

4. Multimedia: Photoshop

Multimedia- What is Multimedia, Basic elements (**Text, Graphics, Animation, Audio, Images, Video**) and types of Multimedia, File formats, Application of Multimedia.

1. Introduction to Photoshop:
System requirements, Launching Photoshop, Setting up Menu and status bar.
2. Working with Photoshop files:
Opening, printing and saving files, Making Selection, Simple image edit, Applying size, resolution, color and contrast, Creating layer, Applying filter
3. Tools Panel
Turning on tool panel
Selecting tool- The Marquee tool, the Lasso tool, Magic Wand tool, Inverting Selection, Layers, Brush tool, Eraser tool, Fill tool, Blur tool, Smudge tool, Sharpen tool, Dodge tool, Sponge tool, Darken tool
4. Transformation & Retouching
Free transform, scaling, rotation, skew, perspective, wrap, distort, crop, canvas size, clone stamp tool, healing brush tool, patch tool, red eye tool, history brush tool
5. Text
The Text tool, editing text, formatting, line & spacing, wrap text, text effects
6. Effects
Blending modes, styles, filters, liquefy, vanishing point
7. Choosing color Modes and File Formats, Selecting color mode- RGBY, CMYK Color, Gray Scale, Monotone, Tritone, Quadtone, Indexed color, Lab color Bitmap, Selecting file formats- TIFF, JPEG, JPEG 2000, GIF, PDF, Photoshop Raw, BMP, Camera Raw

Lab-Assignment/ Test

5. Basic of HTML, E-mail and Internet Concepts

Introduction to HTML:

Html, Head, Title, Body, Paragraphs, lists, Formatted and Unformatted Text, Quotations, Hyperlinks, Font, Image, Table, css.

WWW and Web Browsers:

Internet terminology, internet and Intranet
Basic of 2G, 3G, 4G, ISDN, www, http, kbps, client-server, search engine, Web Browsing software, Surfing the Internet,
Basic of electronic mail, Using Emails, Document handling

Lab-Assignment/ Test



DEPARTMENT OF COMPUTER SCIENCE FAZL ALI COLLEGE: MOKOKCHUNG

(DCA) DIPLOMA IN COMPUTER APPLICATION SYLLABUS

Course Outlines

1. *Introduction to Computer System*
2. *Introduction to Windows OS (Operating System)*
3. *Office Automation using Microsoft Office*
4. *Multimedia: Photoshop*
5. *Basics of HTML, E-mail and Internet Concepts*

1 Computer Fundamentals

Introduction to Computer – History/Generation of Computer, Types of Computer, Characteristic, Capabilities and limitation, Components of Computer- Control unit, ALU, I/O Device

Memory:

Memory- Primary, secondary Memory and Cache Memory, Primary Storage – RAM, ROM

Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, DVD,

Input Devices - Keyboard, Mouse, joystick, Scanner, web cam.

Output Devices- Monitors, Printers , Dot matrix, inkjet and laser.

Computer Software:

Relationship between Hardware and Software, Types of Software- System Software, Application Software, Utility Software, Firmware, Freeware, Shareware, Demoware, free domain software.

Tutorial: The student is allowed to enumerate in what ways he can use the computer for his own purpose/business.

Practical: The student needs to be exposed/shown various components and supposed how to switch on a computer.

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2. Introduction to Microsoft Windows OS (Operating System)

Introduction to Operating System (OS):

Functions of OS, Types of OS, Basic Android OS, Basic Microsoft Windows OS, Basic Linux

Microsoft windows User Interface

Using Mouse and Moving Icons on the screen, The My Computer Icon, The Recycle Bin, Status Bar, Start and Menu & Menu-selection, Running an Application, Windows Explorer Viewing of File, Folders and Directories, Creating and renaming of files and folders, Opening and closing of different Windows

Windows Setting:

Control Panels, Wall paper and Screen Savers, Setting the date and Sound, Concept of menu Using Help

Advanced Windows

Using right Button of the Mouse, Creating Short cuts, Window Accessories

Practical: More stress is on practical. Allow the student to freely use the computer to experience each command rather than explaining in a theory class

Lab-Assignment/ Test

3. Office Automation using Office 2007

Microsoft Word Processing

Word processing concepts: Creating , saving, closing, Opening an existing document, Toolbar, Ruler, Menus, Keyboard, Shortcuts, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Page Design and Layout. Editing and Profiling Tools: Checking and correcting spellings, Handling Graphics, Creating Tables and Charts, Document Templates and Wizards.

Formatting documents: Paragraph formats, Aligning Text and Paragraph, Borders and Shading Headers.

Excel Spreadsheet Package

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Toolbars, Menus, Keyboard Shortcuts, Inserting, Deleting Work Sheets, entering data in a cell, Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells – changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts. Integrating word processor, spread sheets, web pages.

Presentation Package

Creating presentation, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides: Making new Slide, move, copy, delete, duplicate, lay outing of slide, Zoom in and out. Editing and formatting Text: Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

Lab-Assignment/ Test