

Udai Pratap College, Varanasi
(An Autonomous Institution)



Syllabus of Subject: Diploma in Computer Application

For One year of Diploma Course

Session: 2022-2023

Department of Computer Science
UdaiPratap College, Varanasi, 221002
(An Autonomous Institution)

Paper: First

DCA-1(COMPUTER FUNDAMENTALS)

100 Marks

UNIT-1

Introduction of computer and history, Generation of computer, Classification of computer, Characteristics of computer, Computer Software and Hardware

UNIT-2

Component of computer System: ALU (Airthmetic Logic Unit), CU(Control Unit) Memory. Properties of simple I/O devices: VDU(Visual Display Unit), Keyboard, Mouse, Printer, Scanner, Digital Camera.

UNIT-3

Memory: Primary Memory, Secondary Memory. Auxiliary storage devices: Magnetic core, Magnetic disk, Magnetic tape, Floppy disk, Hard disk, CD-Rom, Worm, Concept of Virtual Memory.

UNIT-4

Introduction to DO, DOS Commands internal: DATE, TIME, CLS, DIR, COPY CON, COPY, TYPE, REN, DEL, MD, CD, RD and EDIT. Introduction to Windows OS: Windows Structures.

UNIT-5

Number System: Binary, Decimal, Octal, Hexadecimal number System, Integers and Real number, Conversion from one number System to another.

S. C. S.

Paper: Second

DCA-2(PROGRAMMING IN C)

Max. Marks: 100

UNIT-1

Introduction to C, Principles of programming: Flow charts, Algorithms , Structure of C language , character set of C language , Constants : numeric , character and string , Variables.

UNIT-2

Data types in C, simple I/O functions (scanf, printf), Operators: Arithmetic,Relational,Conditional,Logical,Bitwise,Assignment, Increment & Decrement operator Expression.

UNIT-3

Control Structure : goto statement, if-else and switch statement , Loops: while , do- while , for , nested loop , Functions : system define , user define .

UNIT-4

Introduction to Array, Types of array in C, array limits in C declaration

UNIT-5

Programs in C language: Addition of two numbers, even and odd numbers, greatest number in any two numbers, reverses the given digits, Fibonacci series, etc.

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Paper: Third
DCA-3(MS-WORD)

Max. Marks: 100

UNIT-1

My Documents, My computer, Windows Explorer, Windows accessories:
Calculator, Notepad and WordPad.

UNIT-2

Introduction of Word, Opening documents: Save and Save as, Page setup, Print
preview, printing of Document, Editing text, Text selection, Cut, Copy and Paste

UNIT-3

Finding and Replacing, Formatting text: Paragraph indenting, Bullets and
Numbering, Changing case, Inserting.

UNIT-4

Creating tables, table manipulation, changing cell width and height, Mail merge,
Word art

UNIT-5

Font and size selection, Alignment of text in cell, delete / insert of row and column
border and shading

S. J. D.

Paper: Fourth

DCA-4(MS-Excel)

Max. Marks: 100

UNIT-1

Introduction to Ms-excel, Element of electronic Spread sheet: Opening of spread sheet, addressing of cell, Printing of Spread sheet, Saving Workbook.

UNIT-2

Formula bar, Menu bar, Tool bar and Status bar, Fonts, Page setup, Alignment numbers, Functions and getting worksheet printed

UNIT-3

Working with tables, cell anatomy , moving around cell , selecting cells , cut ,copy , paste , dragging and moving contents.

UNIT-4

Find and replace, formatting cells, inserting formula in cells, inserting graph, and sorting, inserting row and columns

UNIT-5

Introduction of Charts, Types of charts: Bar chart, Line chart, Pie chart, XY chart and Stack chart.

Signature

Practicals

DCA-5(Practical's and Assignments)

Max. Marks: 100

Practicals related to Paper II, Paper III and Paper IV

Assignment: 15 Marks

Practicals: 60 Marks

Viva : 25 Marks

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