



Swami Vivekananda Rural Community College (SVRCC),

Name of the Programme- Vocational Diploma in Desk Top Publishing - Syllabus (Flexible Skill Training Mode)

Course Title	Fundamentals of Computers
Course Code	VDTP-1
Course Credit	4

Course Objectives

While studying the **Fundamentals of Computers**, the student shall be able to:

- Explains the features of Windows
- Elaborates the various accessories used by Windows
- Describes the evolution of Computers and its advancements
- Elaborates major components of a Computer

Enumerates the details of OS like Windows and Linux

Course Outcomes

After completion of the **Course Fundamentals of Computers**, the student will be able to:

- Work on Windows files and folders
- Elaborate the history and evolution of Computers
- Identify and enumerate about the major components of the Computer
- List the input and output devices of the computer
- Explain the features of Linux

Block-1: Windows and its Accessories

Unit-1: Windows

Introduction to Windows-Features of Windows- Various versions of windows- Working with Windows- My Computer & Recycle bin-Desktop icons-Working Styles of windows- Working with Files & Folders- Shortcuts.

Unit-2: Windows Accessories

Windows Accessories- Setting common Devices using Control Panel -Start Button & Program Lists- Installing and Uninstalling of Hardware and Software.

Block- 2: Computer and its Components

Unit-3: Computer and its Applications

Introduction- Evolution of Computers- Applications of Computers- Advantages and Disadvantages of Computers- Computer System

Unit--4: Computer and its Components

Components of a Computer System-Storage Unit-Primary storage-Secondary storage devices-Input Devices-Output Devices-Ports

Block- 3: Operating a Computer and its OS

Unit-5: Operating Computer with GUI

User Interface- Use of common icons- Folders and Directories-Creating/ Renaming/ Deleting a file or folder-Common Utilities.

Unit-6: Operating System

Introduction to Operating System-Functions of Operating System-Types of operating systems (GUI Based)-Real Time and Distributed-Commonly used operating systems.

Block- 4: Linux

Unit-7: Introduction to LINUX

Introduction to Linux- History of Linux-Difference between Linux and Windows-Difference between Linux and Unix.

Unit-8: LINUX OS

What is GNU?- Interesting facts about Linux-Why Linux is virus proof?-Various Linux Distributions-Basic Commands-Accessing remote servers and Files.



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Course Title	DTP Design
Course Code	VDTP-2
Course Credit	4

Course Objectives

While studying the **DTP Design**, the student shall be able to:

- Understand the features of Coral Draw and creating Layout
- Design and work with Coral Draw
- Explain the procedure of editing of text using Adobe Indesign
- Describe the Typography design of text

Course Outcomes

After completion of the **Course DTP Design**, the student will be able to:

- Perform the shaping of objects, editing of text using Corel Draw
- Demonstrate the skill of editing and formatting the text using Adobe Indesign
- Perform paragraph alignment text effects by Typography
- Import image and tables from external data

Block- 1:Coral Draw

Unit-1: Introduction and Tools

About CorelDraw-The User Interface-Creating a New Document-Opening a Existing Document-Working With templates-Layout-Import and Export-Tools

Unit-2: Layout and Working Process

CorelDraw layout-Working with Curves- Shape Tool- Working with shape and Object-Working with Text and Line Formatting Text- Formatting Paragraph- Changing Shape of the Object- Working with lines

Block- 2: Adobe Indesign

Unit-3: Documents and Frames

Starting new Documents and Page size-Master pages Footers- Place Holder Master- Applying Master and Overriding Master- Editing Master Pages- Modifying and Resizing Text Frames- Modifying and Resizing Graphic Frames- Wrapping Graphics- Creating and Duplicating Frames- Rotating and Aligning Objects

Unit-4: Importing and Editing Text

Managing Fonts- Creating and Entering Text- Creating Headline- Flowing Text- Working with Styles- Aligning text- Threading Text- Changing number of columns- Changing text Alignment- Character Style- Find and Replace and Spell Check- Text on a path

Block- 3: Typography

Unit-5: Basics of Typography

Vertical Spacing- Baseline Grid- Space above and below Paragraph- Font and Type Style- Paragraph Alignment- Special font features and Drop Cap

Unit-6: Text Effects and Colours

Fill and Stroke for Text-Kerning and Tracking-Working with Tabs-Rules for Paragraph- Working with Colour

Block- 4: Importing and Linking

Unit-7: Importing and Linking Graphics

Adding Graphics-Vector and Bitmap Graphics-Managing links to imported Graphics- Updating Graphics-Clipping Paths-Settings for Display Performance-Library to manage objects

Unit-8: Importing and Formatting Tables

Importing and formatting Table-Formatting borders and alternating row colours- Graphics within tables-Formatting text in table-Character style to table text-Adjust column size



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Course Title	DTP Package
Course Code	VDTP-3
Course Credit	4

Course Objectives

While studying the **DTP Package**, the student shall be able to:

- Describe the features of MS Word and work with formatting
- Explain and create PowerPoint slides by inserting animations and graphics
- Work on MS Excel and perform different functions and manipulations
- Elaborate the different layout and styles used in Page Maker

Course Outcomes

After completion of the **Course DTP Package**, the student will be able to:

- Edit and format the documents using MS Word
- Demonstrate skill of slide creation using MS PowerPoint
- Create records and files in MS Excel and manipulate the same and create graphs for the records
- Perform layout of text and format the same using Page Maker

Block 1: MS Word

Unit-1: Introduction to MS Word

Introduction to Word- Getting to know Word -2010- Editing text documents- Formatting documents- Saving Files- Formatting page & Setting Margins- Special Symbols

Unit-2: Paragraph Formatting

Paragraph Formatting-Alignments and Formatting- Creating Table- Insert and Format Shapes- Spell Checking- Printing Document

Block- 2: MS PowerPoint

Unit-3: Introduction to PowerPoint

Introduction to Power Point-Creating and opening presentations-Slides and Layouts- Formatting a presentation

Unit-4: Animation and Effects using PowerPoint

Arranging Objects-Adding graphics to the presentation-Setting Animation Effect- Adding effects to the presentation-Transition effect

Block- 3: MS Excel

Unit-5: Introduction to MS Excel

Spread Sheet and its Application-Menus – Main Menu- Opening Spreadsheet- Working with Spreadsheets- Spread Sheet Addressing

Unit-6: Functions in MS Excel

Entering and Deleting Data- Inserting Functions-Formatting-Setting Formula-Mathematical Operations-Hiding/Locking Cells-Shortcut Keys

Block- 4: Page Maker

Unit-7: Introduction to Page Maker

Overview of PageMaker-PageMaker Tools- Page Maker Tips and Tricks

Unit-8: Layout and Styles of Page Maker

Text Layout and Style- Object Styles- Edit Menu- Edit Story- Features of Edit Story