

SHIVAJI UNIVERSITY, KOLHAPUR
CENTRE FOR COMMUNITY DEVELOPMENT

CERTIFICATE COURSE IN DTP

Objectives:

- To understand basics of computer.
- To develop skills for DTP application.

Job Opportunities:

- DTP Workshop.

Course Duration: 3 Months

Expected Number of Students: Minimum 10 Maximum-20

Eligibility for Participants: 10th Pass or Equivalent

Course Fees: Rs.1500/- + Rs.150 Evaluation Fee

Infrastructure Requirement:

1. Well- equipped classroom with all facilities required for teaching and learning.
2. Computer laboratory with at least 10 Pcs (Pentium –III)
3. Required Software: Windows 98, Adobe page Maker 6.5, Adobe photoshop6 and coral Draw 10.

Staff Qualification:

1. Instructor, B.C.S. or DCP with minimum 2 years experience in teaching field/trade.
2. Demonstrator: DTP operator with minimum two years experience.

Syllabus:

1. A glimpse inside the machine-Basic computer hardware components and their functionality, introducing the motherboard, Slots and other peripheral cards – Rapidex for computer (BPB- Publications) Introduction to computer basic (Balguru Swami) – 8 hours.
2. I/O devices Viz. Printer-inkjet, Laser and dot matrix type, Keyboard, mouse, touch screen, storage, Processing and retrieval of data on disk and CDROM, storage and retrieval of multimedia type data- Rapidex for computer (BPB Publications), Introduction to computer basic (Balguru Swami) – 10 hours.
3. Concept of office automation and PC productivity tools viz. Using MS office, Word And Excel in specific, Utilities like mail merge, creating, formatting and text with table and graph, using spreadsheet, sort, find, Histogram, Pie chart, sum, avg. count etc. (Sam’s MS office teach yourself)- 30 hours.

(2)

DESK TOP PUBLISHING

1. Introduction to Windows Operating System, Windows Application (Paintbrush, WordPad etc.)
2. **Adobe Page Maker – 6.5 (60 hours)**
Basic Concept, Text formatting, word processing, Inserting Graphics and text objects, constructing a publication (Using master page, Working with Non printing guides, numbering pages etc.) color management, importing, linking & exporting document, printing publications.
3. **Adobe Photoshop- 6 (60 hours)**
Importing graphics, layers, filters, color management, image Effects, creating special effect.
4. **Corel Draw – 10 (60 hours)**
Creating and opening files, setting pages, using grid, rulers, drawing & setting objects, selecting & transforming objects, filling & outlining objects, color managements, creating special effect, working with text, working with 3 dimensional model, working with bitmap, printing objects, creating document for web site.

Project (real life problems)

30 hrs.

Home assignments -10

12 hrs.