

Diploma Class Syllabus Unitization & Prescribed Books (Session 2021-2022)

Department of CS & IT

Class – Diploma in Computer Applications-I Semester

Class – DCA-I Semester

Pattern of Question Paper - Eight questions of equal marks (Specified in the syllabus), two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Subject - PAPER-I: Information Technology and Operating System

Month wise Division	Syllabus Unitization
September	SECTION-A Information Concepts and Processing: Evolution of Information Processing Data Information Language Communication and Network Client Server Systems Computer Networks LAN & WAN SECTION-B Internet Understanding: the Internet E-mail Basics Browsing the Web Finding Stuff on the Web and Net Elements of a Computer Processing System: Hardware – CPU Storage Devices and Media VDU Input – Output
October	SECTION-C Data Communication: Equipment Software–System Software, Application Software Programming Languages: Classification Machine Code Assembly Language Higher Level Languages Fourth Generation languages
November	SECTION-D Operating System: What is Operating System–Evolution of OS Types of Operating System A) Single User Systems B) Multi User Systems : Unix, XENIX, VAX/VMS Booting a System

Prescribed Book

Book Name – Fundamentals of Computers and Information Technology

Author – Puneet Kumar

Publisher – Kalyani Publishers

Subject - PAPER-II PC Computing-I

Prescribed Book

Month wise Division	Syllabus Unitization
September	Section-A Introduction to windows Origin of windows a) Parts of Windows Screen (Definition) The Desktop, the taskbar, Start Menu, The windows, Icons b) Types of windows Application Windows, Document Windows c) Anatomy of a window The title bar, Minimize and Maximize buttons The control box, Scroll bars, scroll buttons and scroll boxes, About my computer icon, About the networking neighborhood icon, Recycle bin, Folders – creation and definition, Windows explorer (definition), Shortcut icons with creation and definition
October	Section-B Introduction to MS-Office Introduction to Word (Word for Windows) Introduction to Word Introduction to Parts of a Word Window (Title bar, Menu bar, Tool bar, the Ruler, Status area)Creating new document, Opening an existing document To insert a second document into an open document, Editing a document Deleting text, replacing text, moving and copying text, Page setup, Margins and gutters, Changing fonts and front size, To make text bold, italic or underline, Line spacing, Centering, right alignment and left alignment, Page breaks Section-C Headers and footers, Putting page numbers in headers and footers, Saving documents, naming word document, saving in different formats, saving on different disks, Spell checker, Printing, Creating a table using the table menu(entering and editing text in tables, selecting in tables, adding rows, changing row heights, deleting rows, inserting columns, changing columns and cell width), Borders and shading, Templates and wizards, Working the graphics, Drawing objects, Using frames, position objects, Mail merge, Using word and word documents with other applications
November	Section-D MS-POWER POINT Introduction to MS Power Point, Power Point Elements(Templates, Wizards, Views, Color Schemes),Exploring Power Point Menu, Opening and Closing Menus, Working with Dialog Boxes Adding text, adding title, moving text area, resizing text boxes, adding art, Starting a new slide, Starting a Slide show, Saving Presentation, Printing Slides, Views(Slide View, Slide sorter view, notes view, outline view) Formatting and enhancing text formatting(Changing format with a new layout, Using a pick look wizards to change format, Alignment of Text, Working with text spacing, Using Bullets, Changing text font and size, Selecting text style, effect and color, Picking up and applying style, Creating Graphs, Displaying slide show and adding multi-media

Book Name – Fundamentals of Computers and Information Technology

Author – Puneet Kumar

Publisher – Kalyani Publishers