

Ranking will be made for the candidates who have successfully completed the course without any areas.

Requirements for appearing University Examination

A candidate shall be permitted to appear for University Examinations at the end of year only if:

He/She secure not less than 75% over all attendance arrived at by taking into account the total number of periods in all the subjects put together, offered by the Institution for the year under consideration.

DIPLOMA IN COMPUTER APPLICATION (DCA)

Subject of Study

(a) Theory

(i) Fundamentals of Computers

(ii) Windows based PC-Software
(MS-Word, MS-Excel, and MS-Access)

(iii) Web design

(iv) Visual Programming-Visual Basic

(b) Practicals

(i) MS-Office and Web page Design

(ii) Visual Basic with MS-Access

Unit - 5

Finding information in Database-Reports-Mailing Labels

Text

Learn Microsoft Office-97 - Russel.A Shatz. BPB Publications - 1Edition - 1997.

III. WEB DESIGN

Unit-1

Introduction to Internet-Applications -User-Dial-up Access-Direct/Dedicat Access-Shell and TCP/IP accounts-Domains and Addresses-Introduction to WWW-Concept of email-Internet mail protocol - FTI Terminology.

Unit-2

Introduction to HTML-Web server-Web client Browser-HTML Tags-HTML commands-Text formatting Text styles -Lists

Unit-3

Adding Graphics to HTML Documents-Table Linking Documents -Frames

Unit-4

Introduction to Java script-Programming
Techniques-Operators and Expressions-Conditional
checking - function-Dialogue Boxes

Unit-5

Forms used by a web site-Dynamic HTML

Text

- i) Internet-An introduction-TMH : New Delhi- 1999
- ii) Web enabled commercial Applications
Development using HTML, DHTML, Java Script-
Ivan Bayross

IV. VISUAL PROGRAMMING-VISUAL BASIC

Unit -1

History of Visual Basic- Integrated Development
Environment (IDE) - Introduction to Visual Basic
Programming

Unit-2

Control structures-IF/THEN-IF/THEN/ELSE
WHILE-DO.. WHILE-DO.. UNIT-FOR-FOR-NEXT
structure-select .. case structure-Do/Loop while - Do
Loop unit-Exit - Do and Exit- For statements.

Unit -3

Sub Procedures and-function Procedures-Form modules-sub procedure-Function Procedure-Exit Sub and Exit Function-Recursion-Math functions- Arrays- Multi Dimensional Arrays-strings, Dates and Times.

Unit - 4

Basic Graphical User Interface-Controls Text Box- Mask edit-Combo Box-List Box - Menus-Pop-up Menus- Msg.Box-Mouse events-Mouse Buttons-Drag and Drop- Key events.

Unit - 5

Error Handling and Debugging-Data base connectivity -Data control - Data Access Model- Data Access objects-Collection of Objects-ODBC.

Text :

- i) Visual Basic 6.0 - How to program Deital and Deital, T.R. Nieto
- ii) Visual Basic 5.0 - Database How to - Waite Group - Kennady-Techmedia.

Practicals for D.C.A.

- i) MS-Office and web design (A minimum of 15 20 experiments may be given)
- ii) Visual Basic with MS-Access (A Minimum of 15 20 experiments may be given)

II. WINDOWS BASED P.C. SOFTWARE (MS-WORD, MS-EXCEL, MS-ACCESS)

Unit - 1

Introduction to MS-Office-Office Assistant-
Introduction Word-Menus and Bars-Creating, Saving,
importing, exporting, Inserting files-formatting pages,
paragraphs and sections-styles, fonts and font sizes-
Editing text -positioning and viewing text.

Unit-2

Tabs and Tables-Finding and replacing texts
Inserting page Breaks, Page numbers, Book mark,
symbols and Dates-Headers, Footers-Footnotes,
endnotes and Annotations-Working with pictures, chart
and Graphs-Working with Tools (spell and Grammer
Check) - Printing Document.

Unit-3

Introduction to Excel-Worksheet overview-Creating
work sheets and work books-Opening and saving
workbooks-Formatting numbers and Texts-charts-
printing worksheets-Database Access.

Unit-4

Introduction to Access - Understanding Databases
- Creating Tables and queries - Forms.

I. FUNDAMENTALS OF COMPUTERS

Unit-1

Characteristics of computers-Block diagram.-
Problem solving Using computers-Classification of
computers-computing methods.

Unit - 2

Representation of characters, integers, Fractions
in computers-Number conversion-decimal, binary, Hexa
Decimal, Octal-Programming Languages

Unit - 3

Functional Components of computers-Input output
units-Memory-central Processing Unit (CPU)

Unit 5

Computer and Communications - Types - Need
- Communication Media - Network topologies
Protocols - Lan - Interconnection Networks - Tep/Ip

Text Book

Fundamentals of Computers-Second Edition
V.Rajaraman-PHI-1998.