

ANN I-A (CCII) 2009-10 DIPLOMA IN PUBLISHING AND AUTOMATED TYPESETTING

REGULATIONS AND SYLLABUS
FOR
DIPLOMA IN PUBLISHING AND AUTOMATED TYPESETTING

Offered by

BHARATHIAR UNIVERSITY, COIMBATORE
FROM 2009 – 2010

Under the

CENTRE FOR COLLABORATION OF
INDUSTRY AND INSTITUTIONS (CCII)
COLLABORATIVE PROGRAMME

Bharathiar University, Coimbatore – 641046.
Centre for Collaboration of Industry and Institutions (CCII)

DIPLOMA IN PUBLISHING AND AUTOMATED TYPESETTING

REGULATIONS AND SYLLABUS

REGULATIONS

1. Description of course/objective of the course

This course is designed to prepare technicians with specialized skills, knowledge and attitude to work in finance and accounting field .The program will be conducted by any one of the approved institutions of the Centre for Collaboration of Industry and Institutions (CCII) Bharathiar University as a Collaborative Program.

2. Eligibility

- a. A pass in 10th Examination or Equivalent Examination recognized by University / Tamil Nadu Government.

3. Duration of the Course

The Course shall extend over a period of 12 months (2 Semester).

4. Courses and scheme of examination

SEMESTER I

Course No.	Course Title	University examination		Credits
		Internal	External	
1. Theory	Fundamentals of Printing and Publishing	50	50	4
2. Theory	Word Processing and Page Making (Practical)	50	50	4
3. Theory	Graphic Designing using Coreldraw	50	50	4

SEMESTER II

4. Theory	Designing with In Design	50	50	4
5. Theory	Working with Photoshop	50	50	4
6. Theory	English and Tamil Typing (Fully Internal)	100	-	4

5. Practical Training

Being a practical oriented program, the focus will be more on practical training. The candidate shall undergo practical training of the computer laboratory of Amaze Multimedia or other computer laboratories of Bharathiar University affiliated institutions.

6. Requirement to appear for examination

Candidate should put in a minimum of 90% attendance to appear for the examinations.

7. Passing minimum

To pass

- A candidate shall secure a minimum of 50% in the University examination for practical and theory and overall 50% in each of the paper (Internal + External) to pass the examination. A candidate failing in any one of the components has to reappear for that particular component in the supplementary examinations.

8. Classification of successful candidate

- A candidate who obtains 75% and above, aggregate in theory and practical examinations, in the first attempt shall be deemed to have passed the examination with distinction.

- A candidate who obtains from 60% to 74% of the aggregate in theory and practical examinations, in the first attempt shall be deemed to have passed the examination in the first class.
- Other Successful candidates shall be declared to have passed the examination in the Second class.

Conferment of degree

A candidate who has passed all the examination as prescribed shall be eligible to receive the DIPLOMA IN PUBLISHING AND AUTOMATED TYPESETTING” from Bharathiar University.

9. Course Material

Course Material shall be supplied by Genesis, House of Accountants.

10. Revision of Regulation and syllabus

The syllabus and regulations of the courses are subject to modification by the University whenever necessary.

11. Question Paper Pattern

Theory examination will be for 100 marks with the following components which will be converted into 60 marks.

- Multiple Choice / one word answers: 20x1=20 marks(no choice)
- Short notes(100 words / one paragraph) : 5x6=30 marks(either/or type)

Descriptive (300 words 1 ½ page) : 5x10=50 marks(either/or type)

Diploma in Publishing & Automated Typetting

Syllabus

Semester I

Paper 1: Fundamentals of Printing and Publishing

Overall Objective: At the end of the program the students will be able to understand the basics of different kinds of printings and complete processes involved in publishing.

Specific Objective: The students will be able to apply this knowledge in every other subject covered in the course. If the students understand the processes involved then learning and applying the operations will be easier.

Unit 1: Types of Printing

Introduction – Letterpress printing – Lithography – Offset Printing- Principles involved in different printing processes - Machines for letterpress, Offset, Gravure, Flexography and Screen Printing- Web Offset- Printing Materials

Unit 2: Processes involved in Printing

Print Design and Products - Factors involved in Print planning, Typography and Design principles, various kinds of printed products - their formats, Designing factors, colour application- Film Assembly and Plate Making - Binding And Finishing

Unit 3: Typesetting

Selection of Types of various jobs - Style of the House, style of the work casting off, Typesetting for various kinds of jobs, Proofing methods. -Basic structure of Computer, Hardware - Input and Output Devices, Software - operating system; - Software used in Desktop Publishing; Digital imaging method, Scanners, Image Editing, Colour Correction, Colour Management, Laser Printer - Paper, Polymaster - Methods of Colour Proofing, Care and Maintenance of Computer Division.

Unit 4: Fonts and Graphics

Font styles – Dimensions of Fonts – Loading and operating vernacular font- different types of fonts – Text File Formats - Vector Graphics – Raster Graphics – Graphic file formats.

Unit 5: Desktop publishing

DTP operator's arsenal – Page setting- Character-level & paragraph level formatting – Hyphenation – alignments –indentation – single sided and double sided documentation. Generic process in DTP.

Reference:

DTP by Unicorn & Book for DTP designers by BICG

PAPER 2: WORD PROSEING & PAGE MAKING (PRACTICAL)

Overall Objective: At the end of this module the students will be well versed with word processing Microsoft Word and PageMaker.

Specific Objective: The Students will be able to compose a complete book formatting.

Unit 1: Fundamentals of word processing

Editing and Selecting Text - Copy, Cut paste Drag & Drop -Undo Checking Spelling -Using bold - bullets and indents effectively- Bullets & Numbering- Indent Margins - Text Alignment - Page Break - Page numbering

Unit 2: Document style & Add-ons

Equation Editor - Creating and Editing Headers and Footers - Inserting and formatting tables - Inserting and formatting columns- Placing horizontal and vertical graphics lines within a document - Inserting graphics & symbols - Using - Using styles to define – headings - - Applying a Style - Removing a Style - Style Sheet - Saving as a template

Unit 3: Working with PageMaker

Navigating in PageMaker -PageMaker Environment Elements - Navigating a PageMaker - Document - Creating a Document - Document Setup and Saving - Using Text - Using and Importing Graphics - Multi-Page Documents -Multi-Page Document Setup - Master Pages Inserting Pages and Working with Text

Unit 4: Frames, Texts, Graphics in PageMaker

Working with Frames - Creating Text Frames - Formatting Text - Character Formatting - Paragraph Formatting - Working with Indents, Tabs, and Rules - Graphics - Working with Text and Graphics - Attaching Text to a Frame - **Bullets and numbering, Drop Capitals and Table of Contents – Indexes - - Working with multiple pages - Story Editor**

Unit 5: All about Book Work

Introduction – **Book lists - Building booklets – Completing the book**

Reference:

USING MICROSOFT WORD - ASMITA BHATT

PAGEMAKER IN EASY STEPS - SCOTT BASHAM

CTOA Material by GENESIS

Paper 3: Graphic Designing using CorelDraw

Overall Objective: At the end of this paper the students will be able to work in CorelDraw

Unit 1: Introduction to CorelDRAW

Getting Started - Moving Around and Viewing Drawings - Basic Drawing Skills Selecting and Manipulating Objects - Drawing and Shaping Objects - Arranging Objects

Unit 2: Using Text

Working With Text - Working With Objects - Outlining and Filling Objects - Using Symbols and Clipart - Transforming Objects

Unit 3: Adding Special Effects

Special Effects - Creating Output - Exporting Drawings - Printing

Unit 4: Customizing CorelDRAW

Introduction - Customizing Options - Using Text and Color - Working With Color - Working With Paragraph Text - Special Text Effects - Layouts and Layers - Special Page Layouts - Arranging Objects - Using Layers

Unit 5: Styles and Templates

Using Styles and Templates - Advanced Effects - Special Interactive Effects - Custom Creation Tools - Working With Bitmaps - CorelTRACE and Corel R.A.V.E.

Reference:

CorelDraw IN Simple Steps – Shalini Gupta

CorelDRAW Bible - DEBORAH MILLER

Semester II

Paper 4: Designing with InDesign

Overall Objective: At the end of this paper the students will be able to work in the latest design tools

Unit 1: Palettes, Workspace Layout & Document Set-up

Using Adobe Bridge –Palettes –Workspaces -Toolbox, Control strip, Contextual Menu - New Documents - Rulers & Grids - Views & Navigation -Opening other document types
- Basic Text entry -Text Frames - Character formatting - Paragraph formatting -Text Distortions and Utilities - Text flowing & frames - Importing text

Unit 2: Objects & Color

Object Styles - InDesign Snippets - Creating and working with objects -Creating frames & frame types - Duplicate, Transform, Arrange, etc.- Grouping, Measuring, Locking -Colour Palettes: Mixers, Swatches etc - Colour/Ink types - Creating mixed inks & Tints -Gradient swatches -Eyedropper and Overprinting -Customising Object Appearance -Fills & Strokes -Transparency & Drop Shadows - Pen & Bezier tools -Path tools in InDesign

Unit 3: Images & Text Effects

File Types - Importing and options - Image Frames: simple, compound & custom - Fitting images: Control Palette and shortcuts - Inline graphics -Clipping Paths, Alpha channels, Viewing -Spacer image - Text Wrap: Options and Palette - Text on Paths - Rules

Unit 4: Page Layout & Books

Page Palette and working with pages - Text Flow and Links - Master Pages -Numbering Pages -Making & Packaging Books - Contents & Index creation – Layers: Layers Palette -Moving across layers – Libraries: Using InDesign libraries - Tabs & Tables -Setting Tabs -Tables: data & layout - Styling Text & Find/Replace Functions – Spelling - Find/Replace -Story Editor -Styling options: Drop Caps, Leading etc. -Creating Styles: Paragraph & Character

Unit 5: Output & Exporting

Print, Separation, Flattening -Print options - PostScript, preflighting and Packaging - Other features - Producing PDF files with Export...- Preferences & Custom Set-ups -Setting InDesign s preferences

Reference:

Adobe Indesign CS One-On-One - DEKE MCCLELLAND

ADOBE INDESIGN: CLASSROOM IN A BOOK by ADOBE Press

ADOBE INDESIGN CS2 BIBLE - GALEN GRUMAN

Paper 5: Working with PhotoShop

Overall Objective: Students completing this module will be able to do the following

- Overview the Interview
- Retouching and Repairing
- Work with selections
- Create layers
- Create a Mask and Channels
- Correcting and Enhancing
- Slice and Link an Image
- Create Rollovers
- Animate GIF Images
- Vectors & Bitmaps

Unit 1: Introduction

Vector Shapes and Bitmaps - Explore the Photoshop Environment - Using the File Browser

Unit 2: Basic Photo Corrections

Working with Selections - Layer Basics - Masks and Channels - Retouching and Repairing

Unit 3: Painting and Editing

Basic Pen Tool Techniques - Vector Masks, Paths, and Shapes - Advanced Layer Techniques

Unit 4: Creating Special Effects

Preparing Images for Two-Color Printing - Composite Images - Creating a Composite Image
Creating an Animated GIF - Creating Composite Images Using Photomerge

Unit 5: The Finished Product

Saving Images for the Web and Creating a Web Gallery - Photoshop Elements Print Options –
Basics of Adobe Illustrator – Basics of Acrobat Reader

Reference:

TEACH YOURSELF ADOBE PHOTOSHOP – Rose Carla

ADOBE PHOTOSHOP CS CLASSROOM IN A BOOK By Adobe Press