

**Rashtriya Sanskrit Vidyapeetha  
(Deemed U niversity)  
Tirupati - 517 507.**

**Department of Computer Science**

**DTP under Vocational Course with Choice Based Credit System  
at SASTRI LEVEL**

**2019 - 2020  
Semester wise Syllabus**

<b>S.No.</b>	<b>Semester</b>	<b>Paper</b>	<b>Title of the Paper</b>
1.	I Semester	1	Introduction to Information Technology
2.	II Semester	2	Office Automation
3.	III Semester	3	DTP
4.	IV Semester	4	PageMaker -1
5.	V Semester	5	PageMaker - 2
6.	V Semester	6	Photoshop
7.	VI Semester	7	Corel draw
8.	VI Semester	8	Project Work

**Pattern of Marks (Following Pattern will be followed for each paper)**

5 x 2 Marks (Objective type)	10 Marks
5 x 4 Marks (Internal Choice)	20 Marks
2 x 10 Marks (Out of 5 Questions)	20 Marks
	<b>50 Marks</b>
Practical's	<b>50 Marks</b>

**Grand Total = 50 Marks + 50 Marks = 100 Marks**

**Programme Name :Sastri/BA DTP I yr I semester**

**Course No: Paper 1. INTRODUCTION TO Information Technology**

**Name of the text book:**

**PRESCRIBED TEXTBOOKS:**

1. Raja Raman , Introduction to computers by PHP Publications

**REFERENCE BOOKS:**

1. Sanjay Saxena ,A first course in computers by Vikas Publishing House.

**General Objectives of the course:** The introduction to computer systems program aims to prepare students to understand the technology and introduction to the fundamentals of computing devices with respective to personal use of computer hardware, software and basic computer skills.

**Objective of UNIT I:** The objective of this unit is to clearly know about what computer is, its history, classification of computers and applications.

**Objective of UNIT II:** The main objective of this unit is to know how and where Input and Output device are used.

**Objective of UNIT III:** Memory management plays vital role in computer for processing. In this unit we will learn about computer memory in detail.

**Objective of UNIT IV:** Operating System is an important part of the computer. What is Operating System, Types of Operating Systems, Dos Commands, GUI concepts are discussed in this unit.

**Objective of UNIT V:** Windows Operating system, its icons, how to interact with window Operating System

### **Detailed syllabus**

#### **UNIT - I**

Introduction to computers – A brief history of computers – Generation of Computers, Basic Structure of Computers, Classification of Computers – Applications of Computers.

#### **UNIT - II**

Computer Peripherals : Input Devices : KeyBoard, Mouse, Digitizer, light pen, Joystick, OMR, OCR, MICR, VDU - Output Devices : Printers, Serial Printers, Line Printers, Laser Printers, Plotters

#### **UNIT - III**

Computer Memory : Primary Memory, ROM, RAM – Cache Memory, Secondary Memory : Magnetic Disk, Magnetic Tape, Floppy disk and Optical Storage devices.

#### **UNIT - IV**

Introduction to Operating system : Functions of Operating System, Classification of Operating System – MS-DOS : Introduction to Disk Operating System (DOS), Internal and External commands

#### **UNIT -V**

Introduction to windows operating system – Windows GUI : Desktop, Icons, taskbar and Start button - Recycle bin.

**Lab: Introduction to Information Technology (50 Marks)**

**Programme Name : Sastri/BA DTP I yr II semester**

**Course No:Paper 2. Office Automation**

**Name of the text book:**

**PRESCRIBED TEXTBOOKS :**

1. Ed Bott Woody Leonhard, Microsoft Office 2007, published by Pearson Education .

**REFERENCE BOOKS :**

- 2.Sanjay Saxena , MS - Office 2000 for every one by Vikas Publishing House.
3. Russell A.Stulz , MS – Office by BPB Publications.

**General Objectives of the course:** Microsoft Office is a collection of office-related applications. Each application serves a unique purpose and offers a specific service to its users. For example, Microsoft Word is used to create documents. Microsoft PowerPoint is used to create presentations.

**Objective of UNIT I :** The primary objective is to enable students to create and edit document, save it to view or edit later.

**Objective of UNIT II :** The main objective of this unit is to understand how to insert header, footer, hyperlinks and bookmarks

**Objective of UNIT III:** Students learn how to insert pictures, working with mail merge and printing documents

**Objective of UNIT IV:** Helps students to create presentations easily.

**Objective of UNIT V:** learn about slide design and animations properties in MS Power Point.

### **Detailed syllabus**

#### **UNIT - I**

**MSWORD:** Creating and Saving documents – PageSetup – Formatting Text: Italic, Bold and Underline –

#### **UNIT - II**

**MSWORD :** Headers and Footers – Hyperlink and BookMarks

#### **UNIT - III**

Inserting and Editing pictures - Creating Tables – Inserting and Deleting Rows and Columns – Creating Mail Merge – Printing documents

#### **UNIT - IV**

**MS POWERPOINT :** Basics – Creating Presentations – Menus – Tool Bar – Opening a Presentation – Creating a new slide – Deleting a slide – Copying a slide

#### **UNIT - V**

Slide Design- Slide numbering – Slide transition – Animations

**PRESCRIBED TEXTBOOKS :**

- 1.Ed Bott Woody Leonhard, Microsoft Office 2007, published by Pearson Education .

**REFERENCE BOOKS :**

- 1.Sanjay Saxena , MS - Office 2000 for every one by Vikas Publishing House.
- 2.Russell A.Stulz , MS – Office by BPB Publications.

**Lab: Office Automation(50 Marks)**

**Programme Name :Sastri/BA DTP II yr I semester**

**Course No: Paper 3. DTP (DESK TOP PUBLICATION)**

**Name of the text book:**

**PRESCRIBED TEXTBOOKS :**

- 1.D Bott Woody Leonhard, Microsoft Office 2007, published by Pearson Education .
- 2.Comdex Desktop Publishing Course Kit by Vikas Gupta, Dreamtech Press, New Delhi

**REFERENCE BOOKS :**

- 1.Sanjay Saxena, MS - Office 2000 for every one, Vikas Publishing House.
- 2.Russell A.Stulz, MS – Office, BPB Publications.
3. M.C. Sharma, Desk Top Publishing on PC, DPB Publications

**General Objectives of the course:** Microsoft Excel is the spreadsheet component of the Microsoft Office Suite. It is used primarily to enter, edit, format, sort, perform mathematical computations, save, retrieve and print numeric data.

**Objective of UNIT I :** The primary objective is to enable students to create a worksheet, edit worksheet, save it to view or edit later.

**Objective of UNIT II :** The main objective of this unit is to understand how to sorting, functions, printing worksheet.

**Objective of UNIT III:** Students learn what is DTP. Its hardware requirements and printing.

**Objective of UNIT IV:** Helps students to design cards, banners, etc from DTP.

**Detailed syllabus**

**UNIT - I**

MS EXCEL : Basics – Creating a worksheet – Menus – Formatting – - Moving, Copying, Inserting and Deleting work sheets – Renaming and Labeling a worksheet - Finding and Replacing the data

**UNIT - II**

MS EXCEL : Sorting - Functions - creating and editing Charts and Graphs – Printing worksheets - Steps involved in problem solving –Algorithm, Flowchart.

**UNIT - III**

Introduction to DTP- The Possibilities of DTP – choosing the printing house, paper quality, right quality, fonts – Hardware Requirements for DTP.

**UNIT - IV**

Beginning a Design – General Design considerations – Text organization

**Lab: DTP (50 Marks)**

**Programme Name :Sastri/BA DTP II yr II semester**

**Course No: Paper 4. PageMaker - 1**

**Name of the text book:**

**Prescribed Text Book:**

1. Comdex Desktop Publishing Course Kit by Vikas Gupta, Dreamtech Press, New Delhi

**General Objectives of the course:** Students can able to design e-books, brochures, hand bills, visiting cards and other printing works.

**Objective of UNIT I :** The primary objective is to enable students to create a design newsletters, small advertisements, long advertisements, visiting cards etc.

**Objective of UNIT II :** The main objective of this unit is to how to work with Pagemaker tools

**Objective of UNIT III:** Story editing plays important role in Pagemaker this can be learn from this unit.

**Objective of UNIT IV:** Helps students to format text.

**Objective of UNIT V:** learn about text, graphics and tables.

### **Detailed syllabus**

#### **UNIT I**

Hardware requirements - General design considerations - Text Organization. Designing Common Media Publications: Newsletters, Letter Heads, Small Advertisements, Long Advertisements, Visiting Cards, Brochures, Catalogs - Redesigning.

#### **UNIT II**

PageMaker – an introduction, basics menus & tools - PageMaker basics - Editing Text: Opening and Editing Publication

#### **UNIT III**

The Story Editor: Finding a word, searching by format, closing the Story Editor, Correcting Mistakes - Saving and Closing the Publication.

#### **UNIT III**

Formatting Text: Changing the Font, Font Size, Aligning the Text, Tracking, kerning, Leading - Styles Sheets: Creating Styles, Appling and Importing Styles- Bullets and Numbering.

#### **UNIT**

Working with – text, paragraphs, tabs & indents, graphics, tables

#### **IV**

#### **IV**

**Lab: PageMaker -1 (50 Marks)**

**Programme Name :Sastri/BA DTP III yr I semester**

**Course No: Paper 5. PageMaker - 2**

**Name of the text book:**

<b>Prescribed</b>	<b>Text</b>	<b>Book:</b>
1. Comdex Desktop Publishing Course Kit by Vikas Gupta, Dreamtech Press, New Delhi.		

**General Objectives of the course:** Students can able to design e-books, brochures, hand bills, visiting cards and other printing works.

**Objective of UNIT I :** The primary objective is to enable students to create Master pages.

**Objective of UNIT II :** The main objective of this unit is to how to create new publication.

**Objective of UNIT III:** Graphics and Importing Objects can learn from this unit.

**Objective of UNIT IV:** Helps students to managing and printing a publication.

**Objective of UNIT V:** learn about creating book work, building booklets.

### **Detailed syllabus**

#### **Unit I**

Master Pages: Adding Text to the Publication, Auto flow, Removing Unwanted Text Blocks - Placing Elements on Master Pages, Placing guidelines

#### **Unit II**

Creating Master Pages - Applying, Removing, Editing a Master Page - Creating a new Publication.

#### **Unit III**

Graphics and Objects: Creating simple Graphics, Displaying the colors palate - Wrapping Text around a Graphic - Importing, resizing, moving cropping a Graphic - Links - The Links Manager.

#### **Unit IV**

Managing and Printing and a Publication: Page Orientation, Page Numbering, Page Size, Dimensions, Margins - Table of Contents - Managing Books.

#### **UNIT V**

Creating book works - introduction - building booklets, completing the book.

**Lab: Page Maker 2 (50 Marks)**

**Programme Name :Sastri/BA DTP III yr I semester**

**Course No: Paper 6. Photoshop**

**Name of the text book:**

<b>Prescribed</b>	<b>Text</b>	<b>Book:</b>
1. Comdex Desktop Publishing Course Kit by Vikas Gupta, Dreamtech Press, New Delhi.		

**General Objectives of the course:** Students will gain a working knowledge of Photoshop and develop their skills in editing and altering photographs for through a basic understanding of the tool bar, layers, and the adjustments panel. This course will take a look at the basic yet powerful features of Photoshop.

**Objective of UNIT I :** The primary objective is to enable students to learn how to work with photo editing using different tool in Photoshop.

**Objective of UNIT II :** The main objective of this unit is to how to work with different layers of photo.

**Objective of UNIT III:** Graphics and Importing Objects can learn how to transforming layers in this unit.

**Objective of UNIT IV:** Helps students to filter image with different artistic properties.

**Objective of UNIT V:** learn how to create GIF files using Ready Image.

### **Detailed syllabus**

#### **UNIT I**

Photoshop-History & introduction, the file menu, the tools, Drawing lines & shapes. Inserting picture and shapes, filling colors, text effects, working with layers, filters,

#### **UNIT II**

Layers: Creating a new layer, Selecting Layers, Hiding/Showing layers, Deleting Layers, Sorting layers, Merging layers, Linking layers, Layer effects,

#### **UNIT III**

Transforming Layers - Type: Creating type, Changing type settings, Styles

#### **UNIT IV**

Filters: The filters menu, Artistic, Pixelate, Render, Sketch and Stylize Filters.

#### **UNIT V**

Creating animations using image ready, creating animations & presentations . Tips and tricks in Photoshop.

<b>Prescribed</b>	<b>Text</b>	<b>Book:</b>
1. Comdex Desktop Publishing Course Kit by Vikas Gupta, Dreamtech Press, New Delhi.		

**Lab: Photoshop (50 Marks)**



**Programme Name :Sastri/BA DTP III yr II semester**

**Course No: Paper 7. Corel Draw**

**Name of the text book:**

<b>Prescribed</b>	<b>Text</b>	<b>Book:</b>
1. Comdex Desktop Publishing Course Kit by Vikas Gupta, Dreamtech Press, New Delhi.		

**General Objectives of the course:** Students can draw whatever instructions we should to draw from our clients that they cannot perform.

**Objective of UNIT I :** The primary objective is to know about basics of Coral draw.

**Objective of UNIT II :** The main objective of this unit is to draw hand free images with tools.

**Objective of UNIT III:** Students can learn how to draw or prepare logos with special effects in this unit.

**Objective of UNIT IV:** Helps students to know advance effects in drawing.

**Objective of UNIT V:** learn how to create business cards, pamphlets, banner etc.

### **Detailed syllabus**

#### **UNIT I**

Corel draw –An overview, menus and tools.

#### **UNIT II**

Drawing –lines, shapes .inserting-pictures, objects, tables, templates

#### **UNIT III**

Adding special effects, Exporting drawings, outlining & filling objects, inserting symbols & Clip arts.

#### **UNIT IV**

Working in Corel draw presentation –adjusting the position, resizing, positioning, merging, color shades & shadows, working with advanced effects, special interactive effects.

#### **UNIT V**

Creating- business cards, pamphlets, banners, news. papers, books. Shortcut keys in Corel draw.

**Lab: Corel draw (50 Marks)**

**Programme Name :Sastri/BA DTP III yr II semester**

**Course No: Paper 8. Project Work**

**Lab: Project Work (100 Marks)**