

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	20ADCAA1	Basic Computer and IT	3	3	25	75	100
	20ADCAA2P	Basic Computer and IT - Practical	3	3	25	75	100
	20ADCAA3P	Type Writing in Arabic - Practical	3	3	25	75	100
	20ADCAA4P	Basic Internet - Practical	3	3	25	75	100
Total			12	12	100	300	400
II	20ADCAA5	Computer Hardware	3	3	25	75	100
	20ADCAA6P	Computer Hardware - Practical	3	3	25	75	100
	20ADCAA7P	MS Office with Arabic - Practical	3	3	25	75	100
	20ADCAA8P	Corel Draw, Page Maker and Photoshop - Practical	3	3	25	75	100
	20ADCAA9P	Basic Web Page Creation - Practical	3	3	25	75	100
Total			15	15	125	375	500
Grand Total			27	27	225	675	900

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 2020-2021 onwards

Advance Diploma in Computer Applications with Arabic

SEMESTER - I

PAPER-I: BASIC COMPUTER & IT (3 Hours) **20ADCAA1**

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) **20ADCAA2P**

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) **20ADCAA3P**

#Self –Study Portion

PAPER-IV: BASIC INTERNET- PRACTICAL (3 Hours) **20ADCAA4P**

Text Books:

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

Semester	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA1	PAPER – I	BASIC COMPUTER AND IT	3	3	100	25	75

Objectives:

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

Course Outcomes:

By end of the course the student will be able to:

1. To Learn Computer terms and terminologies in Arabic.
2. Aims to familiarize with computers and Microsoft Windows.
3. To Learn role of Operating Systems, programs and apps.
4. Ability to learn computer networks and its communications.
5. Ability to learn computer skills for professional purposes in the future.

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	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA2P	PAPER – II	BASIC COMPUTER AND IT – PRACTICAL	3	3	100	25	75

Objectives:

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

Course Outcomes:

By end of the course the student will be able to:

1. Ability to use MS Word and its application.
2. To develop creativity , innovative methods in MS Word
3. To develop presentation skills in MS-Power point.
4. To learn computer operator and its applications
5. To develop the student to use the computer system like a professionalism

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	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA3P	PAPER – III	TYPE WRITING IN ARABIC – PRACTICAL	3	3	100	25	75

Course Outcomes:

By end of the course the student will be able to:

1. Ability to type Arabic paragraph for job opportunity.
2. Ability to converse simple Arabic sentences.
3. Ability to compare the given Arabic paragraph.
4. Ability to type Arabic letter.
5. Ability to type Arabic passages.

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	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA4P	PAPER – IV	BASIC INTERNET – PRACTICAL	3	3	100	25	75

Objectives:

To understand the fundamental concepts of Internet and its Applications

Course Outcomes:

By end of the course the student will be able to:

1. To use a web browser to navigate the Internet
2. Understanding how to search/Google effectively
3. Learning how to use the internet to find information,, Prepare a resume, or find a job.
4. Copy and paste Internet content into your documents and emails.
5. Understanding of internet safety and privacy.

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) 20ADCAA5

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) 20ADCAA6P

#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) 20ADCAA7P

Text Books:

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

Paper - VIII:

COREL DRAW, PAGE MAKER AND PHOTOSHOP – PRACTICAL

(3 Hours)

20ADCAA8P

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.

Paper - IX : BASIC WEB PAGE CREATION– PRACTICAL (3 Hours) 20ADCAA9P

Text Books:

T.B-1. Thomas A. Powell, HTML & XHTML, TMH, Fourth Edition, Thirteenth Reprint, 2007.

Semester	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA5	PAPER – V	COMPUTER HARDWARE	3	3	100	25	75

Objectives:

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

Course outcomes:

By end of the course the student will be able to:

1. To learn computer hardware Arabic terms of terminology.
2. To learn personal computer Mother board, Memory, Storage devices.
3. To learn computer Input & output components and its working functions.
4. To learn PC Assembling.
5. To learn Software Installation.

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	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA6P	PAPER – VI	COMPUTER HARDWARE – PRACTICAL	3	3	100	25	75

Objectives:

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

Course Outcomes:

By end of the course the student will be able to:

1. Indicate the names and functions of hardware ports and the parts of the motherboard, CPUs & RAM.
2. Identify the names and distinguishing features of different kinds of Adapter cards, input and output devices.
3. To learn Assembling the PC
4. To learn OS & Software Installation.
5. To learn identify the hardware Trouble shootings.

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	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA7P	PAPER – VII	MS OFFICE ARABIC – PRACTICAL	3	3	100	25	75

Objectives:

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

Course Outcomes:

By end of the course the student will be able to:

1. Ability to use MS Word and its application in Arabic documentation format.
2. To develop creativity, innovative methods in MS Word by using Arabic alignments.
3. To develop presentation skills in MS-Power point by Arabic format.
4. To learn computer operator and its applications in Arabic
5. To develop the student to use the computer system like a professionalism.

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	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA8P	PAPER – VIII	COREL DRAW, PAGE MAKER AND PHOTOSHOP – PRACTICAL	3	3	100	25	75

Objectives:

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

Course Outcomes:

By end of the course the student will be able to:

1. To understand various graphics software.
2. To learn creating application form, design in Corel Draw.
3. Ability to develop objects, frames, visiting card. Banners in various graphics software.
4. Ability to use various menu bars and graphic tools of Photoshop.
5. To use various tools bar in 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.

Semester	Code	Course	Title of the Course	Hours	Credits	Max. marks	Internal marks	External marks
I	20ADCAA9P	PAPER – IX	BASIC WEB PAGE CREATION – PRACTICAL	3	3	100	25	75

Objectives:

To create and design of Web page by using HTML and its tags.

Course Outcomes:

By end of the course the student will be able to:

1. To understand fundamental concept of Internet.
2. To obtain knowledge about the HTML tags.
3. To create section of HTML pages
4. To Obtain the knowledge of web page.
5. To develop the basic design of Web Page.

1. Develop a HTML document and perform the basic alignments on the headers and format the document using suitable tags
2. Develop a HTML document to display the Computer components.
3. Develop a HTML document to display the advantages and disadvantages of Internet using ordered and unordered list tags facilities.
4. Develop a home page for your company with suitable name, logo, pictures, background design and color text with links.
5. Design a web page of your meals menu for a week using table tag with its attributes.
6. Develop basic images webpages in HTML
7. Create marklist by using tags.
8. Develop a simple application by using frame controls
9. Develop a web page to display the Resume registration form with suitable controls.
10. Create a images with marquee ordered show by using HTML

#.....# Self Study Portion

Text Books:

T.B-1. Thomas A. Powell, HTML & XHTML, TMH, Fourth Edition, Thirteenth Reprint, 2007.