

Course Out Comes

Paper: Office Automation & Desktop Publishing (INT0100204)

- CO1:** Understanding the concept of input and output devices of Computers.
- CO2:** Learn the functional units and classify types of computers, how they process information and how individual computers interact with other computing systems and devices.
- CO3:** Understand an operating system and its working, and solve common problems related to operating systems.
- CO4:** Learn basic word processing, Spreadsheet and Presentation Graphics Software skills.
- CO5:** Study to use the Internet safely, legally, and responsibly

Program Outcomes:

The objective of this course is to

1. Completes the necessary preparations for print and broadcast before starting the process of creating a graphic design.
2. Defines color model Learning Outcomes according to the type of print or broadcast, the dimensions of the study, visual resolution and so on.
3. Performs the required corrections on all materials used in design to print and broadcast.
4. Takes measures to address problems that may occur after print and publication.
5. Creates effective designs based on design principles.
6. Performs design requirements such as integrity, space, hierarchy, balance, color and so on.
7. Uses elements that are beneficial in designing.
8. Creates typographic solutions.
9. Defines the characteristics of the paper and propagation techniques. Makes projects ready for presentation.
10. Recognizes all necessary elements for printing. Creates his/her designs considering these elements.
11. Archives all elements of the design before sending for printing, and creates a package.
12. Performs proofs before the original press. Performs the necessary adjustments for the most suitable printing of the original design.
13. Presents projects in an effective way.