Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

NAAC

BHARATH INSTITUTE OF SCIENCE AND TECHNOLOGY
No.173, Agharam Road, Selaiyur, Chennai , T.N - 600 073.

Requisition Letter

From   Date: 31.03.2022

Dr. K.P Kaliyamurthie,
Professor & Head,
Department of CSE,
Bharath Institute of Higher Education and Research,
Chennai

To
The Dean Engineering,
Bharath Institute of Higher Education and Research,
Chennai

Respected sir

Subject :Request of Permission to conduct a value added course on **"TRAINING PROGRAM ON DESKTOP PUBLISHING"** -Reg

    With reference to above subject, I would like to bring to your kind notice that, our department interested to organize value added course on **"TRAINING PROGRAM ON DESKTOP PUBLISHING"** in our campus premises on **06/06/2022**.Students would be participating in this course. We request you kindly to give permission to organize this event.

Venue: CSE Smart Room

Timing : 1:30P.M-4.30PM

        9.30A.M-4.30PM.

    Submitted to Principal for approval to organize this value added course.

HOD   **DEAN ENGINEERING**

HEAD OF DEPARTMENT
Department of Computer Science & Engg.,
Bharath Institute of Higher Education & Research
(Declared as Deemed to be University U/S 3 of UGC Act, 1956)
Chennai-600 073. INDIA

CIRCULAR

01.06.2022

The School of computing, Bharath Institute of Higher Education and Research is planned to conduct a certification value added course on **TRAINING PROGRAM ON DESKTOP PUBLISHING** for the benefit of II, III and IV year students. This course is scheduled from 06-06-2022 for 30hours which includes theory and practical. The timings are 1:30 PM to 4:30 PM

All Registered Students must attend all the classes without fail. The following faculty members are assigned to handle the course. S.NO	Name of the Faculty	Designation
1	Dr.C.Nalini	Professor
2	Dr.C.Rajabhushanam	Professor

Head of Department

To

Copy to CSE

Copy to IT

CERTIFICATE COURSE ON TRAINING PROGRAM ON DESKTOP PUBLISHING

Date of Introduction of the Course: 06-06-2022

COURSE SYLLABUS

1. **Fundamentals of DTP**

   Importance and Advantages of DTP, DTP Software and Hardware, Commercial DTP Packages, Page Layout Programs, Introduction to Word Processing, Commercial DTP Package, Difference between DTP Software and Word Processing Software.

2. **Computer Graphics**

   Types of Graphics, Uses of Computer Graphics Introduction to Graphics Programs, Font and Typefaces, Types of Fonts, Creation of Fonts (Photographer), Anatomy of Typefaces, Printers, Types of Printers used in DTP, Plotter, Scanner.

3. **Positioning Ruler Guides**

   History andVersions of Page Maker, Creating a new Page, document setup dialog box, paper size, page orientation, margins, different methods of placing text ad graphics in a document. Master Page, story editor, formatting of text, indent, leading, hyphenation, spelling check,

   creating index, text wrap, position (Superscript/subscript), control palette.

4. **MULTIMEDIA**

   History, multimedia elements; text, images, sound, animation and video. Text, Concept of plain text and formatted text, RTF & HTML text, image, importance of graphicisin, multimedia, image capturing methods, scanner, digital camera, Sound -sound and its effect in Multimedia, analog and digital sound, animation, basics, principles and use of animation,

   video, basics of video, analog and digital video.

5. **Features for a Multimedia System**

   Features of multimedia, overview of multimedia, multimedia software tools, multimedia authoring –Production and presentation, graphic file formats, MIDI –Overview, concepts, structure of MIDI, MIDI Devices, MIDI Messages

6. Vector based software

Introduction to Adobe Illustrator-Tools and its Applications18 Hrs.Familiarization of:-Adobe Illustrator for Windows& MAC-Interface-Practice on Tools-Practice on Menus-Practice on Palettes-Practice on Short cuts-Advanced concept of drawing,-Emphasis on design and-composition and experimentaltechniques in different media-Use of selection Tool-objects attributes-Working with Groups and Layers

7.Introduction PDF

Introduction to PDF Generators-Permission and rights in PDF-Introduction to Abode Acrobat Professional-Protecting file with various rights-Colour separations-Merits and demerits of PDF format filesOther PDF Generators-Downloading free PDF generators-Converting files to different formats8 Hrs.Familiarization of Adobe Acrobat Professional-Familiarization of Freeware PDF-Generatorsand its conversions.-Conversion from PDF to word/word processors and Excel/spread sheets.-Integrating text and graphics in PDF file

8.On Demand Printing

Basic concept ,Digital Press:--Electrostatic, Inkjet and thermal printing from digital Master-PS interpreter & raster image processing (RIP) and its function16 Hrs.Familiarization of:-Adobe In-Design for Windows& MAC-Document setup-Use of rules, guides, snap to guides-Formatting paragraphs, text blocks-Placing graphics, resizing and text wrap-Editing stories and spell checking-Setting of templates and style palettes-Grouping and aligning objects-Mulitple paste with "step & repeat"-Colour libraries and separations-Styles and custom style palettes-Drop caps, page numberring and inserting of special symbols-Printing solutions and PPD's and PDFs

9.Post Script (PS) and Page Description Languages (PDL)

PS printer description file, PS Level 1,2,3-PS resources, imaging text and graphics-vector drawing, character drawing-EPS file, PS colour processing , PS output devices,Difference between PS and PDF

10. Introduction to e-Publishing

Software tools required-Web publishing-Digital distribution platform-Online publishing -Online distribution-Open access (publishing)-Pay-per-view-Print on demand

11.Guidance for preparing a publication

typesetting-proofing-printing-binding a publication.

COURSE OBJECTIVES

In this course we plan to give students an overview of the field of Training Program on Desktop Publishing will gain hands-on experience in solving relevant problems through projects that will utilize existing public tools monitoring one's progress. It is our objective that students will develop the skills needed to become a practitioner or carry out research projects in this domain.

Specifically, the course has the following objectives:

Students will learn

1) The fundamental ideas behind,Training Program on Desktop Publishing, it is essential to have in depth knowledge set which enables analyzing the given job and subsequent detail planning. Benefits, as well as current and future challenges;
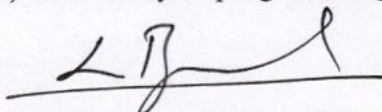
2) The basic ideas and principles of Training Program on Desktop Publishingis the subjectivity of consciousness and professional activity.

deployment considerations;

3) To understand the challenges in extracting objects/regions of interest from a given task.To transfer skill the practical know how is most important criteria as in ITI system skill is the ultimate requirement. To perform a task/job both theoretical and practical knowledge are very much needed. Thus Trade Technology is regarded as basic/hard skills which are base of all skill based training.

4)It is the skills, Knowledge and Attitude which enables comprehending the given job and subsequent planning to complete the task/job.Engaging with authentic scientific tools and practices such as improve conceptual understanding, and increase motivation

5) The variety of programming models and develop working experience in several of them.

COURSE COORDINATOR   **HEAD OF THE DEPARTMENT**

CERTIFICATE COURSE ON TRAINING PROGRAM ON DESKTOP PUBLISHING

Date of Introduction of the Course: 06.06.2022
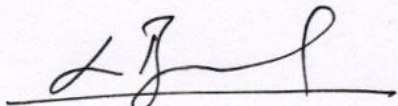
The timings are 1:30 PM to 4:30 PM

Time Table& Lesson plan

CLASS	DATE	TOPIC
1,2	06-06-2022(AN)	**1. Fundamentals of DTP** Importance and Advantages of DTP, DTP Software and Hardware, Commercial DTP Packages, Page Layout Programs, Introduction to Word Processing, Commercial DTP Package, Difference between DTP Software and Word Processing Software
3,4	09-06-2022(AN) 10-06-2022(FN)	**2. Computer Graphics** Types of Graphics, Uses of Computer Graphics Introduction to Graphics Programs, Font and Typefaces, Types of Fonts, Creation of Fonts (Photographer), Anatomy of Typefaces, Printers, Types of Printers used in DTP, Plotter, Scanner.
5,6	10-06-2022(FN)	**3.Positioning Ruler Guides** History andVersions of Page Maker, Creating a new Page, document setup dialog box, paper size, page orientation, margins, different methods of placing text ad graphics in a document. Master Page, story editor, formatting of text, indent, leading, hyphenation, spelling check, creating index, text wrap, position (Superscript/subscript), control palette
7,8	10-06-2022 (FN) 10-06-2022(AN)	**4.MULTIMEDIA** History, multimedia elements; text, images, sound, animation and video.Text, Concept of plain text and formatted text, RTF & HTML text, image, importanceofgraphics in multimedia, image capturing methods, scanner, digital camera, Sound -sound its effect in Multimedia, analog digital sound, animation, basics, principles and use of animation,video,basicsofvideo,analog,digital video

9,10	10-06-2022 (AN)	**5.Features for a Multimedia System** Features of multimedia, overview of multimedia, multimedia software tools, multimedia authoring –Production and presentation, graphic file formats, MIDI –Overview, concepts, structure of MIDI, MIDI Devices, MIDI Messages
11,12	10-06-2022 (AN)	**6.Vector based software** Introduction to Adobe Illustrator-Tools and its Applications18 Hrs.Familiarization of:-Adobe Illustrator for Windows& MAC-Interface-Practice on Tools-Practice on Menus-Practice on Palettes-Practice on Short cuts-Advanced concept of drawing,-Emphasis on design and-composition and experimentaltechniques in different media-Use of selection Tool-objects attributes-Working with Groups and Layers
13,14	10-06-2022 (AN) 16-06-2022 (FN)	**7.Introduction PDF** Introduction to PDF Generators-Permission and rights in PDF-Introduction to Abode Acrobat Professional-Protecting file with various rights-Colour separations-Merits and demerits of PDF format filesOther PDF Generators-Downloading free PDF generators-Converting files to different formats.Familiarization of Adobe Acrobat Professional-Familiarization of Freeware PDF-Generatorsand its conversions.-Conversion from PDF to word/word processors and Excel/spread sheets.-Integrating text and graphics in PDF file
15,16	16-06-2022 (FN)	**8.Introduction PDF** Familiarization of Adobe Acrobat Professional-Familiarization of Freeware PDF-Generatorsand its conversions.-Conversion from PDF to word/word processors and Excel/spread sheets.-Integrating text and graphics in PDF file
17,18	16-06-2022 (FN) 16-06-2022 (AN)	**9.On Demand Printing** Basic concept ,Digital Press:--Electrostatic, Inkjet and thermal printing from digital Master-PS interpreter & raster image processing (RIP) and its function16 Hrs.Familiarization of:-Adobe In-Design for Windows& MAC-Document setup-Use of rules, guides
19,20	16-06-2022 (AN)	**10.On Demand Printing** Formatting paragraphs, text blocks-Placing graphics, resizing and text wrap-Editing stories and spell checking-Setting of templates and style

		palettes-Grouping and aligning objects-Mulitple paste with "step & repeat"-Colour libraries and separations-Styles and custom style palettes-Drop caps, page numberring and inserting of special symbols-Printing solutions and PPD's and PDFs
21,22	16-06-2022 (AN)	**11.On Demand Printing** Formatting paragraphs, text blocks-Placing graphics, resizing and text wrap-Editing stories and spell checking-Setting of templates and style palettes-Grouping and aligning objects-Mulitple paste with "step & repeat"-Colour libraries and separations-Styles and custom style palettes-Drop caps, page numberring and inserting of special symbols-Printing solutions and PPD's and PDFs
	16-06-2022 (AN) 17-06-2022 (FN)	**12.Post Script (PS) and Page Description Languages (PDL)** PS printer description file, PS Level 1,2,3-PS resources, imaging text and graphics-vector drawing, character drawing
25,26	17-06-2022 (FN)	**13. Post Script (PS) and Page Description Languages (PDL)** EPS file, PS colour processing , PS output devices,Difference between PS and PDF
27,28	17-06-2022 (FN) 23-06-2022 (AN)	**14.Introduction to e-Publishing** Software tools required-Web publishing-Digital distribution platform-Online publishing -Online distribution-Open access (publishing)-Pay-per-view-Print on demand
29,30	23-06-2022 (AN)	**15.Guidance for preparing a publication** typesetting-proofing-printing-binding a publication.

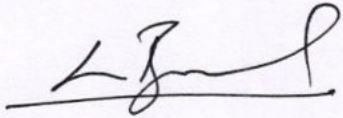**COURSE COORDINATOR**   **HEAD OF THE DEPARTMENT**

CERTIFICATE COURSE ON TRAINING PROGRAM ON DESKTOP PUBLISHING

Date of Introduction of the Course: 06.06.2022
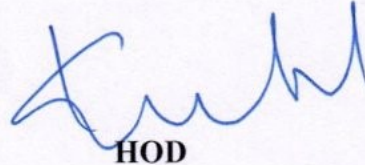
School of Computing
Registered Students Name List

S.NO	REG.NO	NAME OF THE STUDENT
1	U16CS001	SANTOSH B
2	U16CS002	APARNA V M
3	U15CS007	ANJAR ALI
4	U15CS008	ANKAM MANJUNATH
5	U15CS009	ANNADI DHANUSH
6	U15CS011	ANUMOLU YESWANTH
7	U16CS014	SOMA BHARATH KUMAR
8	U16CS015	B J JAISON
9	U16CS016	SARAVANAKUMAR S
10	U16CS017	VARUN KANNA A
11	U16CS018	JUPAKA SAIVARUN
12	U16CS019	PYDI VENKATA PRITHEESH NIHAR
13	U16CS020	R MAHESH
14	U14CS182	SRI DHARSHINI .P
15	U14CS183	SULEKHA KUMARI
16	U14CS184	SUNITA.S
17	U14CS185	SURENDAR.K
18	U14CS186	SURIYA.A.
19	U14CS187	SURYA.A
20	U14CS188	SUSINDHAR .P
21	U14CS190	SWEETY SHIMAL
22	U14CS192	THARIGOPULA LOKESH
23	U14CS193	THEJA.T
24	U15CS039	D N S HRUDAY BHARADWAJ

25	U15CS040	DADAM CHAITHRA
26	U15CS041	DEEPAK KUMAR SINGH
27	U15CS042	DILLIGANESH V
28	U15CS044	DIVYA VANI T
29	U15CS045	DODDI PUJITHA
30	U15CS046	DOOLIGANTI AKHIL REDDY
31	U15CS047	DUPUGUNTLA BHANU SIVA KASINADH
32	U15CS048	GANDLUR REDDY GREESHMA
33	U15CS049	GANESH BAG
34	U15CS050	GANGARAJU RAHUL
35	U15CS032	CHANDRA KANT CHOUDHARY

COURSE COORDINATOR

HOD

COURSE FEEDBACK FORM

Academic Year		2022
Term		
Course Number		
Course Title		TRAINING PROGRAM ON DESKTOP PUBLISHING
Number of Credits		
Type of Course	Regular	Elective	Add-on ✓

I.	Information on the Respondent: (Tick (√) Appropriately)

1. Percentage of classes attended

0-20		20-40		40-60		60-80	✓	80-100	

2. Number of hours per week spent on the course (Other than lecture hours)

0-2		2-4		4-6		6-8		8-10	

3. Preparation for the course by the student:

(i)	Have done part of this course earlier	No
(ii)	Has adequate prior exposure to the prerequisites	No
(iii)	Had to pickup relevant additional topics through concurrent study	Yes
(iv)	Have no exposure to the background material	No

4. The expectations for taking the course by the student are:

(a)	Enhance by skill base in the area of specializations	Yes
(b)	Get exposed to a relevant subject	Yes
(c)	Curiosity	Yes
(d)	Better Employment Opportunity	Yes
(e)	Complete Course requirements	Yes
(f)	To Improve CGPA	

About the Instructor: Information on the Respondent: (Tick (√) Appropriately)

		A	B	C	D	E
1.	Pace of the Teaching/lecture	✓				
2.	Comment of the Subject	✓				
3.	Clarity of expression	✓				
4.	Level of preparation		✓			
5.	Level of interaction	✓				
6.	Accessibility outside the class		✓			
7.	Others (please specify)					

A: Excellent		B: Very Good		C: Good		D: Satisfactory		E: Poor	

HEAD OF THE DEPARTMENT

COURSE FEEDBACK FORM

Academic Year		2022			
Term					
Course Number					
Course Title		TRAINING PROGRAM ON DESKTOP PUBLISHING			
Number of Credits					
Type of Course	Regular		Elective		Add-on ✓

I.   **Information on the Respondent: (Tick (√) Appropriately)**

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(e)	Complete Course requirements	yes
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About the Instructor: Information on the Respondent: (Tick (√) Appropriately)

		A	B	C	D	E
1.	Pace of the Teaching/lecture	✓				
2.	Comment of the Subject	✓				
3.	Clarity of expression	✓				
4.	Level of preparation		✓			
5.	Level of interaction	✓				
6.	Accessibility outside the class		✓			
7.	Others (please specify)					

A: Excellent		B: Very Good		C: Good		D: Satisfactory		E: Poor	

HEAD OF THE DEPARTMENT

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Department of Computer Science & Engg.,
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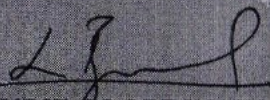Chennai-600 073. INDIA

Bharath

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TO THE STARS BY HARD WORK
BIHER UNIVERSITY
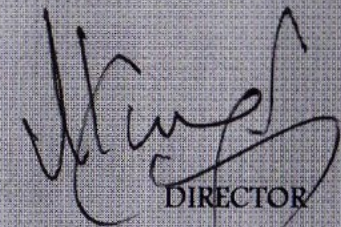INDIA

CERTIFICATE OF PARTICIPATION

This certificate is presented to

V.DILI GANESH

For actively participating in the value added course **"TRAINING PROGRAM ON DESKTOP PUBLISHING"** Conducted by School of Computing, BIHER from 06.06.2022 to 23.06.2022

COURSE COORDINATORS

HEAD OF THE DEPARTMENT

DIRECTOR

CERTIFICATE COURSE ON TRAINING PROGRAM ON DESKTOP PUBLISHING

Date of Introduction of the Course: 06.06.2022
School of Computing

COURSE CO ORDINATOR   **HEAD OF THE DEPARTMENT**