



Adhyayan
IT COMPANY

SYLLABUS FOR
DCP DIPLOMA IN COMPUTER
APPLICATION
DTP DESKTOP PUBLISHING

DCA [DIPLOMA IN COMPUTER APPLICATION]

1. Introduction to Computers

- Overview of Computers
 - Definition and Classification
 - Components of a Computer System
- Hardware and Software
 - Types of Hardware
 - Types of Software
 - System Software vs. Application Software
- Operating Systems
 - Introduction to Operating Systems
 - Functions of OS
 - Types of OS (Windows, Linux, MacOS)

2. Office Automation

- Microsoft Word
 - Document Creation and Editing
 - Formatting Text and Paragraphs
 - Using Tables, Graphics, and Charts
- Microsoft Excel
 - Spreadsheet Basics
 - Formulas and Functions
 - Data Analysis Tools
- Microsoft PowerPoint
 - Creating Presentations
 - Slide Design and Layout
 - Adding Multimedia and Animations
- Microsoft Access
 - Introduction to Databases
 - Creating and Managing Tables
 - Queries and Reports

3. Internet and Email

- Internet Basics
 - Introduction to the Internet
 - Browsers and Search Engines
- Email Management
 - Creating and Managing Email Accounts
 - Email Communication (Attachments, Signatures)
 - Email Etiquette and Safety

4. Programming Languages

- C Programming
 - Basics of C Language
 - Variables, Data Types, and Operators
 - Control Structures (if, switch, loops)
 - Functions and Arrays
- Basics of Web Development
 - HTML and CSS
- Introduction to JavaScript

5. Database Management Systems (DBMS)

- Introduction to DBMS
 - Concepts of Database and DBMS
 - Data Models
- SQL
 - Basic SQL Queries
- Joins, Subqueries, and Indexes

6. Basic Accounting Concepts with Tally

- Introduction to Accounting
 - Fundamental Accounting Concepts
 - Journal Entries and Ledgers
- Tally
 - Creating and Configuring Company
 - Voucher Entries
 - Generating Reports

DCA [DIPLOMA IN COMPUTER APPLICATION]

1. Introduction to Desktop Publishing

- Overview of DTP
- Definition and Uses
- Comparison with Word Processing
- DTP Software
- Types of DTP Software
- Introduction to CorelDRAW, Adobe PageMaker, and Adobe InDesign

2. CorelDRAW

- Basics of CorelDRAW
- Interface and Tools
- Drawing and Designing
- Working with Text and Colors
- Formatting Text
- Applying Colors and Fills
- Layouts and Templates
- Creating Brochures, Flyers, and Business Cards
- Working with Layers and Effects

3. Adobe PageMaker

- Introduction to PageMaker
- Interface and Basic Tools
- Document Setup and Management
- Text and Graphics Handling
- Placing and Formatting Text
- Working with Graphics
- Advanced PageMaker Techniques

4. Adobe InDesign

- Getting Started with InDesign
- Interface and Navigation
- Creating and Setting Up Documents
- Text and Typography

- Text Frames and Flowing Text
- Master Pages and Templates
- Printing and Exporting Documents
- Advanced Typography Settings
- Graphics and Images
- Placing and Editing Images
- Working with Frames and Shapes
- Layouts and Design Principles
- Creating Complex Layouts
- Using Guides, Grids, and Master Pages
- Final Output and Printing
- Preparing Documents for Print
- Exporting PDF Files

5. Graphic Design Fundamentals

- Design Principles
 - Basic Design Elements and Principles
 - Color Theory and Typography
- Project-Based Learning
 - Designing Logos, Brochures, Posters, and Magazines
 - Real-world Design Projects and Portfolio Development

Assessment Methods

- Assignments and Projects
- Regular assignments based on each module.
- Project work to apply theoretical knowledge.
- Examinations
 - Mid-term and final examinations to test understanding.
- Practical Tests
 - Hands-on tests to assess practical skills.