<a href="https://helpx.adobe.com/">https://helpx.adobe.com/</a>
2	<a href="https://www.indesignskills.com/tutorials/">https://www.indesignskills.com/tutorials/</a>
3	<a href="https://www.coreldraw.com/en/pages/tutorials/coreldraw/">https://www.coreldraw.com/en/pages/tutorials/coreldraw/</a>
4	<a href="https://www.lifewire.com/learn-desktop-publishing-fun-profit-1077487">https://www.lifewire.com/learn-desktop-publishing-fun-profit-1077487</a>