

Dayanand College of Commerce, Latur.
 Dept. of Computer Application and I.T
 Syllabus for COC
Digital Photo mixing and Commercial Publishing

PAPER – I

UNIT – I	Fundamentals of Computers
UNIT – II	Office Automation
UNIT – III	Computer Lab-I (DOS, Windows, OS)
UNIT – IV	Computer Lab-II (MS-Word, Excel, PPT, Equation Editor)

PAPER – II

UNIT- I	Introduction to Page Maker
UNIT – II	CorelDraw
UNIT- III	Computer Lab-III (Page Maker)
UNIT- IV	Computer Lab-IV (Corel Draw)

PAPER – III

UNIT- I	Adobe Photoshop.
UNIT – II	Computer Lab- V (Photoshop)
UNIT- III	Soft Skills & Personality Development

PAPER – IV : PROJECT WORK

PAPER – I

UNIT – I	Fundamentals of Computers
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Unit I : Fundamental of Computer

- 1) Introduction to Computer
 - a. What is computer?
 - b. History of Computer
 - c. Generation of Computer
 - d. Types of Computer
 - e. Characteristics of Computer
 - f. Internal architecture of Computer
 - g. Applications of Computer
- 2) Study of I/O Devices
 - a. Input Devices : Keyboard, Mouse, Scanner, Card Reader, OMR, OCR, MICR etc.
 - b. Output Devices : Monitor, Printer, Plotter, Speaker etc.
- 3) Computer Memory
 - a. Internal / Primary Memory : RAM, ROM, PROM, EPROM, EEPROM etc.
 - b. External Memory : HDD, FDD, Flash memory etc.
- 4) Introduction to DOS operating System
 - a. Booting process of computer
 - b. Study of Internal Commands of DOS
 - c. Study of External Commands of DOS
 - d. Study of Batch File Commands of DOS
- 5) Introduction to Windows operating System
 - a. What is Windows Operating System
 - b. History of Windows Operating System
 - c. Files & Folders in Windows Operating System
 - d. Study of Windows Directories
 - e. Basics of Windows Operating System
 - f. Features of windows Operating system
- 6) Windows Explorer
 - a. Opening Windows Explorer
 - b. Copying, Pasting, Moving, Deleting, Send to etc.
 - c. Controlling & Customizing toolbar

- d. Using Address bar, toolbar, history list
 - e. Working with different files in windows
- 7) Windows Accessories
- a. Calculator
 - b. Paint Brush
 - c. Notepad
 - d. Wordpad
 - e. System tools

Unit II : Office Automation

- 1) Introduction to Ms-Word
- a. Uses of Ms- Word.
 - b. Introduction to Ms-Word Windows: Title bar, Menu bar, Toolbar, Standard Toolbar, Formatting toolbar, The Ruler bar, Insertion point, Scroll Bars, The status bar.
 - c. Dialog Boxes : Command buttons, check boxes, Drop-down lists, tabs, radio Buttons, Increment buttons.
 - d. Wizards and Templates.
 - e. Basic Text Editing : Cut, Copy, Paste, Undo, Redo, Delete
- 2) Formatting:
- a. Character formatting by using Font dialog box
 - b. Paragraph Formatting by using Keeping text together
 - c. Adding borders and shading
 - d. page and section formatting
 - e. page setup
 - f. Numbering pages.
- 3) Searching and Proofreading Tools
- a. Find and replace Searching for special character
 - b. Proofreading tools
 - c. Custom dictionary
 - d. Grammar Checking
 - e. Writing style
 - f. Thesaurus
- 4) Working with Tables and Columns
- a. History of table, creating a table, entering text in a table using table tools.
 - b. Changing column's width with Auto fit, Gridlines.
 - c. Merging Cells
 - d. Table Formatting:-Sorting tables, copying tables, deleting tables.
 - e. Mail merge

- 5) Introduction to Ms-Excel
 - a. Spreadsheet overview, starting excel, creating spreadsheet, excel menu.
 - b. Working with Formulas and Functions: Introduction using basic formulae, advance formulae, designing formulae
 - c. Formatting: Types of formatting:
 - 1. Using borders, color and patterns
 - 2. Conditional formatting
- 6) Creating and Formatting Charts
 - a. Introduction to charts.
 - b. Creating charts, formatting charts, exploring charts.
- 7) Introduction to Power point
 - a. Creating PowerPoint Presentation

Unit III : Computer Lab I (DOS, Windows, OS)

Unit IV : Computer Lab II (MS-Word, Excel, PPT, Equation Editor)

PAPER – II

UNIT – I	Introduction to Page Maker
UNIT – II	CorelDraw
UNIT– III	Computer Lab-III (Page Maker)
UNIT– IV	Computer Lab-IV (Corel Draw)

Unit I : Introduction to Page Maker

- 1) Introduction to Desktop publishing as a Process:
 - a. Planning a publication.
 - b. Managing large projects.
 - c. Publishing for print versus in-class use.
 - d. Graphics and desktop publishing.
 - e. Publication purpose and effectiveness.
- 2) Pagemaker tools and Pallettes:
 - a. Creating a publication.
 - b. Publication settings.
 - c. Working with objects.
 - d. Creating type objects within pagemaker.
 - e. Importing type from word processors.
 - f. Type Styling options.
 - g. Creating a small poster.
- 3) Working with text:
 - a. Formatting options: Leading, Margins and indents.
 - b. Kerning.
 - c. Scaling text.
 - d. Paragraph formatting options.
 - e. Guides.
 - f. Creating a Brochure.
- 4) Working with threaded text :
 - a. Working with graphics.

- b. Importing graphics files, and formats accepted.
- c. Text wrap options.
- d. Creating a newsletter.
- 5) Working with master pages Working with Grids :
 - a. Creating frames. Essential design elements.
 - b. Creating a booklet.
- 6) Forms :
 - a. Line tools.
 - b. Step and repeat functions.
 - c. Working with tabs.
 - d. Creating a form for student activities.
- 7) Layers :
 - a. Working with objects.
 - b. Data merge function.
 - c. Exporting PDF and HTML files for web use.

Unit II : CorelDraw

- 1) Introduction to CorelDRAW
 - Getting Started
 - Moving Around and Viewing Drawings
- 2) Basic Drawing Skills
 - Selecting and Manipulating Objects
 - Drawing and Shaping Objects
 - Arranging Objects
- 3) Using Text
 - Working With Text
- 4) Working With Objects
 - Outlining and Filling Objects
 - Using Symbols and Clipart
 - Transforming Objects
- 5) Adding Special Effects
 - Special Effects
- 6) Creating Output
 - Exporting Drawings
 - Printing

UNIT – III Computer Lab-III (Page Maker)

UNIT – IV Computer Lab-IV (Corel Draw)

PAPER – III

UNIT-I	Adobe Photoshop.
UNIT – II	Computer Lab- V (Photoshop)
UNIT- III	Soft Skills & Personality Development

Unit I : Adobe Photoshop

- 1) Introduction
 - ✓ Raster and Vector Graphics
 - ✓ Explore the Photoshop
 - ✓ Environment
 - ✓ Using the File Browser
- 2) Basic Photo Corrections
 - ✓ Working with Selections : The Rectangular and Elliptical Marquee Tools, The Lasso Tools, Saving Selections, The Magic Wand Tool, The Magnetic Lasso Tool, Modifying Selections
 - ✓ Layer Basics : Floating Versus Fixed Selections, Undoing Previous Steps, Copying Selections, Creating Layers, Transforming Layers, Copying Layers between Images, Arranging Layers, Saving Images in Photoshop Format
 - ✓ Masks and Channels
 - ✓ Retouching and Repairing
- 3) Painting and Editing
 - ✓ Basic Pen Tool Techniques
 - ✓ Vector Masks, Paths, and Shapes
 - ✓ Advanced Layer Techniques
- 4) Creating Special Effects
 - ✓ Preparing Images for Two
 - ✓ Color Printing
 - ✓ Composite Images
 - ✓ Creating a Composite Image, Creating an Animated GIF
 - ✓ Creating Composite Images Using Photomerge
- 5) The Finished Product
 - ✓ Saving Images for the Web and Creating a Web Gallery

- ✓ Photoshop Elements Print Options

Unit II : Computer Lab- V (adobe Photoshop)

Unit III : Soft Skills & Personality Development

1. Introduction to Personality a) Basic of Personality b) Human growth and Behavior c) Theories in Personality d) Motivation
2. Communication skills and Personality Development a) Intra personal communication and Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking
3. Techniques in Personality development I a) Self confidence b) Mnemonics c) Goal setting d) Time Management and effective planning
4. Techniques in Personality Development II a) Stress Management b) Meditation and concentration techniques c) Self hypnotism d) Self acceptance and self growth.

PAPER – IV : PROJECT WORK

The students are required to prepare a Project Report based on their experience of visit.

Note : This is only a proposed syllabus for Career Oriented Course, suitable and necessary changes are likely to be made in it as per the need of the situation.