DIPLOMA IN COMPUTER APPLICATIONS (FULLTIME) (CBGS) SYLLABUS FOR THE BATCH FROM YEAR 2024 TO 2025
SEMESTER-I

Pattern of Question Paper -Eight questions of equal marks (Specified in the syllabus) are to be set, 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.

Paper–I: Information Technology and Operating System

Time: 3 Hours   M. Marks: 100 (50 Theory+ 50 Practical)

Credits L T P

3 1 4

MonthwiseDivision	SyllabusUnitization
August	**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
September	**SECTION–C** **DataCommunication**:EquipmentSoftware– SystemSoftware,ApplicationSoftware **Programming Languages:** Classification, Machine Code, Assembly Language, Higher Level Languages, Fourth Generation languages **SECTION–D** **Operating System:** What is Operating System–Evolution of OS Types of Operating System A) Single User Systems B) Multi User Systems
October-November	**SECTION–D** Unix,XENIX,VAX/VMS **Booting a System**

Month wise Division	Syllabus Unitization
August	**SECTION–A Introduction to windows** 1.1 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 neighbourhood icon - Recycle bin - Folders - creation and definition - Windows explorer (definition) - Shortcut icons with creation and definition **SECTION–B** Introduction to MS–Office **Introduction to Word (Word for Windows)** 1. Introduction to Word 2. Introduction to Parts of a Word Window (Title bar, Menu bar, Tool bar, the Ruler, Status area) 3. Creating new document 4. Opening an existing document 5. To insert a second document into an open document 6. Editing a document 7. Deleting text, replacing text, moving and copying text 8. Page setup 9. Margins and gutters 10. Changing fonts and front size 11. To make text bold, italic or underline 12. Line spacing 13. Centering, right alignment and left alignment 14. Page breaks
September	**SECTION–C** 15. Headers and footers 16. Putting page numbers in headers and footers 17. Saving documents - naming word document - saving in different formats - saving on different disks 18. Spell checker 19. Printing 20. 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 21. Borders and shading 22. Templates and wizards 23. Working the graphics 24. Drawing objects 25. Using frames, position objects 26. Mail merge 27. Using word and word documents with other applications

	SECTION–D MS–POWER POINT 1. Introduction to Ms Power Point 2. Power Point Elements - Templates - Wizards - Views - Color Schemes 3. Exploring Power Point Menu - Opening and Closing Menus - Working with Dialog Boxes 4. Adding text, adding title, moving text area, resizing text boxes, adding art. 5. Starting a new slide 6. Starting a Slide show

October-November	**SECTION–D**
	7. Saving Presentation
	8. Printing Slides
	9. Views – Slide View, Slide sorter view, notes view, outline view
	10. Formatting and enhancing text formatting
	       a) Formatting
	            - Changing format with a new layout
	             - Using a pick look wizards to change format
	             - Alignment of Text
	             - Working with text spacing
	      b) Enhancing
	             - Using Bullets
	             - Changing text font and size
	             - Selecting text style, effect and color
	             - Picking up and applying styles
	11. Creating Graphs
	12. Displaying slide show and adding multi–media

Prescribed Book
Book Name – Fundamentals of Computers
Author –Puneet Kumar
Publisher –Kalyani Publishers