

GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD, GUJARAT
COURSE CURRICULUM

Course Title: Basic Desk Top Publishing
(Code: 3315802)

Diploma Programmes in which this course is offered	Semester in which offered
Printing Technology	First Semester

1. RATIONALE

Modern printing uses desk top publishing extensively for wide usage and applications. Application software like MS Word, MS Excel, Adobe Page maker and Corel draw are used for designing work and efficient working of these is absolutely essential to work in printing industry.

2. LIST OF COMPETENCIES

- Operates application software and designs with precision.

3. TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T+P)	Examination Scheme				Total Marks
L	T	P		Theory Marks		Practical Marks		
				ESE	PA	ESE	PA	
0	0	4	4	00	00	40	60	100

Legends: L-Lecture; T – Tutorial/Teacher Guided Theory Practice; P –Practical; C – Credit;;
ESE -End Semester Examination; PA - Progressive Assessment.

4. DETAILED COURSE CONTENTS

Unit	Major Learning Outcomes	Topics and Sub-topics
Unit – I Computer Fundamentals	1.1 Identify major hardware components and software. 1.2 Select appropriate software and hardware for various applications. 1.3 Connect different input/output devices as per job requirement.	<ul style="list-style-type: none"> • Classification of Computer Hardware and basic Software. • Different Hardware and Software with their uses. • Types of Software i.e. System, Application etc. • Different types of Input & Output devices.
Unit– II Operating System	2.1 Describe OS and file Organization. 2.2 Create directories, folders and files with different extensions used in DTP. 2.3 Install system and application software.	<ul style="list-style-type: none"> • Classification of OS and File Organization. • File Identifications , extension, directory, File, Folder, etc. • Basic knowledge about installing System software. • Basics knowledge about installing Application software. • Various types of file formats used in DTP work
Unit– III M S Word	3.1 Activate correct commands of MS Word software. 3.2 Design text documents. 3.3 Operate M S Word text editing and formatting options.	<ul style="list-style-type: none"> • Study of MS Word software. • Working knowledge of MS Word software. • Working knowledge of Text editing with MS Word. • Working knowledge of Page layout, Sizing, Margin setting tabulation with MS Word.
Unit– IV M S Excel	4.1 Apply commands of MS Excel software. 4.2 Prepare MS Excel sheets accurately. 4.3 Manipulate data fields by using Page layout, formulas, Data, Review, View menu options with confidence. 4.4 Generate reports from databases spontaneously.	<ul style="list-style-type: none"> • Study of MS Excel software. • Working knowledge of MS Excel software. • Introduction to Cell, Row, Column, Data entry, save, quit etc. • Editing of Data, formula, functions with MS Excel
Unit– V Adobe Page Maker	5.1 Understand Adobe Page Maker Software. 5.2 Use available tools and options in Page maker software. 5.3 Design Pages with precision	<ul style="list-style-type: none"> • Introduction of Adobe Page Maker software. • Basic knowledge of Tools and their uses in Page maker software. • Introduction of Menu with their options of Page maker software.
Unit– VI Corel Draw	6.1 Understand Corel Draw Software features. 6.2 Apply available tools in oral draw software. 6.3 Prepare jobs on coral draw software.	<ul style="list-style-type: none"> • Introduction of Corel draw software. • Introduction of Tools and their uses in Corel draw software. • Introduction of Menu with their options of Corel draw software.

5. SUGGESTED LIST OF EXPERIMENTS/Tutorials:

The experiments should be properly designed and implemented with an attempt to develop different types of skills leading to the achievement of the competency - Operates application softwares with precision.

Sr. No.	Unit No.	Experiment/Tutorial
1	Unit - I	Acquire the knowledge of major hardware and software
2	Unit - II	Acquire working knowledge of OS and file Organization.
3	Unit - III	Use of menu bar options and tool bar buttons of the word window Organizing content – Listing the sequence of work operation , house style, grids, guides and columns, templates, master page, style sheet, caption, quotes, headers and footers, margins, folio headlines and sub headlines Preparation of design for visiting cards Preparation of design for letter Heads Designing of monogram. Designing of Trade marks. Preparation of design for title cover Preparation of Book pages and reports with the use of MS Word software
4	Unit - IV	Exercises on use of excel window components Exercise on creation of worksheet Exercise on use of formulae and functions Preparation of Sheets and operation of Data menu options in MS Excel software Preparation of Balance sheet with calculative work in MS Excel software
5	Unit - V	Setting up of Printer and page setting – paragraphs, bullets, columns, drop letters, Importing of text and graphics. Creating style sheets, Master pages and multiple master pages, Layers, Plug in operations – imposition of pages Preparation of any design using PageMaker Design Book page in Adobe Page Maker Software Design pamphlets in Adobe Page Maker Software
6	Unit - VI	Creating various images in Coral Draw Creating monograms, Saving the file. Text editing job and images with text jobs in Corel Draw Software. Preparation of any design with graphics using Coral draw

6. SUGGESTED LIST OF PROPOSED STUDENT ACTIVITIES

Following is the list of proposed student activities like: course/topic based seminars, internet based assignments, teacher guided self learning activities, course/library/internet/lab based mini-projects etc. These could be individual or group-based.

7. SUGGESTED LEARNING RESOURCES

A. List of Books

Sr. No.	Author	Title of Books	Publication
1			
2			
3			

B. List of Major Equipment/ Instrument

Computer System with Internet, LCD Projector

C. List of Software/Learning Websites

MS Office 2007 or Higher

Adobe Page Maker 6.5 or Higher

Corel Draw X3 or Higher

8. COURSE CURRICULUM DEVELOPMENT COMMITTEE**Faculty members from Polytechnic**

1. Shri B. A. Patel, HOD Printing Technology, R C technical Institute Ahmedabad
2. Shri B L Patel Lecturer in Printing Technology, R C technical Institute Ahmedabad

COORDINATOR and FACULTY MEMBER FROM NITTTR Bhopal

1. Dr. Nishith Dubey, Professor