

**JAMAL MOHAMED COLLEGE (AUTONOMOUS),  
TIRUCHIRAPPALLI - 20.**

**PG & RESEARCH DEPARTMENT OF ARABIC.**



Since 1951

**COURSE STRUCTURE AND THE SYLLABUS FOR  
ADCAA 2017 - 2018**

**Advanced Diploma in  
Computer Applications with  
Arabic. (ADCAA)**

JAMAL MOHAMED COLLEGE (AUTONOMOUS), Tiruchirappalli - 620 020

P.G. & RESEARCH DEPARTMENT OF ARABIC

CHOICE BASED CREDIT SYSTEM - COURSE STRUCTURE FROM (2017-2018)

**Advanced Diploma in Computer Applications with Arabic (ADCAA)**

**(One Year Course)**

SEM	COURSE CODE	COURSE TITLE	Ins. Hrs / Week	CREDIT	MARKS		TOTAL
					CIA	ESE	
I	17ADCAA1	Basic Computer and IT	3	3	25	75	100
	17ADCAA2P	Basic Computer and IT - Practical	3	3	25	75	100
	17ADCAA3P	Type Writing in Arabic - Practical	3	3	25	75	100
	17ADCAA4P	Basic Internet - Practical	3	3	25	75	100
<b>Total</b>			<b>12</b>	<b>12</b>	<b>100</b>	<b>300</b>	<b>400</b>
II	17ADCAA5	Computer Hardware	3	3	25	75	100
	17ADCAA6P	Computer Hardware - Practical	3	3	25	75	100
	17ADCAA7P	MS Office with Arabic - Practical	3	3	25	75	100
	17ADCAA8P	Corel Draw, Page Maker and Photoshop - Practical	3	3	25	75	100
<b>Total</b>			<b>12</b>	<b>12</b>	<b>100</b>	<b>300</b>	<b>400</b>
<b>Grand Total</b>			<b>24</b>	<b>24</b>	<b>200</b>	<b>600</b>	<b>800</b>

**Eligibility: Final year UG Students with Arabic as Part - I Language.**

**Jamal Mohamed College (Autonomous), Trichirappalli - 20**  
**P.G. & Research Department of Arabic**  
**Candidates Admitted from the Academic Year 2017-2018 onwards**

**Advance Diploma in Computer Applications with Arabic**

**SEMESTER - I**

**PAPER-I: BASIC COMPUTER & IT (3 Hours) 17ADCAA1**

**Text Books:**

**T.B-1 Unit 1:** Dr.S.K.Bahmani, Easy Steps to Functional Arabic.

**T.B-2 Unit 2 to 4:** Alexis Leon and Mathews Leon, Fundamentals of IT.

**T.B-3 Unit 5:** Vishnu P. Singh, Simplified Ms Office 2007 and Ms Office 2007.

**PAPER-II: BASIC COMPUTER & IT – PRACTICAL (3 Hours) 17ADCAA2P**

**Text Books:**

**T.B-1** Vishnu P. Singh, Simplified Ms Office 2007 and Ms Office 2007.

**PAPER - III: TYPE WRITING IN ARABIC – PRACTICAL (3 Hours) 17ADCAA3P**

**#Self –Study Portion**

**PAPER-IV: BASIC INTERNET- PRACTICAL (3 Hours) 17ADCAA4P**

**Text Books:**

**T.B-1** Alexis Leon and Mathews Leon, Internet for Everyone.

## **SEMESTER I: PAPER I BASIC COMPUTER AND IT**

<b>Sub Code</b>	<b>: 17ADCAA1</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>Hours/Week</b>	<b>: 3</b>	<b>Internal Marks</b>	<b>: 25</b>
<b>Credit</b>	<b>: 3</b>	<b>External Marks</b>	<b>: 75</b>

### **Objectives:**

To impart knowledge about the fundamental concepts of computers in a logical and information manner.

### **UNIT I 9 Hours**

Arabic Computer Terminology. Page no: 154 to 155)

### **UNIT II 9 Hours**

**INTRODUCTION TO COMPUTER SYSTEMS:** # Introduction to Computers – Classification of Digital Computer Systems # – Anatomy of a Digital computer: Functions of a computer-CPU-memory – Memory Units.

### **UNIT III 9 Hours**

**COMPUTER SOFTWARE AND SOFTWARE DEVELOPMENT:** Introduction to Computer Software. **Operating System:** Introduction – Function of Operating System – Classification of OS.

### **UNIT IV 9 Hours**

**TELECOMMUNICATION: Computer Networks:** Overview of a Network – Communication Media – Types of Networks – Network Topologies – Network Protocols – Network Architecture.

### **UNIT V 9 Hours**

**MS WORD:** Starting Word – Creating Documents – Parts of Word Window – Mouse Operation - Keyboard Operation – The Most Important Keys – Menus – commands – toolbars and their Icons.

**MS POWERPOINT:** Introduction – Menus – Toolbars – Navigating in PowerPoint – Working with PowerPoint.

#.....# Self Study Portion

### **Text Books:**

**T.B-1 Unit 1:** Dr.S.K.Bahmani, Easy Steps to Functional Arabic.

**T.B-2 Unit 2 to 4:** Alexis Leon and Mathews Leon, Fundamentals of IT.

**T.B-3 Unit 5:** Vishnu P. Singh, Simplified Ms Office 2007 and Ms Office 2007.

**SEMESTER I: PAPER II**  
**BASIC COMPUTER AND IT – PRACTICAL**

<b>Sub Code</b>	<b>: 17ADCAA2P</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>Hours/Week</b>	<b>: 3</b>	<b>Internal Marks</b>	<b>: 25</b>
<b>Credit</b>	<b>: 3</b>	<b>External Marks</b>	<b>: 75</b>

**Objectives:**

To impart knowledge about the fundamental concepts of computers in a logical and information manner.

**MS WORD**

1. (i) Prepare a Letter with correct alignment.  
(ii) Prepare a Resume.  
(iii) Prepare a document in newspaper format.  
(iv) Prepare a document with bullets, Headers and Footers.
  
2. (i) Create a Mark Sheet using table and find out the total marks.  
(ii) Prepare a Greeting Card.  
(iii) Prepare a Marriage Invitation.  
(iv) Prepare a Handout.
  
- 3. Creation of Documents using template creation of template**  
(i) Prepare a letter using any Template.
  
- 4. Mail Merge Concept**  
(i) Prepare a business letter for more than one company using mail merge.
  
- 5. Copying text and Pictures from excel**  
(i) Draw a chart in excel and paste it on word.

## **MS POWER POINT**

6. Creating Presentation using Blank Presentation.
7. Creating Presentation using Auto Content Wizard.
8. Customizing background of slide master.
9. Working with Graph and Objects.
10. Slide transition and animation.
11. Usage of Design templates.

## **MS PAINT**

12. (i) Editing a Image.  
(ii) Create a new Picture with paint tool bars.

#.....# Self Study Portion

### **Text Books:**

**T.B-1** Vishnu P. Singh, Simplified Ms Office 2007 and Ms Office 2007.

**SEMESTER I: PAPER III**  
**TYPE WRITING IN ARABIC – PRACTICAL**

<b>Sub Code</b>	<b>: 17ADCAA3P</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>Hours/Week</b>	<b>: 3</b>	<b>Internal Marks</b>	<b>: 25</b>
<b>Credit</b>	<b>: 3</b>	<b>External Marks</b>	<b>: 75</b>

**Objectives:**

To enable the students understand, Obtain knowledge and skill about Typewriting in Arabic

**Section A**

- 1) Type a given simple passage without any mistakes within 30 minutes - **40 marks**

**Section B**

- 2) Type a letter without omitting any structure and words within 20 minutes - **35 marks**

#.....# **Self Study Portion**

**SEMESTER I: PAPER IV**  
**BASIC INTERNET- PRACTICAL**

<b>Sub Code</b>	<b>: 17ADCAA4P</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>Hours/Week</b>	<b>: 3</b>	<b>Internal Marks</b>	<b>: 25</b>
<b>Credit</b>	<b>: 3</b>	<b>External Marks</b>	<b>: 75</b>

**Objectives:**

To understand the fundamental concepts of Internet and its Applications

1. Internet Access /Dial-Up-Connection.
2. Web Browsers:
  - I . Popular Web browsers
  - II. Downloading Web Pages
3. Creating a Mail ID
4. Email:
  - I. Creating a Mail
  - II. Sending a Mail
  - III. Replying a Mail
  - IV. Sorting and Searching a Mail
5. Downloading and Uploading Files
6. Signing up an Account
7. E-booking, E-Banking, E-Marketing
8. Online Registration of an Application
9. Basic Internet Application
  - I. Image Conversion
  - II. File format changes through online.
  - III. File compression techniques through online internet application.
10. E – Learning.

#.....# Self Study Portion

**Text Books:**

**T.B-1** Alexis Leon and Mathews Leon, Internet for Everyone.



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**Advance Diploma in Computer Applications with Arabic**

**SEMESTER - II**

**PAPER – V: COMPUTER HARDWARE (3 Hours) 17ADCAA5**

**Text Books:**

**T.B-1.** V.P.Abdul Hameed & N.K Abdul Haleem, Arabic Computer terms only (Page No: 162-164).

**T.B-2.** David Groth-Sybex, A+ Complete study Guide, Third Edition.

**T.B-3.** Manahar Lotia, Pradeep Nair, Payal Lotia, Modern Computer Hardware, First edition.

**PAPER-VI: COMPUTER HARDWARE – PRACTICAL (3 Hours) 17ADCAA6P**

**#Self –Study Portion**

**Text Books:**

**T.B-1.** David Groth-Sybex, A+ Complete study Guide, Third Edition.

**T.B-2.** Manahar Lotia, Pradeep Nair, Payal Lotia, Modern Computer Hardware, First edition.

**Paper - VII: MS OFFICE WITH ARABIC – PRACTICAL (3 Hours) 17ADCAA7P**

**Text Books:**

**T.B-1** Dr.Haneef Palliyath, Secretarial Practice in Arabic.

**Paper - VIII:**

**COREL DRAW, PAGE MAKER AND PHOTOSHOP – PRACTICAL**

**(3 Hours)**

**17ADCAA8P**

**Text Books:**

**T.B-1** Stephen Copestake, Corel Draw in easy steps.

**T.B-2** Scott Basham, Page Maker in easy steps.

**T.B-3** Robert Shuffle botham, Photoshop CS in easy steps.

## **SEMESTER II: PAPER V COMPUTER HARDWARE**

<b>Sub Code</b>	<b>: 17ADCAA5</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>Hours/Week</b>	<b>: 3</b>	<b>Internal Marks</b>	<b>: 25</b>
<b>Credit</b>	<b>: 3</b>	<b>External Marks</b>	<b>: 75</b>

### **Objectives:**

To introduce the student basic knowledge in Computer System and Hardware Peripherals

### **UNIT I 9 Hours**

ARABIC TERMINOLOGY: Arabic Computer Terminology

### **UNIT II 9 Hours**

Basic Electronics: Resistor, Capacitor, Transistor, Transformer, Inductance,  
PC Architecture: The Case – The Power Supply, The Motherboard: Types, Components – The  
Memory - RAM- Storage Devices, Display Devices: Display concept, video technologies.

### **UNIT III 9 Hours**

# Input/output Hardware : Keyboard - Keyboard Types - Mouse - Mouse Types # -  
Scanners - Digital Camera - Printers - Printer Types - Hard Disk Drive - Floppy Disk Drive -  
CD-ROM Drive - DVD-Drive - CPU Panel.

### **UNIT IV 9 Hours**

Assembling - Common Faults in assembling – Operating System - OS Installation - Dual  
Os Installation. Device Configuration - Onboard Devices, Internal Devices, External Devices-  
BIOS Setup.

### **UNIT V 9 Hours**

Dual OS Installation-Software Installation - Ms Office, Java, Turbo C/C++ etc., -  
Hardware trouble shooting, OS repair.

#.....# Self Study Portion

### **Text Books:**

**T.B-1** V.P.Abdul Hameed & N.K Abdul Haleem, Arabic Computer terms only (Page No: 162-164).

**T.B-2** David Groth-Sybex, A+ Complete study Guide, Third Edition.

**T.B-3** Manahar Lotia, Pradeep Nair, Payal Lotia, Modern Computer Hardware,First edition.

**SEMESTER II: PAPER VI**  
**COMPUTER HARDWARE – PRACTICAL**

<b>Sub Code</b>	<b>: 17ADCAA6P</b>	<b>Max. Marks</b>	<b>: 100</b>
<b>Hours/Week</b>	<b>: 3</b>	<b>Internal Marks</b>	<b>: 25</b>
<b>Credit</b>	<b>: 3</b>	<b>External Marks</b>	<b>: 75</b>

**Objectives:**

To introduce the student basic knowledge in Computer System and Hardware Peripherals

**PC ASSEMBLING AND TROUBLESHOOTING LAB**

1. Identification of basic electronics components.
2. Power supply functions and operations.
3. Identification and function of Motherboards, CPUs and RAMs.
4. Identification and function of Storage Devices (FDD, SCSI-HDD, CD-ROM and DVD)
5. Identification and function of adapter cards (video, sound, Ethernet, Modem)
6. Identification and function of Ports and Cables.
7. Identification and function of input and output devices (Keyboard, Mouse, Monitor, Printer).
8. Assembling a PC
  - Gathering Parts
  - Installing the Motherboard
  - Installing the Power supply
  - Installing Storage Devices
  - Installing Expansion cards
  - Installing other external Peripherals
  - Connecting the Power, Testing and Configuring CMOS
  - Installing Network / Modem Connections
  - Installing Speakers / Headphones
9. Removing and replacing the components
10. Installing the Operating System (DOS, Windows 98, Windows 2000, Windows-XP)
11. Upgrading PC Components.

## 12. Hardware Troubleshooting

- POST Routines
- BIOS Problems
- Power supply Problems
- Motherboard Problems
- Hard disk Problems
- Keyboard and Mouse Problems
- Monitor Problems
- Floppy Drive Problems
- Sound Card Problems
- Printer Problems
- Other Peripheral Problems

## 13. Software Troubleshooting (DOS, Windows)

#.....# Self Study Portion

### **Text Books:**

**T.B-1** David Groth-Sybex, A+ Complete study Guide, Third Edition.

**T.B-2** Manahar Lotia, Pradeep Nair, Payal Lotia, Modern Computer Hardware, First edition.

**SEMESTER II: Paper VII**  
**MS OFFICE WITH ARABIC – PRACTICAL**

**Sub Code** : 17ADCAA7P  
**Hours/Week** : 3  
**Credit** : 3

**Max. Marks** : 100  
**Internal Marks** : 25  
**External Marks** : 75

**Objectives:**

To Provide the basic methodologies and techniques in MS Office with Arabic

**Notepad With Arabic**

1. (i) Create a document in notepad and format it  
(ii) Find and Replace the text

**MS-Word With Arabic**

2. (i) Prepare a Letter with correct alignment  
(ii) Prepare a Resume  
(iii) Prepare a document in newspaper format  
(iv) Prepare a document with bullets, Headers and Footers
3. (i) Create a Mark Sheet using table and find out the total marks  
(ii) Prepare a Greeting Card
4. **Creation of Documents using template creation of template**  
(i) Prepare a letter using any Template
5. **Mail Merge Concept**  
(i) Prepare a business letter for more than one company using mail merge
6. **Copying text and Pictures from excel**  
(i) Draw a chart in excel and paste it on word

### **MS-Excel With Arabic**

- 7. (i) Usage of formulae and built -in functions
- (ii) Data sorting- Ascending and Descending
- (iii) Worksheet –preparation

#### **8.(i)Mark list Preparation for a Student**

- (ii)Individual Pay Bill Preparation
- (iii)Electricity Bill Preparation
- (iv)Inventory Report Preparation
- (v)Invoice Report Preparation

#### **9.(i)Drawing Graphs**

### **MS-PowerPoint with Arabic**

- 10. (i)Creating Presentation using Blank Presentation
- (ii)Creating Presentation using Auto Content Wizard
- (iii) Customizing background of slide master

#### **11.(i)Working with Graph and Objects**

- (ii) Slide transition and animation
- (iii)Usage of Design templates

### **MS-ACCESS With Arabic**

#### **12. Creating and updating a data base**

#.....# Self Study Portion

#### **Text Books:**

**T.B-1** Dr.Haneef Palliyath, Secretarial Practice in Arabic.

**SEMESTER II: PAPER VIII**  
**COREL DRAW, PAGE MAKER AND PHOTOSHOP – PRACTICAL**

**Sub Code : 17ADCAA8P**

**Hours/Week : 3**

**Credit : 3**

**Max. Marks : 100**

**Internal Marks : 25**

**External Marks : 75**

**Objectives:**

To provide the basic methodologies and techniques in designing a page using Corel draw, Page Maker, Photoshop.

**Corel Draw**

1. Create an Application form with correct alignment
2. Prepare a visiting Card
3. Create a Marriage Invitation
4. Design a Banner

**Page Maker**

5. Drawing objects, Frames, text blocks
6. Create a newsletter
7. Design a Brochure

**Photoshop**

8. Design a Visiting card for a company.
9. Create an image with Text Effects
10. Design a Banner.

#.....# Self Study Portion

**Text Books:**

**T.B-1** Stephen Copestake, Corel Draw in easy steps.

**T.B-2** Scott Basham, Page Maker in easy steps.

**T.B-3** Robert Shuffle botham, Photoshop CS in easy steps.