

Advanced Diploma In Computer application

1. Name: Advanced Diploma in Computer Application.

2. Entry Qualification: Minimum 12th Std. & 16 years and Above

3. Terminal Competency: After completion of the training, participants would be able to: Write, Edit & Print documents using MS-WORD & EXCEL. Do tabulation of data. Prepare presentations using MS PowerPoint Use Internet & E- mail. Understand various software used for Desktop Publishing and would be able to create documents with text and graphics like news paper ad, wedding cards, visiting cards, greeting cards etc. using PageMaker, CorelDraw & Photoshop.

Open different Internet sites using Search Engine Use different Browsers Create Web Pages using HTML Insert animations using DHTML

4. Duration: 12 Months.

5. Contents: Given below:

IT Tools & Applications	
Practical Competencies	Underpinning Knowledge (Theory)
<p>Computer Fundamentals Customize the Desktop Environment e.g. Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings – Folder Views, Accessibility Settings</p> <p>MS Word Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. Formatting & Managing Documents</p> <p>MS Excel Creating, Analyzing & Formatting Data & Content Collaborating – Insert, View, Edit etc. Managing Workbooks</p> <p>MS PowerPoint Creating & Formatting Content Collaborating – Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations</p> <p>Internet Concepts Opening websites and downloading data from them Writing, reading and sending emails</p>	<p>Computer Fundamentals, MS-Office & Internet Introduction to Computers History of Computers Components of Hardware Peripherals</p> <p>Concept of Operating System - Windows XP Exploring & Configuring the Windows XP Desktop Environment – Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings – Folder Views, Accessibility Settings Features of Windows XP</p> <p>Understanding concepts of Word processing using MS-Word</p> <p>Understanding concepts of Electronic spreadsheet and various types of entries in it</p> <p>Understanding concepts of URL Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet</p> <p>Training on Soft Skills Communication Skills Communicative English Customer Service</p>
Internet & Web Designing	
Practical Competencies	Underpinning Knowledge (Theory)
<p>Connecting to Internet.</p>	<p>Introduction to Web Overview of Internet and W W W. Web pages, home page, Web browsers, search Engines, web</p>

<p>Browsing popular sites and using search engines. Using HTML editor, creating simple HTML documents, containing heading, body text and comments Creating web pages with all the features and effects. Converting MS Office documents to HTML. Creation of web pages containing tables of different formats. Practice on modification of tables. Creating Lists using Bullets and Numbers. Using HTML for creating web pages with links to other pages different points of a page and link to tables and list. Creating web pages containing images, Animation graphics using GIF animator or some other software. Inserting Images, Video & Sound effects. Marquees of Scrolling text. Setting and releasing different types of Frames. Using HTML to design different types of forms, incorporating different type of boxes, buttons, menus and fields. Processing the form. Designing web pages with taught elements along with style elements for different characteristics. Practice cascading style sheets. Creating animation in the web pages using layers. Using Apache Software</p>	<p>sites and servers.</p> <p>Introduction to HTML HTML features and uses, structure of an HTML document, creating HTML document, adding body text and comments. Using all the features, colours and other effects of HTML. Converting MS Office documents to HTML. Tables & Lists – Creating Tables and Lists in HTML documents. Links - Creating links to local range, other pages, specific part of page, electronic mail. Images - Including icon and picture in HTML document. Creation of animated GIF. Sizing the pictures.</p> <p>Multimedia Objects: Adding external images, video, and sound file including device independent (DVI) files. Add marquees of scrolling text.</p> <p>'Frames – Setting and releasing frames. Using one frame to index another. Creating floating frames, borderless frames and frames with borders.</p> <p>Forms – Creating basic forms. Adding text box, check box, radio buttons, pull-down menus, single-line text field and password field. Processing the forms.</p> <p>Style sheets – Creating style sheets to other HTML element, altering different characteristics and features. Cascading HTML style sheets.</p> <p>DHTML – Creating layers using style sheet syntax. Create animation. Theory related to practical</p>
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Desktop Publishing	
Practical Competencies	Underpinning Knowledge (Theory)
<p>PageMaker -Working with tool bar -Setting defaults -Opening, saving and closing publications -Inserting and removing pages -Flowing text, resizing the object -Adjusting graphics or text objects -Select multiple elements -Selecting elements behind the others -Mask and group, unmask and ungroup. -Constrain move vertically/horizontally</p>	<p>PageMaker introduction to various versions, concepts and applications of PageMaker</p>

<p>-Paste items, editing objects, rotating text box -Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks Font style, size, case -Subscript and superscript -Inserting Special characters, bullets, page numbering Spacing of character, line, word and paragraph -Breaking and non breaking Text editing – selecting word, paragraph and a range of text -Indenting/Tabs -Find and change dialogue box -Text recomposition -Compress paint, JPG and GIF files -Using Palletes control, colour palletes, styles palet and master pages pallet -Removing master page objects from pages, control pallets -Making tables, editing data in tables. Filing, stroking, frames, arranging, text Wrapping, grouping and ungrouping, locking and unlocking, mask/unmask image, polygon setting, rounded corners</p> <p>CorelDraw -Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc.</p> <p>Photo Shop Photo editing /inserting starting with -Setting Up -The Interface -Managing Palettes -Working With Photoshop Tools -Working With Layers</p>	<p>CorelDraw: Introduction to various versions, concepts and applications of Corel Draw</p> <p>Photo Shop: Introduction to various versions, concepts and applications of Photoshop</p>
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C Programming Language using Data Structure	
Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none"> -Writing Simple C Programs - Basic Structure of C programs -Programming Style - Executing c Programs - Case studies - Some computational problems using Operators and variables. - Simple Writing Programs using Characters, formatted. - Simple writing programs using IF, IF ELSE statement. Nested IF ELSE statement. - Simple writing Programs using WHILE statement, 	<ul style="list-style-type: none"> - Overview of C Introduction, Important of c, - Constants, Variables and Data types Introduction, Character Set, C Tokens, Key words and Identifiers, Constants, Variables, Data Types, Declaration of Variables, Assigning values to Variables, Defining symbolic constants. - Operators and Expression Introduction , Arithmetic of Operators, relational operators, Logical operators, assigning Operators, Increment and

<p>DO statement and FOR statement.</p> <ul style="list-style-type: none"> - Simple writing programs using Arrays, Initializing Arrays. Simple programs on One dimensional arrays, Two Dimensional and Multi Dimensional Arrays. - Simple writing Programs using Structures, Structures within structures, - Simple writing Programs using Pointers, Pointers using Arrays, Pointers using functions, Pointers Using Structures. 	<p>Decrement Operators. Conditional operators, Bitwise operators, Special operators.</p> <ul style="list-style-type: none"> - Managing Input and output Operators Introduction, Reading a character, writing a character, formatted input, formatted output. - Decision Making and Branching Introduction, Decision Making With If statement, Simple IF Statement, The IF ELSE statement, Nesting IF.....ELSE statement, The Switch Statement. - Decision Making and Looping Introduction, The WHILE statement, The DO statement, The FOR statement, Jumps in Loops. - Arrays Introduction, One Dimensional arrays, Two Dimensional arrays, Initializing Two Dimensional arrays, Multi Dimensional arrays. - Structures and Unions Introduction, Structure definition, Structures Initialization, Comparing of structures. Arrays of structures. Structures within structures. - Pointers Introduction, Understanding pointers, Pointers and arrays, Pointers and functions, Pointers and structures.
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