

DIPLOMA IN COMPUTER APPLICATION

SEMISTER-1					
Sl. No	Subject	Theory	Practical	Credits	Weeks
1	Computer Fundamentals	50	50	2	3
2	MS Office (Word,Excel,Powerpoint,MsVisio	50	50	4	5
3	HTML, CSS, JavaScript	50	50	4	5
4	Photoshop, Flash	50	50	6	8
SEMISTER-2					
Sl. No	Subject	Theory	Practical	Credits	Weeks
5	RDBMS/MYSQL	50	50	6	8
6	PHP	50	50	4	5
7	AJAX	50	50	4	5
8	PROJECT:80 Viva:20		100	2	5
TOTAL				32	44

SEMISTER-1

COMPUTER FUNDAMENTALS

Fundamentals	1	What is computer
	2	Functions of a computer
	3	where is computer used and why
	4	Generations of Computer
	5	Types Of Computer
	6	Components of a computer
	7	CPU
	8	Input devices
	9	Output Devices
	10	Cache Memory
	11	RAM
	12	ROM
	13	Secondary Memory/Hard Disk
	14	Virtual Memory
	15	External Storage
	16	SMPS
	13	Motherboard
	14	Memory Units
	15	Ports
	16	Hardware
	17	Software
	18	Number System
	19	number Conversion
	20	Data
	21	Operating System
	22	Internet And Intranet
MS -DOS	1	How to get into MS DOS
	2	How to create a directoy
	3	how to change to a directory
	4	creating a file in a directory
	5	Make the file read only
	6	Make the file hidden
	7	editing a file in a directory
	8	How do I rename a file in a directory
	9	Delete a file in a direcorey
	10	List the files in the direcorey
	11	Copy a file from one direcorey to the other
	12	Deleting all files from a direcorey
	13	Deleting a direcorey

Windows-7	1	My Computer
	2	Recycle Bin
	3	Desktop
	4	Drives
	5	How to create a directory/folder
	6	How to change to a directory/folder
	7	Creating a file in a directory/folder
	8	Make the file read only
	9	Make the file hidden
	10	Editing a file in a directory/folder
	11	Renaming a file in a directory/folder
	12	How To Delete a file in a directory/folder
	13	Listing the files in the directory
	14	Copy a file from one directory /folder to the other
	15	Deleting all files from a directory/folder
	16	Deleting a directory/folder
	17	Formatting a hard disk and loading Operating System

MSOFFICE(Word,Excel,Powerpoint)

MS-Word	
1	Creating a new word document
2	Opening an existing document
3	Editing and Saving a document
4	Typing a text, deleting, inserting, finding, replacing, copying and moving text
5	Justifying texts
6	Bold, Italics, Underline, Strike, Double Strike and Colouring text
7	Selecting Font and Font Sizes
8	Formatting page, margins, page size, portrait and landscape
9	Inserting symbols, pictures
10	Using Bullets
11	Using and manipulating tables, inserting / deleting of rows and columns
12	Sorting tables
13	Using Header and footer, Inserting Page number
14	Changing character width and line spacing
15	Printing of a document, Using print preview
16	Copy / moving text between two different documents
17	Typing More than one language in the same text
18	Shortcuts for various activities in MS Word

MS-EXCEL

BASICS	
1	Creating a new excel workbook
2	Creating an excel worksheet
3	Entering values ino worksheet
4	Modifying values in the worksheet
5	Copy and paste values in the worksheet
6	Find and replace values in the worksheet
7	Formulas in worksheet
8	
9	Delete a worksheet
10	Data filtering
11	Data sorting
12	Using ranges
13	Data validation
14	Using styles
15	Using themes
16	Using templates
17	Using macros
18	Adding graphics
19	Cross referencing
20	Printing worksheets
21	Translate worksheet
22	Email workbooks
23	Workbook security
24	Data tables
25	Pivot tables
26	Keyboard shortcuts
27	Zoom in out
28	Special symbols
29	Insert comments
30	Adding textbox
31	Undo changes
32	Setting cell type
33	Setting fonts
34	Text decoration
35	Rotate cells
36	Setting colours
37	Text alignment
38	Merge and wrap
39	Borders and shades
Formatting A Worksheet	
40	Applying formatting to a worksheet
41	Adjusting margins in a worksheet

42	Page orientation in a workset
43	Page orientation in a workset
44	Setting header and footer in a worksheet
45	Inserting pagebreaks in a worksheet
46	Setting background in a worksheet
47	Freeze panes
48	Conditional formatting
Working with Graphs	
49	Creating a chart
50	Manipulating a chart

MSPowerPoint

The Basics	
1	What is Powerpoint
2	Working with Slides
3	Working with Textboxes
4	Rearranging slides
5	Working with slide notes
6	Working with sections
7	Working with outlines
8	Sidebars in powerpoint
9	Presentation views
10	Setting presentation background
Editing Presentation	
11	Cut And Paste Operations
12	Copy And Paste Operations
13	Find And Replace Operations
14	Edit PowerPoint Presentation
15	Content Translation
16	Set Language Type
17	Duplicating Content
18	Special Characters
19	Slides Zoom in-out
Formatting Presentation	
20	Font Management And Text Decoration
21	Paragraph Indentation
22	Set line spacing
23	Borders and Shading
24	Using slide master
25	How to create a design template

Adding Multimedia To The Presentation	
26	add,edit,format picture in a slide
27	How to add a screenshot to a slide
28	How to add shapes to a slide
29	How to edit shapes to a slide
30	How to format added shapes to a slide
31	How to add text to shapes in a slide
32	How do I arrange shapes and pictures on a slide
33	How to group and ungroup objects
34	How to Add audio and video to the slide
35	Working with tables in a slide
36	Working with charts on a slide
37	How to Add and format smart art on the slide
38	How to Add and preview animations on the slide
39	How to Add and preview transitions on the slide
Sharing A Presentation	
40	How To Convert Powerpoint to PDF
41	How To Convert Powerpoint to Video
42	How To Create A Image From Powerpoint
43	How To Print a Powerpoint
44	How To Broadcast Powerpoint presentation

MSVISIO

GETTING STARTED WITH MSVISIO	
1	What is MS Visio
2	MS Visio Tools
3	My First Diagram In Viso
How to create shapes and add text inside	
1	How to add a shape to existing diagram
2	Removing a shape and adding new one
3	Text addition to a shape
4	Format Text inside a shape and ouside shape
Create my first flow chart	
1	How to create a flow chart
2	Shapes in Flow chart and their use
3	Saving my flow chart
Creating my organization chart	
1	How to a create a organization flow chart
2	What are the shapes and how do I add them
Saving as other Formats	
1	Save as pdf
	Save as jpeg

HTML

Sl.No	Contents
1	what is HTML
2	Writing my first HTML Page
3	Basic tags used in HTML
4	Elements In HTML
5	Attributes In HTML
6	Formatting In HTML
7	Phrase tags and their use
8	Meta Tags and their use
9	Commenting a HTML Code
10	Images and incorporating images
11	working with Tables
12	Working with Lists
13	Working with hyperlinks
14	Frames and frame management
15	Working with Iframes
16	Working with Block elements
17	Working with Inline elements
17	Background images
18	How to get a coloured text and coloured background
19	working with fonts
20	Form designing and Form Manangement
21	Using Multimedia inside HTML
22	Marquee Tag
23	Headers
24	Working with Layouts
25	Role of Tags in Html
26	Attributes in Html
27	Event Handling
28	Various fonts in Html
29	Mime Media Types

CSS

Sl.No	Content
1	What is CSS
2	CSS Syntax
3	CSS Selectors
4	Ways To Insert CSS
5	Background image handling
6	Background colour manamgnet using CSS
7	Text management using CSS
8	Font manamgent using CSS
9	Managing Hyperlinks using CSS
10	Managing Lists using CSS
11	Dsigning Tables using CSS
12	Wirking with the BOX Model
13	Designing Borders using CSS
14	Designing Outline using CSS
15	Setting Page Margin using CSS
16	Padding using CSS
17	setting Page Margin using CSS
18	Serring Display Using CSS
19	Setting Width And Max Width using CSS
20	Setting Position using CSS
21	Setting the Float Propert using CSS
22	Inline Block peperty
23	Horizontal Alignment in CSS
24	Working With Combinators
25	Working with Pseudo-class
26	working with Pseudo-Alignment
27	Creating a navigation bar
28	Working with images
29	Working with Attribute selectors

JAVASCRIPT

	Sl.No	Content
Javascript Basics		
	1	What is JavaScript
	2	Javascript Syntax
	3	Enabling Javascript in Browsers
	4	Placing Javascript
	5	Variables
	6	Operators
	7	IF ...ELSE
	8	Switch Case
	9	Loops
	10	Functions
	11	Events and event handling
	12	Cookies
	13	Page Redirection
	14	Dialog Box
	15	Void Keyword
	16	Printing webpage using JavaScript
Javascript Objects		
	17	Working With Objects
	18	Working With Numbers
	19	Working With Boolean
	20	Working With Strings
	21	Arrays And Array Management
	22	Working with Date
	23	Doing Mathematical operations
	24	Working With Regular Expressions
	25	Document Object Model
JavaScript Advanced		
	26	Errors and Error Handling
	27	Client Side Validation
	28	Animations in webpages
	29	Multimedia in webpages
	30	ImageMap
	31	Browser Compatiability

PHOTOSHOP CS6

SL.No	Content
1	Getting Started
2	Interface layout (An Overview)
3	Interface layout(Detailed Description)
4	Working with photographs and other images
5	Create your own image and editing it
6	Saving your work
7	Saving work in various other forms

FLASH CS6

Sl.No	Content
Getting acquainted with Flash	
1	Flash file formats
2	Workspace
3	Panels
4	Library panel
5	Working with Timeline
6	Working with Properties panel
7	Working with Tools panels
8	Working with Edit Toolbar
9	Create and load workspace
10	Saving a file
11	Publishing a file
12	Preview the flash file
Working With Graphics	
1	Fill
2	Stroke
3	Colour
4	Swatches Panel
5	Eyedropper
6	Fill Bucket
7	Ink Bottle
8	Creating and Shapes
Working With Texts	
1	Add a simple text
2	Wrapping a text
3	Break apart a text
4	Manipulate a text
Working With Symbols	
1	Graphic Symbols
2	Creating Symbols
3	Editing and manage symbols
4	Working with Frames
5	Animation

SEMISTER-2



RDBMS AND SQL(MYSQL)

RDBMS	1	WHAT IS RDBMS		
	2	WHY RDBMS		
	3	Popular RDBMS		
	4	DATABASE		
	5	TABLE		
	6	NORMALIZATION	a	1ST NF
			b	2ND NF
			c	3RD NF
			d	4TH NF
			e	BCNF
			f	5NF
SQL	1	What is DDL(Data Defination Language)		
	2	What is DML(Data Manipulation Language)		
	3	What is DSL(Data Sub Language)		
	4	Sql Queries	4.1	Create a database
			4.2	Contents of the Database
			4.3	Drop a database
			4.4	Create a table
			4.5	Modify a table
			4.6	drop a table
			4.7	insert,Update,Delete
			4.8	use of like clause
			4.9	Use Of Top Clause
			4.10	Use Of Order By
			4.11	Use Of Group By
			4.12	use of distinct clause
			4.13	Use Of Order By Clause
			4.14	Sql Constraints
			4.15	Using joins
			4.16	union clause
			4.17	null values
			4.18	Sql indexes
			4.19	Alter Command
			4.20	truncate table
			4.21	using views
			4.22	having clause
			4.23	Transactions
			4.24	Wildcards
			4.25	Date functions
			4.26	Temporary tables
			4.27	Clone tables

			4.28	sub queries
			4.29	using sequences
			4.30	handling duplicates
			4.31	sql injection
			4.32	Stored Procedures
			4.33	Stored Functions
			4.34	Triggers

PHP

	Sl.No	Content
PHP BASICS	1	What is PHP
	2	Advantages Of PHP
	3	Where To Use PHP
	4	How To Install PHP
	5	How to run my first PHP
	6	Syntax used in PHP
	7	Variables Used In PHP
	8	Echo and Print
	9	Data Types Used In PHP
	10	Constants in PHP
	11	Operators In PHP
	12	IF Statement
	13	Switch statement
	14	loops in PHP
	15	Functions In PHP
	16	Arrays In PHP
	17	Super Globals
	18	Cookies In PHP
PHP ADVANCED	1	How To Design A Form
	2	validation in forms
	3	Navigate from a form to the other
	4	Object Oriented Programming in PHP
	5	Design Patterns In PHP
PHP Database Connectivity	1	MYSQL Connectivity
	2	MYSQLI Connectivity
	3	PDO Connectivity
PHP Advanced Database Management	1	Working with sql queries
	2	Working with stored procedures
	3	Working with stored functions
	4	Form manamgnet using HTML,CSS,Javascript, AJAX and PHP

AJAX

Sl.No	Contents
1	What is AJAX
2	Working with XMLHttpRequest
3	Working with Ajax Request
4	Working with Ajax Response
5	Working with Ajax Event
6	Working with Ajax And Php

PROJECT WORK

Sl.No	Contents
1	Client side visit
2	Requirement Gathering
3	Analysis of Form design and database design
4	Database creation and programming
<u>5</u>	Client Side Implimentation
6	Project Report Writing