CURRICULUM

Course Name	Graphic Designing
Course Code	PT/2020/002
Course Duration	40 Hours
Minimum Eligibility Criteria	8th Std & above
Pre-requisites (if any)	-
Course Objectives	Training Mode has been designed for the participants to ● Learn the fundamental principles and different methods of DTP. ● Study the various software like MS Office, Adobe PageMaker and Adobe Photoshop tools and applications. ● Learn specific skills, competencies and points of view needed by professionals who use computer hardware and software in the hands-on production of publications. ● Study the use of the DTP page layout program, PageMaker, from basic page setup through use of specialized techniques such as type manipulation and graphic effects. ● Understand of the techniques essential to build their career in desktop publishing using suitable hardware and software tools.
Course Outcomes	At the end of training, the participants will be able to ● Explain generate layout Printed materials, such as books, newspapers, magazines, brochures and advertising. ● Work with DTP software and photo-imaging software to put together text and illustrations and present them in a form suitable for printing and publishing. ● Explain Desktop publishing terminology, Creating, importing, and manipulating graphics, Creating and manipulating text ● Format paragraphs, tables, and lists, Enhance documents through special effects ● Create and using templates, Using color effectively and Import text from other software
Expected Job Roles	Photo editor, Graphic designer ,DTP Operator, Logo Designer

TEACHING AND SCHEME OF EXAMINIATION

Course Code	Course Name	Hours		Assessment Marks		Duration of the Examination
				Min	Max	
PT/2020/002	**Graphic Designing**	Theory	12	10	20	3 Hours
		Practical	28	40	80	
		Total	40	50	100	

Unit No.	Modules	No. of Hours	
	DETAILED SYLLABUS		
		Theory	Practical
I	**Computer Fundamentals and Window OS**	**2 Hrs**	
1.1	Introduction about DTP, Identifying Major Computer Components and Turning On the Computer and Logging On	1	-
1.2	Identifying different Desktop Icons, Parts of the Desktop, Using the Mouse on the Desktop, The Start Menu, Changing the Way the Desktop Looks, Notepad, WordPad and MS Paint.		
1.3	**Practical** ➢ Windows Command 1 ➢ Windows Command 2	-	1
II	**Microsoft Office**	**11 Hrs**	
2.1	**MS Word** Introduction, Getting Started, Saving the Document, Toolbars, Formatting Options, Inserting and adding objects, Printing, Saving as a PDF.	5	-
2.2	**MS Excel** Introduction, Getting Started, The Excel Interface, Creating New Document, Saving the Document, Formatting, Inserting Smart Art Graphics, Printing.		
2.3	**MS PowerPoint** Introduction, Toolbar, Creating Presentation, Adding New Slides, Adding Text in Boxes, Adding New Text Boxes, Apply themes, Add sound and movement to slides, Animate text and pictures on slides, Add audio content to slides, Add video content to slides.		
2.4	**Practical** ➢ Create a Table in MS Word ➢ Create a Newsletter in MS Word ➢ Create a Result Sheet in MS Excel ➢ Create a Donors List in MS Excel ➢ Create a Chat in MS Excel ➢ Create a Marketing Presentation in MS PowerPoint ➢ Create a Institution Presentation in MS PowerPoint	-	6
III	**Adobe PageMaker**	**13 Hrs**	
3.1	Introduction, Getting Started with PageMaker, Toolbox.	3	-
3.2	**Practical** ➢ Setting Margins ➢ Setting column guides ➢ Creating master pages ➢ Using Strokes and Fills ➢ Wrapping Text around Graphics ➢ Creating Table ➢ Setting indents and tabs ➢ Format the Header / Footer Text Block	-	10
IV	**Adobe Photoshop**	**14 Hrs**	
4.1	Introduction, Getting Started with Photoshop, Toolbox.	3	-
4.2	**Practical** ➢ Maximize Your Images with Minimal Visible Loss	-	11

	➢ Duplicate the Background Layer ➢ Improve an Underexposed Photo – Too Dark ➢ Improve an Overexposed Photo – Too Light ➢ Remove Red Eye ➢ Remove Blemishes to Improve Skin Tone ➢ Remove a Colorcast ➢ Add a Sepia Tone ➢ Photo-Filled Text ➢ Create Soft Focus Effect ➢ Create a Dark-Edged Vignette Effect ➢ Give Color to a Black and White Photo ➢ Straighten Crooked Scans ➢ Create a PDF Slide Show Presentation		
	Total Theory and Practical Hours	**12**	**28**
	Total	**40 Hrs**	

HARDWARE REQUIREMENT

S.NO	LIST OF TOOLS /EQUIPMENTS
1.	Computers – 35 Nos color sheet-fed offset printing machine
2.	Intel Core i3 Processor
3.	500 GB Hard Disk, 2 MB RAM
4.	14" Monitor
5.	Projector – 1 Nos
6.	Laser Printer – 1 No
7.	Internet Connection – Minimum of 512 KB

SOFTWARE REQUIREMENT

S.NO	LIST OF SOFTWARE
1.	Any GUI Operating System
2.	Open Source Software / MS- Office
3.	Open Source Software / Adobe PageMaker
4.	Open Source Software / Adobe Photoshop

REFERENCE BOOKS

S.NO	NAME OF THE BOOK	AUTHOR	PUBLISHER
1.	Computer Fundamentals	Anita Goel	Pearson Publication
2.	Windows Operating System Fundamentals	Crystal Panek	SYBEX Publication
3.	Microsoft Windows 7 In Depth	Robert Cowart, Brian Knittel	Que Publication
4.	MS-Office	Dr. S.S. Srivastava	Firewall Media Publication
5.	Adobe Photoshop 7.0	Adobe Inc	Adobe Publication
6.	Adobe PageMaker 7.0	Adobe Inc	Adobe Publication
7.	Learning Adobe PageMaker 7.0	Greg Bowden	Guided Computer Tutorial
8	Desktop Publishing	Sharon Spencer	Heinemann Publication

ASSESSMENT AND CERTIFICATION

S.No	Criteria for assessment
1.	A trainee will be assessed based on the performance in End Examination for Theory and Practical conducted internally in the Project Polytechnic College for a duration of 3 hours
2.	A trainee must have 75% of attendance to appear for End examination in Theory and Practical.
3.	The assessment for theory part will be based on the marks scored in the end examination on the knowledge bank of questions (1 word/objective type questions)
4.	The assessment for practical part will be based on the marks scored in the end examination conducted by the Project Polytechnic and assessed by the Examiners approved by Strategic Plan Implementation Committee (SPIC) of the project polytechnic.
5.	The criteria for successful completion of training is every trainee should score 50% of marks in theory and practical examination.
6.	On successful completion of training , Certificate will be issued to the participants by the Directorate of Technical Education through the Project Polytechnic.

END EXAMINATION

ALLOCATION OF MARKS

S.No	Description	Max.Marks
1.	Theory	20
2.	Practical Examination	
	a)Writing Procedure – One Question from Section A	10
	b)Demonstration	20
	c)Writing Procedure – One Question from Section B	10
	d)Demonstration	20
	e)Record	20
Total Marks		**100**

Note:
- Section A includes Computer Fundamentals and Window OS and Adobe Photoshop.
- Section B Includes MS Office and Adobe PageMaker.

THEORY MODEL QUESTION PAPER

PT/2020/002 - GRAPHIC DESIGNING

(MAXIMUM MARKS: 20)

(N.B.: Answer any Twenty question)   **20 x 1 = 20 Marks**

1. What is the main purpose of an operating system?
2. What is DTP?
3. Name any two operating system.
4. Mention any two major computer components.
5. Write any two components of the DTP.
6. What program is used in MS Word to check the spellings?
7. Mention any two main parts in MS Word window.
8. Which area in an Excel window allows entering values and formulae?
9. What is cell?
10. What is slide show?
11. How to add new slide in MS Powerpoint?
12. Where to set margin in Pagemaker?
13. What is the extension of file created in Pagemaker ?
14. What is meant by column guides in Pagemaker?
15. Define master page.
16. What are the Header and Footer?
17. What is text wrap?
18. What is strokes and fills?
19. What is the purpose of Adobe Photoshop?
20. List down any two important tools in Adobe Photoshop.
21. What is Photoshop work area?
22. How do you crop an image in Adobe Photoshop?
23. What Magic wand tool does?
24. Which tool is used to combine images?
25. What is a Gaussian blur?