



Govt. of Kerala



CENTRE FOR CONTINUING EDUCATION KERALA DCA Training Program

Course	: Diploma in Computer Application
Duration	: 6 months
Eligibility	: SSLC & Above
Course Fee	: Rs. 6000/-
Installments	: Rs. 2000/- x 3 months

Information to the Students

1. CCEK യുടെ DCA Course Program ന്റെ പ്രത്യേകതകൾ?

Centre for Continuing Education, Kerala (CCEK) യുടെ DCA Course Programന് കേരള PSC യുടെ അംഗീകാരമുള്ളതിനാൽ ഗവൺമെന്റ് ജോലി ലക്ഷ്യമാക്കുന്ന എല്ലാവർക്കും ഈ കോഴ്സ് പ്രോഗ്രാം വളരെയധികം പ്രയോജനപ്രദമാണ്. ഓഫീസ് ഓട്ടോമേഷൻ, ഇലക്ട്രോണിക് ഡാറ്റാ പ്രോസസിംഗ് തുടങ്ങിയ മേഖലകളിൽ വിദ്യാർത്ഥികളെ പ്രാവീണരാക്കുക എന്നതാണ് ഈ കോഴ്സുവഴി CCEK ഉദ്ദേശിക്കുന്നത്.

2. CCEK യുടെ DCA Course Programന്റെ പ്രാധാന്യം?

CCEK യുടെ DCA Course Program കേരള PSC യുടെ അംഗീകാരമുള്ളതിനാൽ കേരള ഗവൺമെന്റ് ജോലി ലഭിക്കുന്നതിനായി തയ്യാറെടുക്കുന്ന വിദ്യാർത്ഥികൾ ഈ കോഴ്സ് ചെയ്യുന്നത് അവരുടെ ജോലി സാധ്യത വർദ്ധിപ്പിക്കുന്നു. കേരളത്തിലുടനീളം വിവിധ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾവഴി ഈ കോഴ്സ് നടത്തപ്പെടുന്നതിനാൽ വിദ്യാർത്ഥികൾക്ക് അവരുടെ സമീപ പ്രദേശങ്ങളിലുള്ള കോളേജുകളിൽ തന്നെ അഡ്മിഷൻ എടുത്തു പഠിക്കുന്നതിനും കേരള ഗവൺമെന്റ് സർട്ടിഫിക്കറ്റ് നേടുവാനും സാധിക്കുന്നു.

3. ഈ കോഴ്സ് ആർക്കെല്ലാം പഠിക്കാവുന്നതാണ്?

SSLC പാസ്സായിട്ടുള്ള ആൺകുട്ടികൾക്കും പെൺകുട്ടികൾക്കും ഈ കോഴ്സിന് ചേർന്ന് പഠിക്കാവുന്നതാണ്. വളരെ എളുപ്പത്തിൽ പഠിച്ചെടുക്കാൻ സാധിക്കുന്ന രീതിയിലാണ് ഈ കോഴ്സിന്റെ സിലബസ് രൂപകൽപന ചെയ്തിരിക്കുന്നത്.

4. ഈ കോഴ്സ് Part Time ആയി പഠിക്കുവാൻ സാധിക്കുമോ ?

തീർച്ചയായും. മറ്റ് Academic കോഴ്സുകൾ പഠിക്കുന്നവർക്കായി 2 മണിക്കൂർ ദൈനംദിനമുള്ള Batch കളും, ജോലിയിൽ ഏർപ്പെട്ടിരിക്കുന്നവർക്കായി Evening Batch കളും ഒരുക്കിയിട്ടുണ്ട്. Batch Time തിരഞ്ഞെടുക്കുന്നതിന് മുൻപ് പ്രസ്തുത കോളേജുകളുടെ Helpline Number മായി ബന്ധപ്പെട്ട് ക്ലാസ്സ് ടൈം ഉറപ്പുവരുത്തേണ്ടതാണ്.

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5. കോഴ്സ് ഫീ എങ്ങനെയാണ് അടയ്ക്കേണ്ടത്?

DCA Course Program ന് കേന്ദ്ര-സംസ്ഥാന ഗവൺമെന്റ് നിഷ്കർഷിച്ചിരിക്കുന്ന വിവിധതരത്തിലുള്ള നികുതികൾ ബാധകമാകുന്ന പക്ഷം, വിദ്യാർത്ഥികൾ അത്തരത്തിലുള്ള നികുതികൾ അടയ്ക്കുവാൻ ബാധ്യസ്ഥരാണ്.

നികുതി ഇനത്തിൽ അതത് കാലഘട്ടങ്ങളിൽ വരുന്ന മാറ്റങ്ങൾ ഈ കോഴ്സിനും ബാധകമായിരിക്കും

അഡ്മിഷൻ സമയത്ത് Rs.2000/- അടച്ച് തുടർന്നുള്ള മാസങ്ങളിലായി Rs.2000/- പ്രകാരം 2 തവണകളിൽ ഫീസ് മുഴുവനായും അടയ്ക്കേണ്ടതാണ്.

6. SC/ST/BPL വിദ്യാർത്ഥികൾക്ക് ഏതെങ്കിലും തരത്തിലുള്ള ആനുകൂല്യങ്ങൾ ലഭ്യമാണോ?

SC/ ST വിദ്യാർത്ഥികൾക്ക് 10% വും BPL വിദ്യാർത്ഥികൾക്ക് 5% വും സീറ്റ് സംവരണം ചെയ്തിട്ടുണ്ട്. സംവരണ സീറ്റിലേക്കുള്ള പ്രവേശനം മെറിറ്റ് അടിസ്ഥാനത്തിലായിരിക്കും. ഈ സീറ്റുകളിലേക്ക് പ്രവേശനം നേടുന്ന വിദ്യാർത്ഥികൾക്ക് കോഴ്സ് ഫീസിൽ 50% ഇളവ് ലഭിക്കുന്നതാണ്. Admission സമയത്തുതന്നെ BPL വിദ്യാർത്ഥികൾ Ration Card ന്റെ Attested copy യും വരുമാന സർട്ടിഫിക്കറ്റിന്റെ ഒറിജിനൽ കോപ്പിയും ഹാജരാക്കേണ്ടതാണ്. SC/ST വിദ്യാർത്ഥികൾ ജാതി തെളിയിക്കുന്ന രേഖയുടെ ഒറിജിനൽ ഹാജരാക്കേണ്ടതാണ്. വൈകി സമർപ്പിക്കുന്ന രേഖകൾ പരിഗണിക്കുന്നതല്ല

7. വിദ്യാർത്ഥികളുടെ പഠനനിലവാരം ഉറപ്പുവരുത്തുന്നതിനായുള്ള എന്തെല്ലാം നടപടികളാണ് ഉള്ളത്?

വ്യത്യസ്ത വിദ്യാഭ്യാസയോഗ്യതയുള്ള വിദ്യാർത്ഥികൾക്ക് ഒരേ രീതിയിൽ ഉയർന്ന പഠന നിലവാരം ഉറപ്പുവരുത്തുന്നതിനായി രൂപീകരിച്ച Student Performance Tracking Kit (SPT Kit) വളരെയേറെ പ്രയോജനകരമായിരിക്കും. ഈ SPT Kit ന്റെ സഹായത്താൽ കോഴ്സിന്റെ ഒരോ ഭാഗവും വിദ്യാർത്ഥികൾക്കും തുടർന്ന് അവരുടെ രക്ഷിതാക്കൾക്കും പരിശോധിക്കുവാനും ഓരോ ഭാഗവും വ്യക്തമായി പഠിച്ചതിന് ശേഷം മാത്രം അടുത്തഭാഗം പഠിക്കാനും വിദ്യാർത്ഥികൾക്ക് കഴിയുന്നു. തന്മൂലം കോഴ്സിന്റെ പഠന നിലവാരം സ്ഥാപനത്തിനോടൊപ്പം തന്നെ വിദ്യാർത്ഥികൾക്കും രക്ഷിതാക്കൾക്കും ഒരുപോലെ ഉറപ്പുവരുത്താൻ സാധിക്കും.

8. കോഴ്സ് കഴിഞ്ഞ് ലഭിക്കുന്ന സർട്ടിഫിക്കറ്റിന്റെ പ്രത്യേകതകൾ?

കോഴ്സ് വിജയകരമായി പൂർത്തിയാക്കുന്ന വിദ്യാർത്ഥികൾക്ക് കേരള ഗവൺമെന്റിന്റെ തുടർ വിദ്യാഭ്യാസ കേന്ദ്രം നൽകുന്ന കേരള സർക്കാർ മുദ്രയും ഹോളോഗ്രാമുള്ള സർട്ടിഫിക്കറ്റായിരിക്കും ലഭിക്കുന്നത്. സർട്ടിഫിക്കറ്റിൽ Online Verification സൗകര്യം ഉള്ളതിനാൽ തൊഴിൽ ദാതാക്കൾക്ക് Authentication Code (ID Number), internet ലൂടെ verify ചെയ്ത്, സർട്ടിഫിക്കറ്റിന്റെ നിജസ്ഥിതി ഉറപ്പുവരുത്തുവാൻ സാധിക്കുന്നു.

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8. Certificate course in Computerized Financial Accounting

Sl. No.	SUBJECT CODE	SUBJECT	DATE	TIME
1	CCFA T001	Financial Accounting	12 November 2016	10 am to 12 pm
2	CCFA L001	Computerized Financial Accounting (Practical)	Schedule for the practical examination will be announced separately at the sub-centres.	

9. Diploma in Computer Application

Sl. No.	SUBJECT CODE	SUBJECT	DATE	TIME
1	DC 01	Informatics	12 November 2016	9.30 am to 11.30 am
2	DC 02	MS Office and Internet		1.00 pm to 2.00 pm
3	DC 03	Linux and Open Office		3.00 pm to 4.00 pm
4	DC 04	PC Techniques	13 November 2016	10 am to 12 pm
5	DC 05	Malayalam Computing		2.00 pm to 3.00 pm
6	DC 02 P	MS Office & Internet (Practical)	Schedule for the practical examination will be announced separately at the sub-centres.	
7	DC 03 P	Linux and Open Office (Practical)		
8	DC 05 P	Malayalam Computing (Practical)		

10. PG Diploma in Counseling

Sl. No.	SUBJECT CODE	SUBJECT	DATE	TIME
1	PGDC T001	Fundamentals of Counseling	12 November 2016	10 am to 1pm
2	PGDC T002	Mental Health Problems	13 November 2016	10 am to 1pm
3	PGDC T003	Theories and Techniques of Counseling	14 November 2016	10 am to 1pm
4	PGDC T004	Family Counseling	15 November 2016	10 am to 1pm
5	PGDC T005	Counseling in Special Settings	16 November 2016	10 am to 1pm
6	PGDC L001	Block Placement & Report - Counseling Practical	Schedule for the practical examination will be announced separately at the sub-centres.	

1. At the time of examination candidates shall produce the Hall Ticket in Original, duly authenticated by



CENTRE FOR CONTINUING EDUCATION KERALA
(Established by Government of Kerala)

SYLLABUS

FOR

DIPLOMA IN COMPUTER APPLICATION

1

DIPLOMA IN COMPUTER APPLICATION (DCA)

I. INTRODUCTION

Computer knowledge is essential in all types of jobs. It will give added value to the job seekers. This curriculum is framed so as to impart the theoretical and practical knowledge in computer application such as windows, Linux, word processing, spreadsheets, Presentation, Internet, Open Office, DEMS, Malayalam computing etc.

II. ELIGIBILITY FOR ADMISSION

SSLC

III. DURATION OF THE COURSE

SIX months

IV. MEDIUM OF INSTRUCTION

The medium of instruction in all the theory and practical subjects shall be English & Malayalam

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V. RULES AND REGULATIONS FOR EXAMINATION AND PROMOTION

- 1) Duration of the course is six months
- 2) The minimum qualification prescribed for admission is SSLC.
- 3) The examinations will be conducted by C.C.E.K.
- 4) Minimum attendance required for a candidate to register for the examination is 70%.
- 5) Shortage of attendance up to 15% can be condoned in deserving cases on payment of prescribed condensation fee of Rs.200/- on the recommendation of the course coordinator of the sub-centre. Condonation fee from the students will be collected by the sub-centre concerned and forwarded to the Director, CCEK by DD payable at Thiruvananthapuram in lumpsum with the details of the candidates registered for the examination.
- 6) No candidate will be allowed to register for examination in piecemeal. If in any case this happens, registration shall automatically be cancelled at any stage of the process of the examination. The Board of Examination has the discretionary power to relax the condition in exceptional cases, if found necessary.
- 7) Each candidate is entitled for three chances to pass the examination, including the regular with in a period of 2 Years after the registration for the first examination.
- 8) A minimum of 35% marks in theory and practical is required to pass in each subject
- 9) Supplementary examination fee of Rs. 100/- per paper will be charged subject to a maximum amount of Rs. 500/-
- 10) There will be 5 classifications of passed candidates in the following grading system.

35 to 50%	C
51 to 65 %	B
66 to 80%	B+
81 to 90%	A
91 to 100%	A+
- 11) The total marks shall be considered to classify the successful candidates.
- 12) Revaluation for theory papers is done on application addressed to the Director, C.C.E.K. within 15 days of the publication of the results, along with revaluation fee of Rs. 100/- per paper. In case CCEK decides to conduct the theory examination on-line, there will be no revaluation.
- 13) There will be no revaluation for practical.
- 14) Any other details not specifically mentioned herein will be decided by the Director, C.C.E.K. and decision will be final.

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VI. SYLLABUS

Subject Code	Subject Name	Theory Hours/Week	Practical Hours/Week	Internal Marks	End Exam		Total Marks
					Theory	Practical	
DC 01	Informatics	2	-	50	100	-	150
DC 02	MS Office and Internet	1	1	50	50	50	150
DC 03	Linux and Open Office	1	1	50	50	50	150
DC 04	PC Techniques	2	-	50	100	-	150
DC 05	Malayalam Computing	1	1	50	50	50	150
Total		7	3	250	350	150	750

I. DC 01- INFORMATICS

Introduction To Information Technology

Characteristics of Computers, Stored Program Concept
History of Computers
Evolution of Computer - Generations
Computer classifications-Micro, Mini, Mainframe and Super Computers
Microcomputers - Desktop PCs, Laptops, Palmtops and PDAs

Computer Organization

CPU, Memory, I/O Devices- Block Diagram of a computer
System components - Motherboards, Chip sets, Buses and Expansion Slots
I/O Ports -Serial Port (RS-232), Parallel ports, USB, PS/2
Microprocessors - Brief introduction to the Intel Family, Different Models of Intel Pentium IV and AMD Athlon/ Duron processors
(characteristics - Number of bits, Speed, Memory Addressing, other features like Hyper Threading etc)

Memory

Characteristics of Primary Memory and Secondary Memory
Classification of Primary Memory

4

ROM - EPROM, EEPROM
RAM- SRAM, DRAM, SDRAM, DDRAM, RDRAM
Cache Memory - L1, L2 and L3 Cache

Secondary Memory

Sequential and Direct Access Storage Characteristics
Magnetic Tapes, Magnetic Disks-
Floppy Disks-Hard disks
Optical Storage - CDROMs Different types of CDROMs CDR, CDR/W
CD-Drives - Speed of CD- Drives, CD Writers, DVDs - DVD - RW, Blu-Ray Disk
Advanced Removable Storage Devices - Pen Drives, Zip Drives, Super disks

Input Devices

Keyboard - Different types of keyboards
Graphical Input - Mouse - Optical Mouse, Trackball, Track pad,
Trackpoint, Joystick, Scanners, Optical Mark Readers, Barcode reader, Smart Card
Readers
Touch Screens, ATM, Web Cameras
Voice Input - Microphones

Output Devices

Computer Output - Soft Copy and Hard Copy
Monitor - CRT, LCD, TFT displays (Dimensions, Resolution, and comparison -
overview only)
LCD Projectors
Printers- Impact and Non Impact printers
Dot matrix Printers, Thermal Printers, Inkjet and Laser Printers, Plotters, Computer
Output
Microfilm
Audio Output - Speaker

Computer Software

Software Classification- System Software and Application Software
Operating Systems - Functions of OS - Types of OS - Single User,
Multi-User, Multitasking, Real Time OS
Language Translators - Compilers and Interpreters
Programming Languages and Classification - Machine Language, Assembly
Language, High Level Language and 4GLs (Comparative study of these
languages)
Computer Viruses, Software Piracy, Free Software Philosophy

Information Technology

IT in communication, Business, Governance, Medicine, Office Automation, and

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Health Care, Education, Science, Entertainment, Engineering Manufacturing, IT
Policy in the State

E-Commerce - Types of e-commerce, B2B, B2C, C2C, P2P, M-
commerce.

On-line trading and Net-Banking

Ethical and Social Issues

Understanding ethical and social issues related to systems
A Model for Thinking About Ethical, Social, and Political Issues
Five Moral Dimensions of the Information Age
Key Technology Trends that Raise Ethical Issues
Ethics In An Information Society-Basic Concepts, Responsibility, Accountability,
and Liability, Ethical Analysis-Candidate Ethical Principles
Professional Codes of Conduct
Some Real-World Ethical Dilemmas
The Moral Dimensions Of Information Systems-
Information Rights: Privacy and Freedom in the Internet Age,
Property Rights: Intellectual Property,
Accountability, Liability, and Control,
System Quality: Data Quality and System Errors
Quality of Life: Equity, Access, and Boundaries

Text Books:

Alexis Leon & Mathews Leon, Computers Today, Leon Viks Pub
Curtin, Foley, Sen. & Motrin, Tata Me Graw Hill Pub
IT Tools and Applications - Me Millan

References:

Peter Dyson, The PC User's essential accessible Pocket Dictionary, BPB
Ron White, How Computers Work (with CD) BPB New Delhi
Alexis & Mathew Leon, Fundamentals of Information Technology, Leon Vikas
Pub

2. DC 02 - MS OFFICE AND INTERNET

Office Automation Basics

Concept of office
Nature of work in office
Meaning of office automation
Needs & future trends of Office Automation

6

Office system requirements
Document preparation
Document storage & retrieval
Integrated office systems

Disk Operating System:

Simple DOS Commands
Simple File Operations
Directory Related
Commands.

Windows XP/2000/Nista/7

Introduction to Windows
Desktop, Taskbar, Start Menu, My Computer, Windows Explorer, Recycle Bin
Accessories- Calculator, Notepad, paint, WordPad.

Microsoft Word

Introduction to MS Office & MS Word
Introduction to MS Office Package
MS Word
Text Formatting Features
Paragraph, Change Case, Font, Tabs, Drop Cap, Bullets and Numbering,
Advanced Formatting Features
Borders and Shading, Auto shape, Caption, Columns, Text Box, Footnote,
Tables and Drawing Features
Insert Table, Draw Table, Formula, Sort, Forms
Graphics - Word Art and Clip Art,
Tools - Mail Merge, Spelling and Grammar, Thesaurus, Autocorrect.

MS Excel

Worksheets, Cell, Cell Range Operations, Fill Series .Protecting
Worksheets
Functions- sum, average, if. Financial and statistical functions,
Mathematical functions.
Database Operations Sort, Filter - Auto filter and Advanced filter,
Subtotals, Table, Validation
Charts - Column, Pie, XY, Line, Scatter

MS Power point- Introduction

Slide Sorter
Slide Background
Slide Transition
Slide show

Front Alignment
Background
Action Buttons
Setup Show
Custom Animations.

Introduction to database system concepts

Database
Characteristics of Data in Database
DBMS- Advantage of DBMS
Different type of Database Systems
Introduction to Relational DBMS
RDBMS Terminology
Databases- Tables - Relations- Domains- Attributes -Tuples
Primary key- Foreign key

MS-Access

Introduction
Blank Database, Database Wizard
Database Window, Design View, Data Sheet View
Creating Tables in Design View
Field Properties , Primary key, Indexes
Record Manipulations' - Adding, Editing,
Deleting
Sorting and Filtering
Creating Query in Design View,
Query Wizard, Deleting Queries
Creating Form with Wizard
Creating Reports Using Wizard
Import and Export

INTERNET & EMAIL

Introduction to Internet Technology, Introduction to Internet Explorer, Concept
of Websites and WebPages, Use my connection for dialing, Log on to Internet,
Browsing/Surfing with the help of Internet- Explorer(File, Edit, View, Go
Favorites, Toolbar), Closing Internet Explorer, Learning to use E-mailing,
Read/Send mails through send & receive options, Working with Boxes (Inbox,
Outbox, Sent box), Composing/Attaching a file, Using the Address book,
Import/Export-message/address, Internet options, Working online, Open free E-
mail IDs. Using search engine to find sites, Closing your Dial-up networking

connection.

HTML

Basic HTML tags, advanced HTML tags

Textbooks:

Microsoft Office XP Plain & Simple - Brown Resource - PHI
Microsoft Office XP Fast & Easy - Koers PHI
Faster Smarter Microsoft Office XP - Murray - PHI

DC03 - LINUX AND OPEN OFFICE

Linux

History and features of Linux, Linux Structure, File System of Linux, Hardware requirements of Linux, Various flavors of Linux, Linux Kernel, Login and Logout from Linux system, Linux command -ls, cat, cd, chmod, clear, cp, rmdir, wc, who, grep, write, mv, find, mkdir, more, date, vi Editor.

Open office Writer

Entering and Editing Text in a Writer Document, Formatting a Writer Document, Checking your spelling automatically using the AutoCorrect, Manually running the Spell checker, Finding Synonyms with the Thesaurus, Create Table, Table Formatting, Summing Table Rows and Columns, Finding items in a Document, Create and modify Headers and Footers, Create and modify Page numbers, Adding Graphics, Formatting a Picture, Resize a picture, Wrapping a picture around text, Adding borders and colours, Creating a Form Letters, Creating a Data Source, Reviewing the Mail Merge document, Addressing Mailing Labels

OpenOffice.org

System Requirements, Start of the programs, File management, Create a new Document, Save a document, Open a document, Close an active document, Send document by email, Export to PDF, Export to HRML, Importing from other documents, Information management, Text selection, Copy the information, Move information, Find and replace text, Browse through the document, Styles and templates, Type of styles, Create new styles, Modifying styles, Page breaks, Create and manage Templates, Print, Page margins, Size of the page, Page background, Headers, Footnotes, Print Preview.

OpenOffice.org Writer

Writer interface, Text input, Characters format, Font effects, Position, Background color, Paragraph formats, Paragraph, Alignment, Text flow, Bullets

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and Numbering, Applying Bullets and Numbering, Change the type of numbering, Applying numbering, Styles of numbering, Outline numbering, Restart numbering, Stop numbering and Indent, Tabs and tables, Spacing, Tables, Delete column and lines, Column width, Alignment, Merge cells, Insert lines and columns, Borders, Calculate in a table, Number formats, Sort, table charts, Text boxes and images, Insert images, Insert external images, Size, Anchor, Position, Adjustment, Font work, Index, Index with default styles, Index with user styles, Index updates, Index links.

OpenOffice.org Calc

Calc features, Calc Interface, Data types, Create formulas, Lines and columns, Format, Numbers, Font, Font effects, Alignment, Border, Background, Height and weight cells, Merge/Split Cells, Functions, Statistical functions, Time and date statistical, Text function, Math function, Information function, Logical function, Chart, Data Types, XY axis, Object properties, Identifying cells, Absolute ranges, Assign range and names, Automatic range, Print ranges, Data ranges, Sheets, Change names, Add sheets, reference sheets, delete sheets, select multiple sheets, Database ranges, Auto filter, Sort, Subtotals, Consolidate, Workgroup, Notes, Versions, Protect cells, Validity

OpenOffice.org Impress

Impress characteristics, Start Impress, Presentation Wizard, Drawing, Zoom, Lines, Rectangle, Freeform line filled, Polygon, Convert objects, Curves, Select objects, Copy objects, Delete objects, Flip objects, Arrange objects, Group objects, Export drawing, Area Fills, Color, Gradient, Hatching, Bitmaps, Transfer settings, Images, Insert images, Filters, Graphics mode, Color, Transparency, Crop, Gallery, Glue points, Size and position, Rotate, Alignment, Text, Text to polygon, Text boxes, Slides, Insert, Clone, Rename, Delete slides, Format, Character, Paragraph, Textbox format, Slide effects, Slide transitions, Sounds, Automatic transition, Manual transition, Hyperlinks, From text, From images, Bitnaps.

Linux OS Installation

Driver Installation
Package Installation
User Creation

Text Books:

Linux In Easy Steps - Mike Me Grath - DreamTech
Comdex Linux and Open Office Course Kit - Vikas Gupta - DreamTech

10

Greg Perry, SAMS Teach Yourself Open Office.org, SAMS Pub

References:

John Ray, 10 Minute Guide to Linux PHI

4. DC04 - PC TECHNIQUES

Parts of a PC

- Main Unit/Cabinet. Power supply
- Outside main unit - Front panel, switches and indicators, back panel, ports
- Inside system unit - SMPS- signals and functions, connectors, POST, BIOS, Bootstrap
- Motherboard- Processor, version, technology and speed
- Identify ROM and BIOS Chips
- Identifying Computer Expansion Slots
- Identifying RAM and RAM Sockets
- Input, output devices and drivers
- Storage devices
- Video Card Identification
- BIOS/ROM
- Floppy Disk Drive
- Hard Drive Identification
- CD-ROM I DVD drive Identification

Windows OS Installation

- Driver Installation
- Changing File Views in Windows
- Control Panel
- User creation and rights
- Hard Drive Preparation Using FDISK and FORMAT, DM utility
- Troubleshooting
- Install a Driver
- Create a startup Disk

Windows XP/7 Operating System

- Installation Demonstration of Windows XP/7
- Using Simple File Sharing to Share Files
- Internet Connection and Firewall

Using Windows XP/7 Start Menu and Windows Explorer

Application Software Installation

Ms Office, Tally, Data entry S/W, DTP S/W Etc

Transferring Computer Software

- Floppy disks
- USB flash drives
- CD/DVD - Burning a CD/DVD

Maintaining Computer Software

- Antivirus Installation
- Cookies-cleaning out cookies
- Cleaning out temporary internet files, Recycle bin
- System tools - Disk Cleanup, Disk Defragmentation
- Back up of user data
- Updating operating system and web browser software

Computer Networks

- Definition of Computer network-Classification-LAN,MAN,WAN and Internetwork, LAN Topologies
- Protocols-Definition -TCP/IP, UDP, Application level protocols
- HTTP, FTP, SMTP, NNTP, SNMP, DHCP, DNS (ideas only)
- Connectivity Devices Repeater, Hub, Switch, Bridge, Router, Gateway, Firewall.
- Modems-Dialup, Cable and Digital Modems.

5. DC 05 - MALAYALAM COMPUTING

Introduction-

- Malayalam through computers, Unicode, IT and Malayalam, Language Computing, Importance of language computing, Free software and language computing, Malayalam and technology, Malayalam digital technology.
- Enabling Malayalam in Linux and Windows. Downloading and installing Malayalam fonts.
- Malayalam using transliteration.
- Structure of Malayalam Keyboard, Overview of Malayalam characters, Typing on the Malayalam keyboard.
- Malayalam word processing.



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E.M.E.A. College of Arts & Science, Kondotti, Malappuram

Sl. No.	Salutation	Name of Student	Aadhar No.	Gender	Caste Category	Religion	Date of Birth	Place of Birth	or Care Taker	Contact No. of Trainee	Education Level	Phone Number
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12.	Ms	SREERANJUNA. N		F	KANAKK AN	Hindu	03-02-1996	D/o		7034563616,	PLUS TWO	HName: NECHIPARAMBIL HOUSE Place: KUZHIMANNA P.O P O: KIZHISSERI Taluk: Dist: Malappuram PIN: 673641
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14.	Ms.	RIJI. K		F	KANAKK AN	Hindu	19-03-1996	D/o		9961081397,	PLUS TWO	HName: KOTTEKKADE Place: NEDIYIRUPPU PO P O: MILLUMPADI Taluk: Dist: Malappuram

PLUS TWO TENAMALAI

15.	Ms.	SREESHMA. K	F	KANAKK AN	Hindu	06-11-1995	D/o	9562679770,	PLUS TWO	HName: MELEPALLIYALI HOUSE Place: MUTHUVALLOOR P O: Taluk: Dist: Malappuram PIN: 673638
16.	Ms.	SHANI. C.P	F	KANAKK AN	Hindu	29-10-1994	D/o	8594077472,	PLUS TWO	HName: MUNDENKOTTAMMAL Place: KUZHIMANNA P.O P O: KIZHISSERI Taluk: Dist: Malappuram PIN: 673638
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22.	Ms.	DIYA. P		F	KANAKK AN	Hindu	18-12-1995	D/o		8129662123,	PLUS TWO	HName: KAVUMKANDI HOUSE Place: KONDOTTY P.O P O: KARIMUKKU Taluk: Dist: Malappuram PIN: 673638
23.	Ms.	DEEPTHI. C		F	KANAKK AN	Hindu	03-02-1996	D/o		9526974506,	PLUS TWO	HName: MUKKANNAN MOOLAYIL HOUSE Place: THAVANUR P.O P O: Taluk: Dist: Malappuram PIN: 673641
24.	Ms.	VABINA. P		F	KANAKK AN	Hindu	14-02-1997	D/o		9744016407,	PLUS TWO	HName: PILATHOTTATHIL HOUSE Place: VAZHAKKAD. P.O P O: ANANTHAYOOR

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31 .	Ms.	SIJITHA . P		F	KANAKK AN	Hindu	30-04-1996	D/o		9847917985,	PLUS TWO	HName: PALAPARAMBIL HOUSE Place: VILAYIL P.O P O: Taluk: Dist: Malappuram PIN: 673652
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33 .	Ms.	SARANYA . P		F	KANAKK AN	Hindu	09-04-1995	D/o		9995701223,	PLUS TWO	HName: PALAPARAMBIL HOUSE Place: VILAYIL P.O P O: Taluk: Dist: Malappuram PIN: 673652
34 .	Mr.	DEESHAK . C.T		M	KANAKK AN	Hindu	07-08-1995	S/o			PLUS TWO	HName: CHUNDAYILTHODI HOUSE

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35 .	Ms	JINSHY K		F	KANAKK AN	Hindu	12-02-1995	D/o		8086773797,	PLUS TWO	HName: CHALAKKANDI HOUSE Place: KUZHIMANNA P.O P O: Taluk: Dist: Malappuram PIN: 673641	
36 .	Ms	NIKHILA K		F	KANAKK AN	Hindu	12-06-1995	D/o		9645419463,	PLUS TWO	HName: ELIYAKOTTUPARAMB HOUSE Place: OZHUKUR P.O P O: Taluk: Dist: Malappuram PIN: 673642	
37 .	Mr.	ARUN V		M	KANAKK AN	Hindu	30-03-1995	S/o		8086899787,	PLUS TWO	HName: VELUTHON HOUSE Place: CHIRAYIL P.O P O: Taluk: Dist: Malappuram PIN: 673638	
38 .	Mr.	SAJESH. V.K		M	KANAKK AN	Hindu	23-04-1995	S/o		9745569153,	PLUS TWO	HName: KANHIRATHINGAL HOUSE Place: N.H COLONY P O: KONDOTTY Taluk: Dist: Malappuram PIN: 673638	

39.	Ms.	AJESH. E. K		F	MANNAN	Hindu	25-03-1996	D/o		9633013350,	PLUS TWO	HName: ELIYAKODE KALLENAL HOUSE Place: VALLUVAMBRAM P.O P O: Taluk: Dist: Malappuram PIN: 673651
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41.	Mr.	MIDHAN. C		M	KANAKK AN	Hindu	22-06-1995	S/o		8089135754,	PLUS TWO	HName: PUTHIYATH HOUSE Place: KUZHIMANNA P.O P O: KIZHISSERY Taluk: Dist: Malappuram PIN: 673641
42.	Mr.	SIBIN. P		M	KANAKK AN	Hindu	08-06-1995	S/o		9567961481,	PLUS TWO	HName: POONAKKATTIL HOUSE Place: MORAYUR P O: MORAYUR Taluk: Dist: Malappuram PIN: 673642
43.	Ms.	BINSY. K		F	KANAKK AN	Hindu	12-02-1995	D/o		8086773297,	PLUS TWO	HName: CHALAKKANDI HOUSE Place: KUZHIMANNA P.O P O: Taluk: Dist: Malappuram PIN: 673641

44	Ms	BIBISHA K		F	KANAKK AN	Hindu	20-09-1995	D/o		9048416465,	PLUS TWO	HName: ATHIKATTPARAMBA HOUSE Place: KUZHIMANNA P.O P O: ALINCHUVADE Taluk: Dist: Malappuram PIN: 673641
45	Ms	LILA P		F	KANAKK AN	Hindu	01-05-1996	D/o		8113993764,	PLUS TWO	HName: EDIPADIKKAL HOUSE Place: PALLIKKAL P.O P O: ALPARAMBA Taluk: Dist: Malappuram PIN: 673634
46	Ms	NARAYANA K		F	KANAKK AN	Hindu	08-03-1995	D/o		9846892103,	PLUS TWO	HName: NARIVETTICALIL HOUSE Place: KUMMINIPARAMBA P.O P O: KONDOTTY Taluk: Dist: Malappuram PIN: 673638



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