

DR. VIRENDRA SWARUP INSTITUTE OF VOCATIONAL STUDIES



SYLLABUS **(DIPLOMA IN OFFICE COMPUTER OPERATOR)**

COURSE CODE: OME09

COURSE NAME: CVESD DIPLOMA IN OFFICE COMPUTER OPERATOR

COURSE DURATION: ONE YEAR

SESSION: 2024-25

DEPARTMENT OF COMPUTER APPLICATION

DR. VIRENDRA SWARUP INSTITUTE OF VOCATIONAL STUDIES, MC ROBERT GANJ, CIVIL
LINES, KANPUR (UP) 208001

Course Code Course Name

L T P

**OME07-01 COMMUNICATION ENGLISH AND COMPUTER
FUNDAMENTALS**

3 0 0

CO1	Inculcate Process of Communication and identify barriers in communication. Demonstrate the competency in English language through understandability and practice in four skills of language such as writing, speaking, reading and listening.
CO2	Develop skills for working in team and individually.
CO3	Inculcate soft skills and develop personality through participation in group discussion, mock interview, group and individual presentation.
CO4	Describe the usage of computers and why computers are essential components in business and society.
CO5	Understanding the concept of Computer memory and input/output devices of Computers and how it works and recognize the basic terminology used in computer programming.

Course Outcomes: At the end of the course, the student will be able to,

UNIT-1

Communication, the Process of Communication, Barriers of Communication, Different Types of Communication, Characteristics and Conventions of Conversation, Conversational Problems of Second/Foreign Language Users, Difference Between Conversation and Other Speech Events. Speaking and Listening, Conference Calls, Vocabulary Building, Writing, Grammar and Usage, Pronunciation, Job Applications and Interviews: Reading, Curriculum Vitae, Preparing for an Interview, Listening and Speaking in the Interviews Group Discussions: Group-Discussion, Study Skills, Language Focus, Speaking.

UNIT-2

Soft Skills Practice, Personality Development, Participating in Group Discussion and Job Interviews, Time Management Presentation Skills, Leadership Skills, Assertiveness, Lateral Thinking, Team Work and Interpersonal Skills, Emotional Intelligence, Self-Confidence and Courage, Attitude.

UNIT-3

Presentation Design and Delivery. Monologue Dialogue, Group Discussion. Effective Communication/ Mis-Communication. Interview, Public Speech. Effective Writing, Report Writing, Resume, Circular, Notice and letter Writing.

UNIT-4

Introduction to Computer: Definition - History & Generation of Computer (From First to 5th) - Applications of Computer – Advantages of Computer – Terms related to Computer - Characteristics of Computer: Speed, Storage, Versatility and Diligence – Hardware & Software. Block Diagram and Working Principle of Computer - Types of Computer: On the Basis of Working - Analog, Digital & Hybrid, On the Basis of Size - Main frame, Mini

Computer, Super Computer, Work station, Micro Computer, Desktop Computer, Laptop Computer

UNIT-5

Memory: Units, Representation, Types - Primary memory: RAM, ROM, PROM, EPROM, EEPROM, DDR Secondary memory: Hard disk, CD, DVD, Blue ray Disc, Pen Drive Magnetic tape & Zip disk – **CPU:** Components of CPU - Mother board, Hard disk, RAM, ROM, Processor, SMPS & Connecting wire - Graphics Card, Sound Card, Network Card – Modem; **Input, Output devices:** Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter – Connecting port – Serial, parallel – USB port.

Referential Books :

1. Fundamental of Computers – By P.K. Sinha
2. MS-Office 2000(For Windows) – By SteveSagman

Course Code Course Name

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OME07-02 DTP OPERATION

3 0 0

CO1	Students will gain a fundamental understanding of desktop publishing concepts, including the history of DTP, key terminology, and the role of DTP in modern publishing workflows.
CO2	Students will develop proficiency in using industry-standard DTP software such as Adobe InDesign, QuarkXPress, or Scribus to create, edit, and format professional-quality documents.
CO3	Students will learn principles of typography and layout design, including font selection, spacing, alignment, and visual hierarchy, to create visually appealing and readable documents.
CO4	Students will acquire skills in image editing and integration, including cropping, resizing, retouching, and embedding images into DTP documents while maintaining image quality and resolution.
CO5	Students will understand color theory and color management techniques, including CMYK vs. RGB color models, color profiles, swatches, and color correction, to ensure accurate and consistent color reproduction in DTP projects.

UNIT-1

Understand the functions, characteristics & basic components of a computer system. Know-how of various peripherals, storage devices & understand their physical structure & working. Understand operating system & file system basics Ability to use & work with Windows: accessories /programs & system tools. Understand Login, Logout, file, directories & sub directories. Work with advanced features of Windows

UNIT-2

Creation, edition, & printing a document/ page/ presentation/ excel sheet in MS Office. Incorporate & use advanced features in MS Word. Inserting word art, shapes, Clipart, Charts, Smart arts, symbols, Graphs etc. in a document/slide. Calculations using various formulas, Function in Excel. Using wizards various data types features with data, cell & texts. Represent data as chart in MS Word, Excel & PowerPoint. Design presentations using text, graphics, images, tables and charts. Design presentations with advance features using animations & objects. Importing & exporting excel sheets to/from various formats. Adding Headers/Footers & use macros.

UNIT-3

Introduction to various versions, concepts and applications of PageMaker, Guides & rulers. Drawing tools. Fills & outlines. **CorelDraw & Photoshop** :Creating new Filets, Entering text, Defining style, Saving files, Creating Frame , Inserting and removing pages, Adding shapes, Creating header and footer, Using story Editor, Developing long documents, Using color.

UNIT-4

Photoshop: Introduction to various versions, concepts and applications of Photoshop Understanding the Print Industry, Printing technology and uses Understanding Design principles and color theory Understanding the use of various fonts and typo issues with Web design Understanding Designing standards, Print layout Design and creative visualization for intuitive layout Photoshop-History & introduction, the file menu, the tools, Drawing lines & shapes. Photo editing /inserting starting with Setting Up, introduction of layers The Interface Managing Palettes

Working With Photoshop Tools Working With Layers WEB & WEB GALLERY using internet explorer in photoshop.

UNIT-5

Creating animations using image ready, creating animations & presentations. Tips and tricks in Photoshop. Working with Creating Illustrations apply different color scheme Palettes Digital Imaging Working with Images in Photoshop. Working with Palettes, i.e., layers palette, navigator palette, info palette, color palette, Swatches palette, Styles palette, History palette, Actions Palette, Tool preset palette, Channels Palette and Path Palette. Working with Layers.

Referential Books :

- 1) The Ultimate DTP Book – Bill Rosoman
- 2) Computer Fundamentals - P.K. Shinha
- 3) Adobe PageMaker 7.0 develop by Staff of Adobe
- 4) Adobe Photoshop develop by Staff of Adobe

Course Code Course Name

L T P

OME07-03 OFFICE PRACTICES

3 0 0

CO1	Students will demonstrate proficiency in basic functions of MS Word and Writer, including text formatting, paragraph formatting, and document layout.
CO2	Students will be able to create, edit, and format documents effectively using MS Word and Writer, including tasks such as inserting tables, images, and headers/footers.
CO3	Students will learn advanced formatting techniques such as styles, themes, and templates in MS Word and Writer to enhance the visual appeal and consistency of documents.
CO4	Students will understand and utilize collaborative editing features in MS Word and Writer, including track changes, comments, and version control, for effective teamwork and document management.
CO5	Students will be able to organize and manage documents efficiently using features like document sections, headers/footers, bookmarks, and hyperlinks in MS Word and Writer.

UNIT-1

MS Word - Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help.

UNIT-2

Formatting Documents - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering.

UNIT-3

Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Authoret., Creating Master Documents, Web page.

UNIT-4

Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Drawing - Inserting ClipArts, Pictures/Files etc., Tools – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature.

UNIT-5

Printing Documents – Shortcut keys. Free Open Source Software:

OPEN OFFICE - WRITER: Introduction to Open Office Suite - Selecting the application package, Working with Documents- Formatting Documents - Setting Page style- Creating Tables - Drawing- Tools - Printing Documents - Operating with MS Word documents.

Referential Books :

1. Silberschatz, Galvin and Gagne, “Operating Systems Concepts”,Wiley Publication.
2. Sibsankar Halder and Alex A Arvind, “Operating Systems”, Pearson Education.

Course Code	Course Name	L	T	P
OME07-04	PRACTICAL-I	0	0	3

Course Code	Course Name	L	T	P
OME07-05	PRACTICAL-I	0	0	3

Course Code	Course Name	L	T	P
OME07-06	PRACTICAL-I	0	0	3