

JAMAL MOHAMED COLLEGE (AUTONOMOUS), Tiruchirappalli - 620 020
P.G. & RESEARCH DEPARTMENT OF ARABIC

CHOICE BASED CREDIT SYSTEM - COURSE STRUCTURE FROM (2014-2015)

Advanced Diploma in Computer Applications with Arabic
(ADCAA)

SEM	COURSE CODE	COURSE TITLE	HRS / WEEK	CREDIT	CIA MARKS	SE MARKS	TOTAL MARKS
I	14ADCAA1	Basic Computer and IT	3	3	20	30	50
	14ADCAA1P	Basic Computer and IT- Practical	2	2	20	30	50
	14ADCAA2P	Type Writing in Arabic- Practical	5	5	40	60	100
	14ADCAA3P	Basic Internet - Practical	5	5	40	60	100
II	14ADCAA4	Computer Hardware	3	3	20	30	50
	14ADCAA4P	Computer Hardware- Practical	2	2	20	30	50
	14ADCAA5P	MS Office with Arabic- Practical	5	5	40	60	100
	14ADCAA6P	Corel Draw, Page Maker and Photoshop-Practical	5	5	40	60	100
Total			30	30	210	390	600

SEMESTER-I: PAPER – I
BASIC COMPUTER AND IT-THEORY

Course Code : 14ADCAA1
Hours/Week : 3
Credit : 3

Max. Marks : 50
Internal Marks : 20
External Marks : 30

Objectives:

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

UNIT-1 **9 hours**

Arabic Computer Terminology. Page no: 154 to 155)

UNIT – 2 **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 – 3 **9 hours**

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

UNIT – 4 **9 hours**

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

UNIT – 5 **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 Book:

Unit 1:Dr.S.K.Bahmani, Easy Steps to Functional Arabic.

Unit 2 to 4: Alexis Leon and Mathews Leon, Fundamentals of IT.

Unit 5:Vishnu P. Singh,Simplified Ms Office 2007 and Ms Office 2007

SEMESTER-I: PAPER – I
BASIC COMPUTER AND IT – PRACTICAL

Course Code : 14ADCAA1:P

Hours/Week : 2

Credit : 2

Max. Marks : 50

Internal Marks : 20

External Marks : 30

Objective :

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 Book:

Vishnu P. Singh, Simplified Ms Office 2007 and Ms Office 2007

SEMESTER-I: PAPER - II
TYPE WRITING IN ARABIC – PRACTICAL

Course Code : 14ADCAA2:P
Hours/Week : 5
Credit : 5

Max. Marks : 100
Internal Marks : 40
External Marks : 60

Objective:

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-**35 marks**

Section B

- 2) Type a letter without omitting any structure and words within 20 minutes-**25 marks**

#Self –Study Portion

SEMESTER-I: PAPER III
BASIC INTERNET- PRACTICAL

Course Code : 14ADCAA3: P
Hours/Week : 5
Credit : 5

Max. Marks : 100
Internal Marks : 40
External Marks : 60

Objective:

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. Search Engines:
 - I. Popular Search Engines
 - II. Searching a Document through Search Engines
 4. Creating a Mail ID
 5. Email:
 - I. Creating a Mail
 - II. Sending a Mail
 - III. Replying a Mail
 - IV. Sorting and Searching a Mail
 6. Downloading and Uploading Files
 7. Signing up an Account
 8. E-booking, E-Banking, E-Marketing
 9. Online Registration of an Application
 10. E – Learning.
- # #Self –Study Portion

Text Book:

Alexis Leon and Mathews Leon, Internet for Everyone.

SEMESTER –II:Paper – IV COMPUTER HARDWARE

Course Code : 14ADCAA4
Hours/Week : 3
Credit : 3

Max. Marks : 50
Internal Marks : 20
External Marks : 30

Objective :

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

PC Architecture: The Case – The Power Supply - The Motherboard: Types, Components
– The Memory - RAM- Storage Devices - Display Devices: Displayconcept, 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 - OS - OS Installation - Dual Os Installation.
Device Configuration - Onboard Devices, Internal Devices, External Devices-Bios Setup.

UNIT: V

9 hours

Software Installation - Ms Office, java, turbo c etc., - Hardware trouble shooting, OS
repair.

#Self –Study Portion

Text Book:

Unit I: V.P.AbdulHameed& N.K Abdul Haleem, Commercial Arabic: Arabic Computer terms
only (Page No:162-164)

Unit II to V:

David Groth-Sybex, A+ Complete study Guide -Third Edition and Modern

ManoharLotia, Pay Lotia and Pradeep Nair, Computer Hardware-First edition.

SEMESTER –II:PAPER - IV
COMPUTER HARDWARE – PRACTICAL

Course Code : 14ADCAA4:P
Hours/Week : 2
Credit : 2

Max. Marks : 50
Internal Marks : 20
External Marks : 30

Objective:

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 Book:

David Groth-Sybex, A+ Complete study Guide -Third Edition and Modern Computer
ManoharLotia , Pay Lotia and Pradeep Nair , Hardware-First edition.

SEMESTER –II :Paper - V
MS OFFICE WITH ARABIC – PRACTICAL

Course Code : 14ADCAA5: P
Hours/Week : 5
Credit : 5

Max. Marks : 100
Internal Marks : 40
External Marks : 60

Objective :

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 Book:

Dr.HaneefPalliyath, Secretarial Practice in Arabic.

SEMESTER –II: PAPER - VI
COREL DRAW, PAGE MAKER AND PHOTOSHOP –PRACTICAL

Course Code : 14ADCAA6: P
Hours/Week : 5
Credit : 5

Max. Marks : 100
Internal Marks : 40
External Marks : 60

Objective:

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 Book:

Stephen Copestake, Corel Draw in easy steps

Scott Basham, Page Maker in easy steps

Robert Shufflebotham,Photoshop CS in easy steps.