



SYLLABUS

DOAP

Diploma In Office Automation & Publishing

Eligibility : 10th /12th

DURATION : 1 YEAR

SEMESTER-I

- Computer Fundamentals
- Operating System
- MS-Office (MS-Word, MS- Excel, MS-Power Point, MS-Access)
- Lab-I

SEMESTER-II

- Basics of Financial Accounting
- Computerized Accounting Through Tally with GST
- D.T.P.(Corel Draw, Photoshop)
- Introduction of Internet
- Lab-II
- Project Work

Detailed Syllabus Semester - I

Fundamental of Computer:

Introduction of Computer, Evolution of the Computer, Computer Generations, Types of Computer, Characteristics of Computers, Classification of Computers, Basic Applications of Computer, Components of a Computer System, Computer Memories System, Input / Processing/Output Devices, Concept of Hardware & Software, Computer Virus / Anti-Virus.

Operating System: Introduction of Operating System, Types of Operating System, Functions of Operating System, Features of Some popular operating system i.e Window 7 and Window 10.



MS - Office:

MS Word

Intro of MS-Word, Menus, Advanced Formatting, Editing Document, Table in Document, Insert the Object, Mail Merge, Saving Document, Printing Document, Shortcuts Keys.

MS Excel

Introduction to MS-Excel, Menus, Operator & Functions, Cell Formatting, Working with formulas and cell referencing, Auto sum, Formatting to worksheet, Sorting, Filtering, Validation, Printing Worksheet, Shortcut Keys.

MS Power point

Introduction to MS- PowerPoint, Menus, Formatting, Drawing, Editing slides, Changing templates, Slide Layouts, Inserting Clipart, Sound and Movies into Slides, Add, Rearrange and Delete Slides, Printing in Microsoft Power Point, Understanding Animation and Action Buttons.

Semester - II

Concept of Financial Accounting

Introduction, Book-keeping, Accountancy, Terminology, Double Entry System, Journal, Discount, Ledger, Trial Balance, Balance Sheet.

Company Information:

Introduction, Installation of Tally, Starting Tally, Selecting a Company, Accounts Information, Creating Ledger Account, Exit from Tally, inventory information, various vouchers, books of accounting.

Concept of DTP

Introduction, Parts of a letter, Hardware Requirements, Beginning a Design, Small Advertisement.

Adobe Photoshop

Introduction, Getting Started with Photoshop, Opening an Existing File, The Photoshop Program Window, The Toolbox, Creating a New File, Saving Files, Reverting Files, Closing Files, Bitmap and Vector Images, Editing Images, Color Modes, The Color Picker Palette, The Selection Tools, The Lasso Tools, The Magic Wand Tool, The Grow and Similar Command, Moving a Selection, Filing Selection, Transforming Selection, Inverting a Selection, The Painting Tools, The History Palette, The Gradient Tool, The Paint Bucket Tool, The Editing Tools, The Eraser Tools, Layers, Layer Effects, Filters.

Corel Draw

Introduction, Getting Started with CorelDraw, The Corel DRAW Screen, Work Area and Printable Page, Toolbox, Drawing Basic Geometric Figures, Saving a File, Closing a File, Views, Getting Started with the Project, Getting Started with the Book Cover, Bitmap and Vector Images, Importing/Exporting Images, Changing the Page Size, Changing the Page Background etc.

Internet: Introduction, Internet evolution, Working of Internet, Use of Internet, Introduction to E-Commerce, Evolution of E-Commerce, Role of Ecommerce.