



DEPARTMENT OF COMPUTER STUDIES

SYLLABUS

CERTIFICATE COURSE FOR UG STUDENTS

YEAR 2020-21

NJC BCA/CP07/2020-21: Desktop Productivity and Publishing Tools (30 Hours)

Course Outcomes

After studying the course, the students shall be able to:

CO1: Familiar with the basic productivity tools on the desktop.

CO2: understand the basic tools and ideas used in Photoshop.

CO2: Possess the editing skills using Photoshop

CO3: Enable students to create professional-looking publication for print and web

Module I: Desktop productivity tools (14 Hours)

Ms.Word: Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting. Inserting tables, smart art, page breaks, Using lists and styles, Working with images, Using Spelling and Grammar check, Understanding document properties, Mail Merge.

Ms.Excel: Spreadsheet basics Creating, editing, saving and printing spreadsheets, Working with functions & formula, Modifying worksheets with color & autoformats, Graphically representing data: Charts & Graphs Speeding data entry: Using Data Forms, Analyzing data: Data Menu, Subtotal, Filtering Data, Formatting worksheets

PowerPoint-Opening, viewing, creating, and printing slides, Applying auto layouts, Adding custom animation, Using slide transitions, Graphically representing data: Charts & Graphs.

Module II: Design Tools(8 Hours)

Adobe Photoshop

Introduction Variations in Photoshop applications: History of Photoshop, Adobe Photoshop cs2, Adobe Photoshop cs, Adobe Photoshop cs4, Adobe Photoshop cs5, Adobe Photoshop cs6, Adobe Photoshop cc.

About Photoshop, Photoshop Features advertisement creation, wallpapers, websites, animations & 3d effects software development and designs, Photo modification purpose. Creating Web Galleries, PDF converts: PDF Presentation, slide show presentation

Module III: Desktop publishing tools(8Hours)

Adobe PageMaker

Creating and Opening Publication Using the Toolbox, Working with palettes, text and graphics, Starting a publication from the template, Saving and closing the publication, Positioning ruler guides, Typing Text, Formatting Graphics, Creating columns, Creating Styles, Changing type style,& Alignment Rotating and moving of text block and graphics, Placing text file, Setting Tab.

References

1. Basic Computer Course –a textbook for I.T literacy by C.S.Changeriya
2. Computer Networking: A Top-Down Approach, James Kurose and Keith Ross, seventh edition
3. Alexis Leon & Mathews Leon: Fundamentals of Information Technology, Vikas Publishing House, New Delhi.
4. Williams & Sawyer: Using Information Technology (6th Edition), Tata McGraw Hill Company

Criteria for Getting the Certificate

1. This course is compulsory for all second year undergraduate students of Computer Studies department in the college.
2. Students shall have at least 75% attendance to complete the course.
3. The course is framed to be of 30 hour duration.
4. The total score of the course will be 50. An objective type of examination will be conducted at the end of the examination and the total score will be 50.
5. The students shall attend and pass the exam, which will be completed at the end of the course, with at least 40% marks.
6. Grading Pattern

MARKS IN PERCENTAGE	GRADE	INTERPRETATION
90 and above	A+	Outstanding
80-89	A	Excellent
70-79	B	Very Good
60-69	C	Good
50-59	D	Satisfactory
40-49	E	Pass/Adequate