

# DIPLOMA IN COMPUTER APPLICATION [D01]

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	Course Code: D01
Course Name:Diploma in Computer Application	Eligibility:Plus 2/VHSE/10+ITI
Duration: 500 Hrs. (6 Months)	Course Fee :Rs. 8,000/- +(GST) 02 Installments: 1.Rs. 4,000/- + GST, at the time of Registration 2.Rs. 4,000/- + GST, at the time of Admission

# **SYLLABUS**

# **D1: IT TOOLS AND APPLICATIONS**

# **Computer Appreciation**

Characteristics of Computers, Input, Output, storage units, CPU, computer system, Binary number system, Binary to Decimal Conversion, Decimal to Binary Conversion, Binary Coded Decimal (BCD) Code, ASCII Code

# **Computer Organization**

# **Central Processing Unit**

Control Unit, Arithmetic Unit, Instruction Set, Register, Processor Speed.

# Memory

Main memory: Storage Evaluation Criteria, Memory Organization, capacity, RAM, Read Only Memories. Secondary Storage devices:-Magnetic Disks, Floppy and hard disks, Optical Disks CD-ROM, Mass Storage Devices

# **Input Devices**

Keyboard, Mouse, trackball, joystick, Scanner, OMR, Bar-code reader, MICR Digitizer, Card Reader, Voice Recognition, web cam, video cameras.

#### **Output Devices**

Monitors, Printers - Dot matrix, inkjet, laser, Plotters, Computer Output Micro-Film (COM), Multimedia Projector, speech synthesizer; dumb, smart and intelligent terminal.

#### Multimedia

What is Multimedia, Text, Graphics, Animation, Audio, images, Video; Multimedia Application in Education, Entertainment, Marketing.

#### **Computer Software**

Relationship between Hardware and Software; System Software, Application Software, compiler, names of some high level languages, free domain software.

# **Operating System**

# **Disk Operating Systems**

Simple DOS Commands, Simple File Operations. Directory Related Commands

# **Microsoft Windows**

An overview of different versions of Windows, Basic Windows elements, File management through Windows, Using essential accessories: Systems tools- Disk cleanup, Disk defragmenter, Entertainment, Games, Calculator. Imaging- Fax, Notepad, Paint, WordPad.

#### Linux

An overview of Linux, Basic Linux elements: System Features, Software Features. File Structure, File handling in Linux, Installation of Linux: H/W, S/W requirements, Preliminary steps before installation, specifics on Hard drive repartitioning and booting a Linux System

# **Word Processing**

Word processing concepts: Saving, Closing, Opening an existing document, selecting text, editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing and Proofing Tools: Checking and correcting spellings. Handling Graphics. Creating Tables and Charts. Document Templates and Wizards.

# **Spreadsheet Package**

Spreadsheet Concepts. Creating, Saving and Editing a Workbook, Inserting Deleting Work Sheets,



entering data in a cell / formula Copying and Moving data from selected cells, Handling operators in Formulae, Functions: Mathematical, Logical, Statistical, Text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells - changing data alignment, changing date, number, character, or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs— Creating, previewing, Modifying Charts. Integrating word processor, spread sheets, web pages.

# **Information Technology and Society**

Application of Information Technology in Railways, Airlines, Banking, Insurance, Inventory control, Financial systems, Hotel management, Education, Video games, Telephone exchanges, Mobile phones, Information kiosks, special effects in Movies

# **D2: WORD PROCESSING**

# **WINDOWS / MS-DOS**

Operating System basics, MS-DOS - Internal/External commands, The User Interface - Desktop/ Taskbar/ Start Menu / Find Windows Accessories - Calculator / Paint Brush / Notepad / WordPad My Computer / Explorer / Folder / Shortcuts

# Word processing (MS-Word

Word processing concepts: Saving, Closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout.

Editing and Proofing Tools: Checking and correcting spellings. Handling Graphics. Creating Tables and Charts. Document Templates and Wizards.

# Spreadsheet package (MS-Excel)

Spreadsheet Concepts. Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and moving data from selected cells, Handling operators in Formulae, Functions: Mathematical, Logical, Statistical, Text, financial, Date and Time functions, Using Function Wizard,

Formatting a Worksheet: Formatting Cells - changing data alignment, changing date, number, character, or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs— Creating, Previewing, Modifying Charts.

# Data base (MS-ACCESS)

Definition - Database/Relational database, Creating a database / creating a table Add / edit / view records, Sort / search / filter / print records, Modify database structure

# **English and Malayalam data entry**

Database Data entry, Working with English & Malayalam Fonts

# **D3: DESKTOP PUBLISHING & PRESENTATION GRAPHICS**

#### **PageMaker**

Basic concept of Page making and Layout, Constructing a publication, Text formatting and Word processing, Graphics & Text objects, Colour Management, Print setup / Print.

# Adobe table

Inserting tables / Manipulating tables, Formatting tables / Insert table into Page maker,

# Adobe Photoshop

Introduction to Image processing, Colour management / Working with layers, Editing & Retouching, Page setup and printing

#### CorelDraw

Introduction to Computer Graphics, Drawing & page layout / Working with views, Drawing shapes / Working with objects, Handling text, Page setup and printing

#### **Presentation package**

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing mistakes, Making Notes Pages and Handouts, Drawing



and Working with Objects, Adding Clip Art and Other Pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations

# **D4: INTERNET AND WEB DESIGN**

# **Introduction to Internet**

Internet, Growth of Internet, Owners of the Internet, Anatomy of Internet. ARPANET and Internet, history of the World Wide Web, Basic Internet Terminology

Internet Applications- Commerce on the Internet, Governance on the Internet, Impact of Internet on Society -Crime on/through the Internet.

# Internet technology and protocols

Internet Protocols, TCP/IP, IP Address and its Format, TCP/IP Based packages, SLIP, PPP. Network and Network Devices: - Network Architecture, Ethernet, FDDI, and ATM.

Characteristics of Local Area Network & Wide Area Network: Topology, Protocols

and media, Implementation, Transmission, Access method and Technologies, special consideration for the Blinds. Addressing in Internet: DNS, Domain Name and their organization, understanding the Internet Protocol Address. Client-Server concepts, their architecture and applications. Getting connected, Items needed to connect, Levels of Connectivity.

# **World Wide Web**

Evolution of WWW, Basic features, WWW Browsers, WWW Servers, HTTP, Universal Resource Locator (URL), Search Engines and their Categories, Searching Criterion, WWW and Hypertext.

#### **Browsers**

Basic features, Bookmarks, history, Progress indicators, Customization of browsers, Saving and Printing web pages, Netscape Communicator, Internet Explorer.

#### **Electronic mail**

Introduction to e-mail. E-mail Networks and Servers, Email protocols - SMTP, POP3, IMAP4, MIME6. Structure of an e-mail - Email Address, Email Header, Body and Attachments.

Email Clients: Netscape Mail Clients, Outlook Express, Web based E-mail. Email encryption - Address Book, Signature File

# **File Transfer Protocol**

Introduction to FTP and Terminology, FTP Servers and Authentication, Line Mode FTP and Common Commands, GUI Based FTP Clients, Browser Based FTP Clients

#### **Telnet**

Introduction to Telnet, Establishing Telnet Connection, Using Telnet with Netscape, Telnet Protocol, Terminal Emulation, User Authentication

# **User and Internet relay chat**

Usenet - its components, News Groups, Searching and subscribing New Groups, News Servers Concept of chatting and IRC, Client Software for Chat, Chat Servers, Smiley.

#### Web publishing

Overview, web hosting, Documents Interchange Standards, Components of Web Publishing, Document Management, Web Page Design Consideration and Principles, Search Engines, How to register a Web Site on search Engines, Publishing Tools.

#### **HTML**

Document Layout, Header Elements, Section Headings, Block-oriented elements, Lists, Inline elements, Visual markup, Hypertext links, Uniform Resource Locators (URLs), Images, Forms, Tables, and Special Characters.

# Introduction to interactivity tools

ASP, VB Script, JAVA Script, JAVA and Front Page

#### Multimedia and graphics

VRML and Authoring Tools for Graphic Web Editors

# Internet management security concepts, information privacy and copyrightissues

Overview of Internet Security; Firewalls. Internet Security Management Concepts and Information

Privacy and Copyright Issues.

# D5: FUNDAMENTALS HARDWARE AND NETWORKING

# **Personal Computer Hardware**

# **Power supply**

Types:- Linear, SMPS, Working principle, input out put voltage requirements, cables, power good signal. Testing of various voltage levels

#### Mother board

Configuration, Various types of mother boards

#### **Microprocessors**

Processor specification, Intel processors, Intel compatible processors, Co processors

# Serial / Parallel ports

#### Memory

RAM, ROM, General concepts, Differences, Various types of RAM and ROM

# Video display hardware

Display technologies, Monochrome versus color, monitor resolution

#### Keyboard/ mouse

Working principle, installation

#### **Printers**

Types of printers, Working principle, installation

# Floppy disk, hard disk and CD drive

General concepts, Installation, Formatting and Partition of hard disk, Installation of peripherals mouse, printer, modem, Operating systems Software Installation, Making bootable and start up disks, Installation of application software, Multimedia installation

# **Network**

Network card, hub, cables, Network installation and configuration, Virus Detection, Cleaning, Anti Virus Software installation

# **UPS**

Study of UPS -UPS rating, Types, Connections.

# <u>D6: PROGRAMMING FUNDAMENTALS OF</u> <u>VISUAL BASIC AND C</u>

#### **Introduction to C Programming**

The Basic Model of Computation, Algorithms, Flow-charts, Programming Languages, Compilation, Linking and Loading, Testing and Debugging, Documentation

#### Algorithms for Problem Solving

Exchanging values of two variables, summation of a set of numbers, Decimal Base to Binary Base conversion, Reversing digits of an integer, GCD (Greatest Common Divisor) of two numbers, Test whether a number is prime, Organize numbers in ascending order, Find square root of a number, factorial computation, Fibonacci sequence, Evaluate 'sin x' as sum of a series, Reverse order of elements of an array, Find largest number in an array, Print elements of upper triangular matrix, multiplication of two matrices, Evaluate a Polynomial

# **Introduction to C Language**

Character set, Variables and Identifiers, Built-in Data Types, Variable Definition, Arithmetic operators and Expressions, Constants and Literals, Simple assignment statement, Basic input/output statement, Simple 'C programs

# **Conditional Statements and Loops**

Decision making within a program Conditions, Relational Operators, Logical Connectives, if statement, if else statement Loops: while loop, do while and for loop, Nested loops, Infinite loops, Switch statement, structured Programming

# **Arrays**

One dimensional arrays: Array manipulation; Searching, Insertion, Deletion of an element from an array; Finding the largest/smallest element in an array; Two dimensional arrays,



Addition/Multiplication of two matrices, Transpose of a square matrixFunctions
Top-down approach of problem solving, Modular programming and functions, Standard Library of
C functions, Prototype of a function: Formal parameter list, Return Type, Function call, Block
structure, Passing arguments to a Function: call by reference, call by value, Recursive Functions,
arrays as function arguments

# **Introduction to Visual Basic**

Introduction to Visual Basic, Visual Basic Application Development Cycle, Loading Visual Basic, Visual Basic User Interface, Quitting Visual Basic, Visual Basic Controls, Drawing Objects on the form, Visual Basic Controls:- TextBox, Label, List, ComboBox, CheckBox, RadioButton, Image

# **Programming Fundamentals**

Variables- Declaring Variables, Storing and Retrieving Data in Variables, Variable Data Types, Scope and Lifetime of Variables, Data types

Control Structures- If, Select Case, Do while...Loop, Do...Loop While, for...Next, for each...Next

# Menus, MDI and Data Files

Menu Editor, Writing Code for Menu Controls, MDI Applications- To creates MDI Form, to create child forms, Animation

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Register of Attendance and Fees for the Month of March Standard Admission No. Initials of lass Teache Tution Fee Special Fee 18 19 20 21 22 23 24 25 26 27 28 29 30 31 No No No Res. Total Eng: NAME 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 Fees Fine Fine Date Anupama . K Jalva. K.V Navya: N.10 Jyothika . K.P X Nasdana . K.P 6 Arya Ramachandran k.p. 7 Krishna Ramadishnan k.p. 9 Rifula Dinesh 9 Ardra k.C X 10 Rusda . K. 11 Shameema Nasrin.k. 12 Schana Shevin. V.P. Asia shahanas . K 15 Subadba Thaspi M 16 Saleeba.k 12 Februija Roshmiriri 18 danskas Abhishek Nair R 19 Rioci.M BINU RIYAZI .K SAHLAN Risana Maisan Saneesha . AP 24 Shibla Shirin-PS 25 Thannique T 26 Pathima Linsha. Xas Salima palappara 29 SIVAPIRAKASH × 30 VISMAYA . KP 31 NUBLA NAHAN 32 FATHIMA ANSHIDA 33 THASNIYA BANU P X 3+ MUFEEDA 35 Pranav. M Nidreeth Kyrobna T X Nandang.c. 38 SREELAKSHMI. C 39 Mehammed Shinas. M.V 40 FARSEENA SHIRIN.K X 41 HIBA SHEREMIT 42 Jasim Jaleel P.T 41 Shamleya P 45 Asna Sheain. 46 Yidhun . K 47 Nafila Shevin. VK. No. PRESENT DAILY F.N. A.N. PERCENTAGE No. on roll at the begining of the month ... No. admitted during the month ... No. left during the month ... Average No. on rool during the month ... Average Attendance ... Total School Days Current fees collected Balance of current fees due ... Arrear fees collected Balance of arrear fees due ... Balance of fine due No. on roll at the end of the month Total Total ...

Class Teacher

Inspecting Officer

# Register of Attendance and Fees for the Month $_{\mbox{Of}}$

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