Diploma In Computer Application (DCA)

Semester-I

Fundamental of Computer & Information Technology

Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output& Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User &Example Of Application Software , Viruses , Types Of Virus , Virus Detection &Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet& Its Advantages , Internet Services , WWW & Common Technologies of Internet

PC Package (Word , Excel , Power Point , Access)

Office package :-- Word processor Software , Spreadsheet software , Presentation software , Database Management software
MS Office :-- Introduction to Ms Office , Introduction to Ms Word , How to Start , Components of Ms Word , File Menu , Edit Menu , View Menu , Insert Menu , Format Menu , Tools Menu , Table Menu , Window Menu , Help Menu
MS Excel :-- Introduction to MsExcel , Calculations , Formula , Functions , Insert Row/Columns , Create Chart , Format Sheet
Tools Menu :-- Goal Seek , Scenario , Auditing
Data Menu :-- Sort , Filter , Advance Filter , Sub total , Forms , Validations , Table , Consolidate , Pivot table , Window , Help
MS Power Point :-- Introduction , Insert New Slide , Format Slide , Slide Show
MS Access :-- Introduction , Different Between DBMS /RDBMS , Hierarchy , Database File , How to Start work , Create database using wizard , Create blank Database
Data base object :-- Table , Primary key , Manipulate data , Field properties , Relationships , Forms , Sub forms , Queries , Operators , Calculations , Update Query , Reports , Macro , Import data

D.T.P. (Page Maker , Photoshop , Corel Draw)

Pagemaker

Adobe Pagemaker :-- Components of Pagemaker , ToolBox , Palettes , Working with text
Constructing a Publication :-- Creating a new Page , Save publication , Preferences
Edit Text :-- Edit Story , Master Pge , Measurement , Ruler & guideline , Pge numbers
Layout menu :-- Sorting page , Deleting Pge

Text formatting :-- Type Menu , Control Palette , Expert Tracking , Indents And Teb
Element Menu :-- Fill , Fill and Stroke , Create a Frame , Arrange , Wrap textGroup Object , Image
Control , Using PhotoShop Effect , Change the Shape Of Polygon/ Rectangle
Utilities Manu :-- Checking Spelling & Grammer , Change Case , Intex Entry

Coreldraw

Introduction to corel draw , Toolbars , Components of Corel draw
What is New in edit Menu :-- Introduction to corel draw , Duplicate , Clone
View menu :-- Full screen Preview , Grid and ruler setup
Layout Menu :-- Insert page , Delete page , Switching page Orientation , Page setup
Arrange menu :-- Introduction , Transformation , Order , Behind , Group , Shaping
Effects Menu :-- Adjust , Transform , Artistic Media , Contour , Extrude
Bitmap Menu :-- convert to bitmap , Mode , 3d Effect
Art Strokes :-- Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth
, Color transform , Halftone
Art Stockes :-- Edge Detect , Find edge
Creative :-- Crafts , Glass black , Sample glass
Distort :-- Blocks , swirl
Noice :-- Add Noice
Text menu :-- Edit text , Fit text to path
Tools & windows

Photoshop

Introduction to Photoshop , About wark area , Toolbox overview
File menu :-- What is new in file
Edit menu :-- What is s new in file , Transform & Patten
Image menu :-- Mode , Rotate image
Layer menu :-- New layer , Layer styles , New fill layer , Add layer mask
Select menu :-- Inverse , Feather , Modify , Grow
Filter menu :-- Extract , Artistic , Blur , Brush stroke , Distort , Pixel *ate , Render* , Sharpen
, Sketch
Accounting Package (Tally 5.4 , 6.3 , 7.2 , 9 , ERP)
Computerized Accounting With Tally :-- Tally Fundamentals , Basic & Advanced Accounting ,
Accounting fundamentals , Types of Accounts and their rules , Company Create Alter and Delete
, Types of Accounting Vouchers , Cost Centers , Inventory features , Types of Inventory Vouchers
, Statutory Accounting , Price Levels , Voucher classes , Multi Currency , TDS , VAT , Payroll
system , Job Costing , ODBC , Import and Export Tally Data

Semester-II

Programming Tools & Techniques using "C" & C++

Introduction to programming concept :-- Types of programming language , Low level language ,
High level language , Types of language processor , Header file
Structure of programming language :-- Program structure :-Comment , Define columns &Rows
Data type in C :-- Introduction to data type , Variables , Input statement
Operators and expression :-- Arithmetic operators , Increment and Decrement operator ,
Relational operator , Logical operator , And operator , Or operator , Not operator , Conditional
operator

Decision control structure :-- Introduction to Decision Making statement , The switch statement
loop control structure :-- Introduction , For loop , While loop , Do while loop , Loop termination
Arrays :-- Introduction to arrays
Function :-- Introduction to function , Types of function
Structure :-- What is Structures , Structure in c , The dot operator , Arrays of Structure
Introduction to C++
Overviews of C++ :-- Object oriented Programming, concept , Advantage & ,usage of C++ .
Classes and objects :classes structure and classes, union and classes, Friend function ,Friend
classes, Inline function ,Scope resolution operator, Static class members, Static data members
function, passing object to function, Returning objects , Object assignment.
Constructor & Destructor :-- Constructor and destructor: Introduction constructor ,
parameterized constructor , multiple constructor in a class , constructor with default argument ,
copy constructor , copy constructor , Default argument ,destructor.
Operator overloading :-- function & operator overloading: function overloading , overloading
constructor function finding the address of an overloading function , operator overloading:
creating a member operator function , Creating prefix and postfix form of the increment &
decrement operator , overloading the shorthand operation (i .e. +=,-=etc) , operator
overloading restrictions , operator overloading using friend function , overloading loading
Some special operators , overloading [ ],(),-,comma operator , overloading <<.
Inheritance :-- Base class access control , protected member , Protected base class Inheritance ,
Inheritance multiple base class , constructors , destructors & Inheritance , when constructor &
destructor function are expected , Passing parameter to base class constructors , grating access ,
Virtual functions & Polymorphism: virtual function , pure virtual function , early Vs , late binding.
The C++ input /output system basic :-- C++ stream , the basic stream classes: C++ Predefined
stream , formatted I/o: formatting using the ios member , setting the format flags , clearing
format flags , an overloaded form of self

Visual Basic

Computer programming , Introduction to Programming languages , Low level languages ,
Assembly language , Machine languages , Language Processors
Introduction to Visual Basic :-- Introduction to programming , Advantages& Disadvantages ,
Features , Edition
Building a VB Application :-- Project , Forms , Controls , Properties , Event procedures , Modules ,
VB Operate Modes , Setting Properties , Writing codes
Controls :-- VB standard controls
Data types :-- Types declaration character , Variables , Variable declaration , Default variant ,
Implicit , Explicit , Procedure level , Form level , Global level
Message Box
Operator in Visual basic :-- Introduction to operator , Arithmetic operator , Relational operator ,
Logical operator
Conditional branching :-- The if statement & select statement , Simple if statement , If else
statement , Nested if statement , If else ladder , The select statement
Special Events :-- Change event , Key down , Key press , Lost focus
System built in Function :-- Data type functions , Math's functions , String function , Conversion
function , Date function , Input box function
Loops :-- For loops , For each loops , While loops , Do while loops , With ....end with
Procedure &Modules :-- Introduction to procedure & function , Sub procedure , Function
procedure , Property procedure , Let method , Get method , Set method , Modules
Menu editor :-- Introduction to menu editor , document interface , MDI form , Popup menus

Special controls :-- Toolbar control , Status bar , Calendar control , Date picker , Ms tabbed dialog control

Error in Debugging :-- Introduction to errors , Kinds of errors , Debugging , Handling run time error

Common Dialog Controls :-- Introduction to common dialog control , Open dialog control , Save dialog control , Font dialog control , Print dialog control

File System Object Component

Visual basic and data base :-- Introduction to data base , Data control , Database engine , ADO data control , Data control properties , Data bound control , ADO data control methods

Programming with ADO :-- Connection object , Command object , Recordset object , Cursor type , ADO library

ADO Data Environment

Ms Hierarchical flex grid control

Data Report :-- Introduction to data report , Report section , Other report section

Component Basic :-- Introduction to com , Active X EXE , Active X DLL , Active X Control , Check the control , Creating active XDDL , Creating active X control , Package & Development Wizard

INTERNET & E-COMMERCE

Introduction to HTML :-- Introduction to html , HTML element and tags , Evolution of HTML , Creating HTML document , Body element , Block formatting element , Heading element , Marquee element , Paragraph element , List element , Anchor element , Graphics element , Table element , Form element , Frame element

Java Script :-- Introduction to java script , Event in java script , Script element , Functions in java script , variables , Operators , Comment Indicator , Conditional branching Statement , The switch Statement , Loops , Arrays , System defined function , Catching Errors , Cookies , Event handles , Object Hierarchy model

VB Script :-- Introduction to VB Script , Variables , Operators , Conditional branching statement ,Conversion functions , Predefined functions , String handling functions , Data type functions , Date Function

Dynamic HTML :-- DHTML features , Event , DHTML property , Example of DHTML , Style Sheet , Cursor CSS properties , The inner HTML property , The Div element , Text Positioning , Multi media effects

Macromedia Dream viewer

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