

Certificate In Computer Basic

Eligibility: 8th
Course Code: CR-19

Duration: 2 Month

Fundamental Computer

Unit-1: Introduction to Computer and Problem Solving: Information and Data Hardware: CPU, Primary and Secondary storage, I/O devices, Bus structure, Computer Peripherals - VDU, Keyboard, Mouse, Printer.

Unit-2: Software: System and Application. Different System Software. Programming Languages: Machine Language, Assembly Language, High Level Language, Object Oriented Language.

Unit-3: Problem solving: Algorithm, Flow charts, Decision tables & Pseudo codes. Number systems and Codes: Number representation: Weighted codes, Non-weighted codes, Positional, Binary, Octal, Hexadecimal, Binary Coded Decimal (BCD), Conversion of bases. Complement notations, Binary, Arithmetic, Binary Codes: Gray, Alphanumeric, ASCII, EBCDIC, Single Error-Detecting and Correcting Codes, Hamming Codes.

Unit-4: Basic Computer Organization - IAS Computer, Von Neumann Computer, System Bus. Instruction Cycle, Data Representation, Machine instruction and Assembly Language, CPU Organization, Arithmetic and Logic Unit, Control Unit, CPU Registers, Instruction Registers, Program Counter, Stack Pointer.

Unit-5: Introduction to Networking, Advantages of Networking; Basic Features, LAN, MAN and WAN; simple PC Based Network: Example, block diagram. Mode of operation and characteristic features. Intranet and Internet; Servers and Clients; Ports; Domain Name Server (DNS); WWW, Browsers Connections: Guided and Unguided media - Dial up, ISDN, ADSN; Cable, Modem; E-mail, Voice and Video Conferencing, Management Information System, Characteristics Of MIS, Advantages And Disadvantages Of MIS, Computer Application In Business, Computer Application In Project Management, Work

DOS/Windows

Unit-1: Disk Operating System (Dos) :- Introduction, History & Versions Of Dos, Basic Physical Structure Of Disk, Drive Name, Fat, File & Directory Structure And Naming Rules, Booting Process, Dos, System Files, Dos Commands : Internal - Dir, Md, Cd, Rd, Copy, Del, Ren, Vol, Date, Time, Cls, Path, Type Etc. External- Chkdsk, Xcopy, Print, Diskcopy, Diskcomp, Doskey, Tree, Move, Label, Append, Format, Sort, Fdisk, Backup, Edit, Move, Attrib, Help, Sys Etc. Executable V/S Non Executable File In Dos.

Unit-2: Windows XP :- Introduction To Window XP And Its Features. Hardware Requirements Of Windows. Window Concepts, Window Structure, Desktop, Taskbar, Start Menu, My Pictures, My Music Working, With Recycle Bin-Restoring A Deleted File, Emptying The Recycle Bin. Managing Files, Folders And Disk Navigating Between Folders, Manipulating Files And Folders, Creating New Folder, Searching Files And Folder My Computer Exploring Hard Disk, Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive, Windows Accessories-Calculator, Notepad, Paint, WordPad, Character Map, Paint Command Prompt, Window Explorer- Exploring Hard Disk Coping And Moving Files And Folder From One Drive To Another, Formatting Floppy Drive And Other Explorer Facilities. Burning Cd Entertainment Player, Dvd Player, Media Player, Sound Player, Volume Control, Movie Marker.

Unit-3: Advanced Features Of Window Xp :- Managing Hardware & Software-Installation Of Hardware & Software Using Scanner Web Camera, Printers, Sharing Of Printers, System Tools-Backup, Character Map, Clipboard Viewer, Disc Defragment, Drive Space, ScanDisk, System Information, System Monitor, Drive Converter, (Fat 32), Disk Cleanup, Using, Windows Update. Communication - Dial Up Networking, Direct Cable Connection, Hyper Terminal, Phone Dial, Browsing The Web With Internet Explorer, Communication Though, Outlook Express, Multiple Users, Features Of Window, Creating And Deleting Users, Changing User, Password Etc Accessibility Features Of Windows-Sharing Information, Between Program, Sharing

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Folder And Drive, Browsing The Entire Network, Mapping Windows Shared Drive, Using Shared Printers
-Understanding Ole-Embed/ Link Using Insert Object - Manage Embedded /Linked Object.

Unit-4: Windows Fundamental :- Windows is an operating system, XP Home Addition, XP Professional Addition, Active desktop, Multi user account, Data protection features, Playing MP3 Sound and XP Various version of Windows :- Windows desktop fundamental, Desktop, Taskbar, Icons, Recycle bin, Folder.

MS Office(Word,Excel,PowerPoint)

Unit-1: Introduction to Word Processing, Introduction to MS-Word: Features, Creating, Saving, and opening document in word, Toolbars, Rulers, Menus, keyboard shortcuts. Editing a Document- Moving, scrolling in a document, opening multi document windows, editing text - selecting, inserting, coping, deleting, moving text etc. Previewing documents, Printing documents. Formatting Documents: Paragraph formats, aligning text and paragraph, Borders & Shading, header & Footer, Auto formatting, Auto correct, Bullets, numbering, Templets & wizards.

Unit-2: Worksheet basics, Creating worksheet, entering data into worksheet, heading info.,Data, text, dates, alphanumeric values, saving & quitting from worksheet. Opening & Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Working with Single and multiple workbooks - coping, renaming, moving, adding, and deleting, coping entries and moving between workbooks.

Unit 3: Creating a New Presentation, Working with Presentation, using wizards, Slides & its different views, Inserting, Deleting and copying of slides, Working with Notes, Handouts, Adding Graphics, Working with PowerPoint objects, Designing & presentation of a slide show, printing Presentations, Handouts with print options.

DTP(Page Maker,Photoshop,CorelDraw)

PageMaker

Unit-1: Creating a Newsletter- The PageMaker Environment, Using Text, Importing and Manipulating Graphics, Master Pages.

Unit-2: Using Text - Importing Text, Spacing Text, Using Styles and Editing Text with the Story Editor.

Unit-3: Using Graphics - Drawing Shapes, Text Wrapping, Manipulating Graphics.

Unit-4: Printing in PageMaker - Creating and Applying Spot Colors, Updating Links, Creating a Booklet and Printing a Proof, Collecting Files for Output.

Unit-5: Creating an Identity System - Creating Templates, Sharing Elements Between Documents.

CorelDraw

Unit-1: Introduction to corel draw X4- Opening your first New Document, Device Central, working with Templates, Import, Export. Tools of Corel draw X4- pick tool, crop tool, text tool, freehand tool, rectangular tool(circle, star, Polygon, Interactive tool, Eyedropper tool, outline tool, Fill tool, interactive Fill tool.

Unit-2: Working with text and lines in Corel draw- Artistic text, Formatting text, Changing shape of the text, Paragraph text, Working with Lines, Fitting text to a path. Working with shapes and object in corel

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draw- Creating Rectangle and Squares, Creating Circles and Ellipse, Drawing Polygons, Creating Star, Rotating shapes, Selecting fill and outline colour, working with object, Locking and unloking object, Trimming Object, Align Object, Combining Object.

Unit-3: Working with curves in corel draw- Drawing with Freehand Tool, Drawing Closed Curves, Bezier tool, Drawing with the Artistic Media too, Pen tool, 3-Point Curve tool. Special Effect of corel draw- Blending tool, Contouring the Object, Distoeting Objects, Envelope tool, Extruding of the Object, Drop Shadow, Applying Transparency Effect.

Unit-4: Working with Colours and Bitmaps- Color Slider, Color viewers,. Fixed Paletts, Color Palrtte Browser Docker, Using Color style Docke, Converting Objects to Bitm, 3D Effect, Art Effect, Blur Effect, Color Transformation Effect, Contour Effect, Creative Effect, Distort Effect, Noise Effect.

Unit-5: Working with tables in corel draw- Selecting, moving, and navigating table components, Inserting and deleting table rows and columns, Resizing table cells, rows and columns, Formatting tables and cells, Working with text in tables, Merging and splitting tables and cells. Corel Draw and Web- Saving the file as webpage, publishing your drawing as a webpage, Creating Rollover Buttons.

Photoshop

Unit-1: Photoshop's Environment- Raster and Vector Graphics, Photoshop Environment Elements, Navigating in Photoshop. Sizing Images- Image Size and Resolution, Cropping.

Unit-2: Selecting Image Areas- The Rectangular and Elliptical Marquee Tools, The Lasso Tools, Saving Selections, The Magic Wand Tool, The Magnetic Lasso Tool, Modifying Selections.

Unit-3: Layers- Floating Versus Fixed Selections, Undoing Previous Steps, Copying Selections, Creating Layers, Transforming Layers, Copying Layers between Images, Arranging Layers, Saving Images in Photoshop Format.

Unit-4: Blending and Compositing- Defringing, Opacity and Blending Modes,. Feathering Edges. Image Modes, Mode Characteristics, Grayscale and Bitmap Modes, Color Modes.

Unit-5: Color and Painting- Selecting Colors, Painting Tools, The Clone Stamp Tool, Text, Layer Effects and Filters, Type Layers, Layer Effects, Filters, Merging and Flattening Layers. Adjusting Images- Brightness/Contrast, Levels Adjustment Layers, Toning Tools, Hue/Saturation.

InterNet

Unit-1: Working of the internet with TCP/IP: Origin of TCP/IP, TCP/IP communication architecture, Internet Architecture, Working of TCP/IP, TCP/IP Applications-FTP, Telnet, Trivial File Transfer Protocol, Simple Mail Transfer Protocol, Network File System. TCP/IP implementations.

Unit-2: Internet Concepts: WWW, Internet and E-Commerce, Linking to the Internet, Internet Address, Internet Tools- Information Retrieval tools(ftp, Gopher), Communication Tools(Email, FTP, Telnet, Usenet), Multimedia. Information Tools(Home page), Information Search Tools(Archie, Veronica, WAIS). Domain Name System.

Unit-3: Intranet and Extranet: Intranet, Intranet vs. Groupware, Intranet Hardware, Intranet Software, Intranet Services (Web (HTTP) Publishing, HTML, Hypertext), Communication Systems (Email, Fax), Software used in Electronic mail, Electronic Meeting Systems(Audio conferencing, Video Conferencing, Groupware), Extranet.

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Unit-4: Internet Security: Security on the internet, Network and Website Security Risks, Site Hacking, Security Incidents on the internet, security and email, network and website security.

Unit-5: Introduction to multimedia, multimedia components, multimedia hardware, SCSI, IDE, MCI, Multimedia data and file formats, RTF, TIFF, MIDI, JPEG, DIB, MPEG, Multimedia tools, presentations tools, Authoring tools, presentations.

Project



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