



GOVERNMENT OF TAMILNADU
DEPARTMENT OF EMPLOYMENT & TRAINING

SYLLABUS FOR
DATA PROCESSING AND COMPUTER APPLICATION

(Under State Council for Vocational Training Scheme)

COMMITTEE MEMBERS:

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COURSE DETAILS

Name of Trade : DATAPROCESSING AND
COMPUTER APPLICATION

Qualification : 10TH PASS

Age : 14-40 Years

Duration : 1 Year

Number of Trainees : 20

Number of Practical hours : 32 hrs. per week

Number of Theory Hours : 12 hrs. per week

Space Required

Workshop : 300 sq. feet

ClassRoom : 200 sq. feet

Power Required in KW : 3 k.w.

SYLLABUS CONTENT FOR **DATA PROCESSING AND COMPUTER APPLICATION**

MODULE-I

INTRODUCTION

INTRODUCTION TO COMPUTER
INTRODUCTION TO OS
WINDOWS - 98 AND PAINT BRUSH

MODULE - II

DATA PROCESSING

MS-EXCEL
MS-ACCESS
VISUAL BASIC
TALLY

MODULE - III

DESK TOP PUBLISHING

MS-WORD
COREL DRAW
PAGE MAKER

MODULE - IV

MULTIMEDIA & ANIMATION

PRESENTATION S/W	-	POWER POINT
IMAGE EDITOR	-	ADOBE PHOTO SHOP
ANIMATION	-	FLASH ANIMATION
VIDEO EDITOR	-	ADOBE PREMIER
SOUND EDITOR	-	SOUND FORGE

MODULE - V

INTERNET & APPLICATIONS

FRONT PAGE EXPRESS
HTML
INTERNET

TIME SCHEDULE

MODULE	WEEKS	THEORY HRS.	PRACT. HRS.	TOTAL HRS.
I	2	16	64	80
II	14	112	448	560
III	10	80	320	400
IV	18	144	576	720
V	7	56	224	280
REVISION	1	8	32	40
TOTAL	52	416	1664	2080

WEEK WISE THEORY & PRACTICAL SYLLABUS FOR DATA PROCESSING AND COMPUTER APPLICATIONS TRADE

Week	Theory	Practical
	MODULE-I	
	INTRODUCTION TO COMPUTER	
1	History of computer. Computer hardware and software concepts. I/O devices Modem, Hub, UPS and CVT Memory devices and virus diagnostic tools Introduction to OS	Working with computers Handling/operating I/O devices Handling/operating modem, hub, UPS and CVT DOS & Windows an Introduction Creating and editing a drawing using a paint brush Creating and colouring free hand drawing using paintbrush.
	INTRODUCTION TO OS	
	WINDOWS-98	
2	Invoking/closing applications(s) from Windows 98 Desktop Arrange icons, Windows on the desktop Working with Files and Folders -I Create, select, delete, copy & paste files and folders Delete files using drag and drop feature of Windows 98 Working with files and folders-II Working with system settings (control panel) Working with floppy disks using Windows explorer Finding files and editing using Notepad	Invoking/closing applications(s) from Windows 98 Desktop Arrange icons, Windows on the desktop Working with Files and Folders -I Create, select, delete, copy & paste files and folders Delete files using drag and drop feature of Windows 98 Working with files and folders-II Working with system settings (control panel) Working with floppy disks using Windows explorer Finding files and editing using Notepad
	MODULE - II	
	DATA PROCESSING	
	MS-EXCEL	
3	Opening an Excel worksheet Creating excel worksheet/workbook Working with worksheet/workbook Formatting worksheet in excel Working with cells, columns and rows Adding colours, shades/comment to cell	Opening an Excel worksheet Creating excel worksheet/workbook Working with worksheet/workbook Formatting worksheet in excel Working with cells, columns and rows Adding colours, shades/comment to cell
4	Add header/footers and protect worksheet/workbooksp Creating charts in excel Using autofill, formulas and functions Using worksheet as database	Add header/footers and protect worksheet/workbook Creating charts in excel Using formulas and functions Working with database
	MS-ACCESS	
5	Access Getting started Using and customizing toolbars, menu bars, and shortcut menus Working in the Database window Elements of an access database (Tables, Queries, forms pages, reports,	Create new database with database wizard Creating tables in a database. Relationship in a database

Week	Theory	Practical
	macros Creating, saving, opening closing a database Building tables Working with data Working with filters Relationship in a database	
6	Working with fields like adding, moving fields and adding removing key fields Add indexes to a table Create an index using one or more fields Making changes in table (like insert a field, delete a file, rename a field)	Working with fields like adding, moving fields and adding removing key fields Add indexes to a table Create an index using one or more fields Making changes in table (like insert a field, delete a file, rename a field)
7	Working with other applications Printing and previewing Creating and customizing queries Creating and customizing forms and reports Working with macros Working in the Module window, Debug window, and Object Browser	Working with other applications Printing and previewing Creating and customizing queries Creating and customizing forms and reports Working with macros Working in the Module window, Debug window, and Object Browser
8	VISUAL BASIC Introduction to Visual Basic Objectives Visual Basic application development cycle and event driven programming Starting Visual basic Integrated development environment The tool box Controlling the appearance of the tool bars IDE window, form window, property window, project explorer window. Help features	Start visual basic and create a standard EXE project by selecting the standard EXE icon in the New Project dialog box. View the various elements of the Visual basic IDE Try docking the toolbox at the various places in the screen Make the toolbox as dockable and undockable
9	Creating, using, saving and running a project Declaring, storing, retrieving and scope and life time of variables Data types Form, standard and class modules Procedure: Sub procedures, function procedures and property procedures Control structures: if, select case, do while .. loop, do.. loop while, for next and for each next and exit statements	Project to explain the scope and life of the variables Project to explain the sub procedures, function procedures and property procedures. Programs to explain concept and uses of control structures.
10	Property specification, setting, saving changing properties of various controls.	Exercise on Login form. Create a project to add a menu bar to a project and enter code for it.

Week	Theory	Practical
11	<p>Naming conventions, creating and adding controls. Adding, editing and inserting program code for a menu Using toolbar and toolbar wizard Selecting button images and adding code. Check box, option buttons, list box, combo box controls, msgbox and input box functions.</p> <p>Adding picture as form background. The picture box control, the image control, line control, shape control and animation control The event procedure Event triggering: mouse events keyboard events other events. Printing in visual basic applications Printform method, printers collection, printer object.</p>	<p>Use toolbar and toolbar wizard. Exercise using check box, option buttons, list box, combo box controls and msgbox and input box functions.</p> <p>Exercise on adding picture and image control to a form and studying various methods and properties of picture and image controls. Exercise on various events of the controls. Exercise to use various print methods.</p>
12	<p>Database fundamentals. Creating, accessing databases from Access. Data control Retrieve data from a access database using data control. Using data control properties and methods. Table maintenance with data control using various properties and methods.</p>	<p>Exercise to create a database and add a table using access. Using data controls connect the database and access it (Adding, deleting and finding records in it.) Create a form to view the table in various view (Queries)</p>
	TALLY	
13	<p>Introduction to business organisation and tally s/w Introduction to computer applications, data processing and books of accounts.</p>	<p>Company creation Journals Ledgers</p>
14	<p>Financial accounting Sales accounting and analysis</p>	<p>Profit and loss accounts & balance sheet Sales account</p>
15	<p>Budgeting and planning Payroll and invoicing</p>	<p>Purchase account Payroll processing</p>
16	<p>Cost accounting Stock and inventory control</p>	<p>Invoicing Preparation of purchase order</p>
	MODULE – III	
	DESK TOP PUBLISHING	
	MS-WORD	
17	<p>Opening, editing and saving Word documents Familiarizing with Word toolbars Creating a document, setting up page and viewing ruler Creating Tables , moving, copying items in table and customizing word window</p>	<p>Opening, editing and saving Word documents Familiarizing with Word toolbars Creating a document, setting up page and viewing ruler Creating Tables , moving, copying items in table and customizing word window</p>

Week	Theory	Practical
	<p>Changing text case, paragraph styles, inserting effects & symbols</p> <p>Changing font, size, colour & inserting border, shading and animated text</p>	<p>Changing text case, paragraph styles, inserting effects & symbols</p> <p>Changing font, size, colour & inserting border, shading and animated text</p>
18	<p>Inserting Word art & columnized text, clipart, bullets and numbering</p> <p>Document enhancement</p> <p>Creating letters /FAX using templates and sending mails/FAX</p> <p>Creating/modifying styles, format painter and inserting section break</p> <p>Track changes, protect and print –preview documents</p> <p>Printing documents, creating mailing labels & opening files of different formats.</p>	<p>Inserting Wordart & columnized text, clipart, bullets and numbering</p> <p>Document enhancement</p> <p>Creating letters /FAX using templates and sending mails/FAX</p> <p>Creating/modifying styles, format painter and inserting section break</p> <p>Track changes, protect and print –preview documents</p> <p>Printing documents, creating mailing labels & opening files of different formats.</p>
	COREL DRAW	
19	<p>Drawing simple geometric objects using CorelDRAW</p> <p>Transforming objects using CorelDRAW</p>	<p>Drawing simple geometric objects using CorelDRAW</p> <p>Transforming objects using CorelDRAW</p>
20	<p>Organising objects using CorelDRAW</p> <p>Working with text, dimensioning objects</p>	<p>Organising objects using CorelDRAW</p> <p>Working with text, dimensioning objects</p>
21	<p>Creating special effects using CorelDRAW - Part 1</p>	<p>Creating special effects using CorelDRAW - Part 1</p>
22	<p>Creating special effects using CorelDRAW- Part 2</p>	<p>Creating special effects using CorelDRAW- Part 2</p>
	PAGE MAKER	
23	<p>Opening and viewing pagemaker publications</p> <p>Opening publications as a copy and moving between pages</p> <p>Selecting, moving, sizing text objects.</p>	<p>Opening and viewing pagemaker publications</p> <p>Opening publications as a copy and moving between pages</p> <p>Selecting, moving, sizing text objects.</p>
24	<p>Manipulating threaded text</p> <p>Create publication and enter text and specifications</p> <p>Grabber hand, rulers, guides and measuring systems.</p>	<p>Manipulating threaded text</p> <p>Create publication and enter text and specifications</p> <p>Rulers, guides and measuring systems.</p>
25	<p>Creating and using pagemaker templates</p> <p>Entering text in story editor, spell checking, placing in publications</p> <p>Formatting characters, paragraphs and placing image behind text.</p>	<p>Creating a commercial letter head templates</p> <p>Using story editor and checking spelling</p> <p>Formatting characters and paragraphs, placing image behind text.</p>
26	<p>Creating drop cap, tilting and changing percentage tint of text.</p> <p>Setting tabs, indent and leading</p> <p>Creating graphics using pagemaker tools.</p>	<p>Creating and removing drop cap, tilting text.</p> <p>Setting tabs, indent and leading</p> <p>Creating graphics using pagemaker tools.</p>
	MODULE – IV	
	MULTIMEDIA AND ANIMATION	
	POWER POINT	

Week	Theory	Practical
27	Open/create powerpoint presentation Customise the Powerpoint presentation Working with text in powerpoint presentation Working with objects in Powerpoint presentation Animation effects in Powerpoint presentation Working with slide master in powerpoint presentation	Open/create powerpoint presentation Customise the Powerpoint presentation Working with text in powerpoint presentation Working with objects in Powerpoint presentation Animation effects in Powerpoint presentation Working with slide master in powerpoint presentation
28	ADOBE PHOTOSHOP Images in Photoshop Welcome Window Introduction System Requirements Image size and resolution Scanning Images Creating new images Opening, importing & Placing images Placing Files File Browser Creating Workspace Intro to Tools Selections & Color Models Introduction Tool Box & Tool Options Bar Tools Presets Selection Tools & Selection Menu Color Models & Modes at a Glance Color gamuts Adjusting color display for cross-platform variations Changing Screen Mode Working with Layers Introduction	Image size and resolution Scanning Images Creating new images Opening, importing & Placing images Placing Files File Browser Creating Workspace Tool Box & Tool Options Bar Tools Presets Selection Tools & Selection Menu Color Models & Modes at a Glance Color gamuts Adjusting color display for cross-platform variations Changing Screen Mode Blending Modes Working with Layers Features of Layer Mask and Clipping Path Blending Modes Features Of An Adjustment layer Working with Layer Comps

Week	Theory	Practical
	<p>What is a layer? Blending Modes Working with Layers Features of Layer Mask and Clipping Path Blending Modes Features Of An Adjustment layer Working with Layer Comps</p>	
29	<p>Creating Shapes and Painting Introduction Painting Drawing Pen tool Work path Painting tools available in Photoshop Brush Presets</p> <p>Transforming & Retouching Introduction Cropping images Working with Canvas Size Transforming Objects Working with Rubber Stamp Tools Retouching the Image</p>	<p>Painting Drawing Pen tool Work path Painting tools available in Photoshop Brush Presets</p> <p>Cropping images Working with Canvas Size Transforming Objects Working with Rubber Stamp Tools Retouching the Image</p>
30	<p>Color & Tonal Adjustments Introduction Basic Steps for Correcting Images Color Corrections Using the Gradient map Command in Photoshop Sharpening Images</p> <p>Filters and Their Special Fx Introduction</p>	<p>Basic Steps for Correcting Images Color Corrections Using the Gradient map Command in Photoshop Sharpening Images</p> <p>Understanding Extract Command Distorting with Liquify Command</p>

Week	Theory	Practical
	<p>Understanding Extract Command Distorting with Liquify Command Pattern Maker Filter Gallery Filters</p>	<p>Pattern Maker Filter Gallery Filters</p>
31	<p>Working with Type Introduction Features of type in Photoshop & Image Ready Work Path From Text Spell Checker</p> <p>Working with Channels and Masking Introduction Channels and bit depth Converting between bit depths Converting between modes Functioning of Channels Features of Mask Working with Alpha channels</p>	<p>Features of type in Photoshop & Image Ready Work Path From Text Spell Checker</p> <p>Channels and bit depth Converting between bit depths Converting between modes Functioning of Channels Features of Mask Working with Alpha channels</p>
32	<p>Working with Automation Introduction to actions: Using the Actions palette: Recording actions Using the Batch command in Photoshop Droplets Picture Package Web Photo Gallery PDF Presentation Crop and straighten photos Photo merge Fit Image</p>	<p>Using the Actions palette: Recording actions Using the Batch command in Photoshop Droplets Picture Package Web Photo Gallery PDF Presentation Crop and straighten photos Photo merge Fit Image Contact Sheet</p>

Week	Theory	Practical
	Contact Sheet Printing with color separations Importance of color management settings Proofing an image Printing a proof Color Separations Print Options Printing	Importance of color management settings Proofing an image Printing a proof Color Separations Print Options Printing
33	FLASH ANIMATION <i>Identifying the Workarea</i> Introducing Flash Applications System Requirement Flash MX Interface Creating a Document and Setting properties Setting Preferences Saving a File Project Management <i>Creating graphics</i> Introduction Using Drawing Toolbar Selecting objects Fills and strokes Painting tools Working with colors and Gradient Fills Importing Images <i>Text</i> Introduction Using Text Tool	Working with Flash Flash MX Interface Creating a Document and Setting properties Setting Preferences Saving a File Project Management Using Drawing Toolbar Selecting objects Fills and strokes Painting tools Working with colors and Gradient Fills Importing Images Using Text Tool Formatting text Types of text Adding Timeline Effect to a Textfield

Week	Theory	Practical
	Formatting text Types of text Adding Timeline Effect to a Textfield Modifying Shapes Modifying Objects	Modifying Shapes Modifying Objects
34	<i>Layers & Symbols</i> Introduction Working with layers Layer Masking Symbols Library Creating Graphic Symbol Modifying Symbols Working with Instances <i>Animation Part - 1</i> Introduction What is animation? Frame and keyframes Creating frame-by-frame animation Onion skinning Using Timeline Effects to Animate <i>Animation Part - 2</i> Introduction Tweened Animation Create Movie clip Animating Layer Masking Adjusting animation speed	Working with layers Layer Masking Symbols Library Creating Graphic Symbol Modifying Symbols Working with Instances Frame and keyframes Creating frame-by-frame animation Onion skinning Using Timeline Effects to Animate Tweened Animation Create Movie clip Animating Layer Masking Adjusting animation speed
35	<i>Working with Sound</i> Introduction Importing sound clip Placing Sounds	Importing sound clip Placing Sounds Editing sound Starting and stopping sounds at a keyframe

Week	Theory	Practical
	<p>Editing sound Starting and stopping sounds at a keyframe</p> <p><i>Buttons & Scenes</i> Introduction Getting to Know button states Creating Buttons Scenes</p> <p><i>Scripting in Flash</i> Introduction Behaviors Getting to Know ActionScript Using Action Panel Using Movie Explorer Adding actions</p>	<p>Getting to Know button states Creating Buttons Scenes</p> <p>Behaviors Getting to Know ActionScript Using Action Panel Using Movie Explorer Adding actions</p>
36	<p><i>Basic Actions</i> Introduction Mouse events Using TellTarget Jumping to a URL Using FS Command Start drag and Stop drag Loading and Unloading movies Stop All sounds Variables</p> <p><i>Properties and Functions</i> Introduction Setting Properties Duplicating Movie Conditions and operators Functions</p>	<p>Mouse events Using TellTarget Jumping to a URL Using FS Command Start drag and Stop drag Loading and Unloading movies Stop All sounds Variables</p> <p>Setting Properties Duplicating Movie Conditions and operators Functions Using Substrings User-Defined Functions Checking whether a frame is loaded</p>

Week	Theory	Practical
	Using Substrings User-Defined Functions Checking whether a frame is loaded <i>Screens</i> Introduction Getting to Know Screen based document Screens with ActionScript Adding Screen behaviors	Getting to Know Screen based document Screens with ActionScript Adding Screen behaviors
37	<i>Components</i> Introduction Categories of Component Adding Components Modifying components <i>Distributing Flash movies</i> Introduction pTesting Flash Movies Exporting Movies & Images Publishing to other formats Publish settings Publish preview and publish commands Creating projectors Publish Profiles	Categories of Component Adding Components Modifying components pTesting Flash Movies Exporting Movies & Images Publishing to other formats Publish settings Publish preview and publish commands Creating projectors Publish Profiles
38	ADOBE PREMIER VIDEO EDITOR Introduction to Video Streaming and Editing Introduction to Premiere 6.5 New Features Analog and Digital Video Video Standards Television Standards Video for web Production Equipment	Analog and Digital Video Video Standards Television Standards Video for web Production Equipment Editing Online and Offline Production and Post Production Concepts

Week	Theory	Practical
	<p>Editing Online and Offline Production and Post Production Concepts</p> <p>Starting with premiere Introduction Various Windows Importing a video Clip Importing another project Organizing clips using bins Creating a rough cut Playing a clip in the monitor window Timeline window Tools Trimming clips in monitor window Trimming clips in timeline window</p>	<p>Various Windows Importing a video Clip Importing another project Organizing clips using bins Creating a rough cut Playing a clip in the monitor window Timeline window Tools Trimming clips in monitor window Trimming clips in timeline window</p>
39	<p>Starting a project Introduction What is a Project? Changing the startup window Working with palettes Using the History palette Capturing the Video Obtaining source material for a project Capturing clips with & without device control Batch Capturing Capturing stop-motion animation Reading time code from source video Using offline files Analyzing clip properties and data rate</p> <p>Editing Video Introduction Monitor window in detail Timeline window in detail</p>	<p>Working with Project? Changing the startup window Working with palettes Using the History palette Capturing the Video Obtaining source material for a project Capturing clips with & without device control Batch Capturing Capturing stop-motion animation Reading time code from source video Using offline files Analyzing clip properties and data rate</p> <p>Monitor window in detail Timeline window in detail Using named subclips and unnamed instances of clips Using markers</p>

Week	Theory	Practical
	<p>Using named subclips and unnamed instances of clips</p> <p>Using markers</p> <p>Editing clips</p> <p>Editing a video program</p> <p>Creating a counting leader</p> <p>Previewing a video program</p> <p>Transitions</p>	<p>Editing clips</p> <p>Editing a video program</p> <p>Creating a counting leader</p> <p>Previewing a video program</p> <p>Transitions</p>
40	<p>Audio and Audio Filters</p> <p>Introduction</p> <p>Audio processing</p> <p>Adjusting gain</p> <p>Fading and cross fading</p> <p>Fades in the Timeline</p> <p>Cross-fading clips linked to video</p> <p>Audio Mixer window</p> <p>Fades using the Audio Mixer window</p> <p>Nonlinear fades</p> <p>Panning or balancing a clip</p> <p>Using a clip's left or right stereo channel only</p> <p>Muting one channel of a stereo clip</p> <p>Swapping channels in a stereo clip</p> <p>Viewing audio clips</p> <p>Titling in premier</p> <p>Introduction</p> <p>Working from the existing project file</p> <p>Creating a simple title</p> <p>Creating a graphic image in title designer</p> <p>Using the oval tool</p> <p>Mapping textured fill</p> <p>Rolling titles & crawling titles</p> <p>Adding a title to a project</p>	<p>Audio processing</p> <p>Adjusting gain</p> <p>Fading and cross fading</p> <p>Fades in the Timeline</p> <p>Cross-fading clips linked to video</p> <p>Audio Mixer window</p> <p>Fades using the Audio Mixer window</p> <p>Nonlinear fades</p> <p>Panning or balancing a clip</p> <p>Using a clip's left or right stereo channel only</p> <p>Muting one channel of a stereo clip</p> <p>Swapping channels in a stereo clip</p> <p>Viewing audio clips</p> <p>Working from the existing project file</p> <p>Creating a simple title</p> <p>Creating a graphic image in title designer</p> <p>Using the oval tool</p> <p>Mapping textured fill</p> <p>Rolling titles & crawling titles</p> <p>Adding a title to a project</p>

Week	Theory	Practical
41	<p>Superimposing and Compositing Introduction About transparency Video fade control Using keys to superimpose and create composites Superimposing two or more clips Adding a background matte Creating garbage mattes Creating split screens</p> <p>Animating a clip Introduction Moving a clip across the frame Rotating, zooming, delaying and distorting Time for motion Alpha channel and color options Motion settings</p> <p>Applying Effects & Exporting Introduction Keyframes Effects in detail Exporting a video File types available for export Creating a video file. Creating Internet media Exporting a still image Batch Processing Printing to videotape</p>	<p>Knowing transparency Video fade control Using keys to superimpose and create composites Superimposing two or more clips Adding a background matte Creating garbage mattes Creating split screens</p> <p>Moving a clip across the frame Rotating, zooming, delaying and distorting Time for motion Alpha channel and color options Motion settings</p> <p>Keyframes Effects in detail Exporting a video File types available for export Creating a video file. Creating Internet media Exporting a still image Batch Processing Printing to videotape</p>
42	<p>SOUND FORGE – SOUND EDITOR Introduction to Audio Introduction What is Sound?</p>	<p>Digitizing Sound Getting started with Sound Forge 6.0</p>

Week	Theory	Practical
	<p>Analog v/s Digital Audio Digitizing Sound Technical Terms in Audio Sound Editing Concept</p> <p>Working with Sound Forge Introduction to Sound Forge 6.0 Getting started with Sound Forge 6.0 Data Window Basics File Formats Common Edit Operations Zooming Making a Data Selection Using the Set Selection Dialog Making a Data Selection with Markers Recording a Sound Recording Modes Audio Mixing Status Formats</p>	<p>Data Window Basics File Formats Common Edit Operations Zooming Making a Data Selection Using the Set Selection Dialog Making a Data Selection with Markers Recording a Sound Recording Modes Audio Mixing Status Formats</p>
43	<p>Basic Audio Editing Introduction Converting Files from one Format to Another Converting between Mono and Stereo Spectrum Analysis Spectrum Graph Regions and Markers Adjusting Selection Points Drag and Drop Operations Editing Stereo Files</p>	<p>Converting Files from one Format to Another Converting between Mono and Stereo Spectrum Analysis Spectrum Graph Regions and Markers Adjusting Selection Points Drag and Drop Operations Editing Stereo Files</p>
44	<p>Effects Introduction Special Menu Process Menu Effects Menu</p>	<p>Special Menu Process Menu Effects Menu Synthesis Audio Plug-in Chainer</p>

Week	Theory	Practical
	<p>Synthesis Audio Plug-in Chainer Create CD Extract Audio from CD</p> <p>Sound Forge for Web Introduction Streaming Audio MP3s Working with Video Creating Real Audio, Real Videos, Net Show Files What is Streaming Audio?</p>	<p>Create CD Extract Audio from CD</p> <p>Streaming Audio MP3s Working with Video Creating Real Audio, Real Videos, Net Show Files</p>
45	<p>FRONT PAGE EXPRESS Introducing Front Page Express Launching Front Page Express Creating Web pages instantly Using templates Formatting & Positioning text Inserting & managing hyper links</p>	<p>Working with Front Page Express Creating Web pages instantly Using templates Formatting & Positioning text Inserting & managing hyper links</p>
46	<p>Adding graphics Using backgrounds Creating & editing tables Adding sound & videos Advanced web editing techniques Publishing pages to a web site.</p>	<p>Adding graphics Using backgrounds Creating & editing tables Adding sound & videos Advanced web editing techniques Publishing pages to a web site.</p>
47	<p>NETWORKING & HTML Concept of networking and network topology Transmission media and network components Concept of ethernet Introduction TCP/IP</p>	<p>Identification of different cables and connectors used in networking Preparation of cables Setup a cable test environment Install and configure NIC in Windows 95/98</p>
48	<p>FTP (File Transfer Protocol) Client-server Concept of Proxy server Introduction to HTML</p>	<p>Make a peer to peer LAN connection and share resources Installing Windows 2000 server Configuring a server client and testing the client connection Designing HTML page</p>
49	<p>Introduction to DHTML ans XML</p>	<p>Creating a hyperlink</p>

Week	Theory	Practical
	Designing, static and dynamic WEB pages	Creating a form
	INTERNET	
50	Internet e-mail	Install Modem and configure Establishing connection with the local ISP using VSNL autodialer Using internet Explorer
51	Awareness of IT Act-2000 Offences, Penalties and adjudication Computers and fitness	Account creation using Internet Explorer Sending & Viewing Messages using Microsoft Outlook Express
	REVISION	
52	REVISION	

ACHIEVEMENTS:

1. THE TRAINEE SHALL BE ABLE TO WORK IN AN AUDITOR'S OFFICE.
2. THE TRAINEE SHALL BE ABLE TO WORK IN DESK TOP PUBLISHING OFFICE.
3. THE TRAINEE SHALL BE ABLE TO WORK IN MULTIMEDIA STATIONS.
4. THE TRAINEE SHALL BE ABLE TO WORK AS AN DATA ENTRY OPERATOR AND PROGRAMMING ASSISTANT.
5. THE TRAINEE SHALL BE ABLE TO WORK IN AN INTERNET CENTRE.

Industrial School

Long Term Trade - Syllabus – Revised

Name of the Trade: **DATA PROCESSING AND COMPUTER APPLICATION**

Space required:

- Computer / Lab : 300 Sqft.
- Class Room : 200 Sqft.
- Trade Theory : NO CHANGE
- Trade Practical : NO CHANGE

TOOLS AND EQUIPMENT FOR THE TRADE DATA PROCESSING AND COMPUTER APPLICATION:

S/NO	NAME OF THE ITEM	QUANTITY REVISED
HARDWARE		
1	SERVER Pentium Processor 4 256 MB RAM 40 GB HDD 1.44 MB FDD SVGA COLOUR MONITOR 14" 101 WINDOWS KEYBOARD, INTELLI MOUSE, INTERNAL MODEM 16 BIT ETHERNET CARD INTERNET CONNECTION 17 NODES with CD writer	01
2	WORK STATION Pentium Processor 4 256 MB RAM 2 GB HDD 1.44 MB FDD SVGA COLOUR MONITOR 14" 101 WINDOWS KEYBOARD, INTELLI MOUSE, INTERNAL MODEM 16 BIT ETHERNET CARD WITH INTERNET CONNECTION	04

3	Desk Jet Printer	1
4	Dot Matrix Printer (24 pin 136 col.)	1
5	Hub-10/100 MBPS/16 port fast Ethernet switch	1
6	Optical scanner (Desktop type)	1
7	On-line UPS 5 KVA for all systems	1
8	Laser printer	1
9	Digitizer	1
10	BSNL Internet pack	1

	SOFTWARES	
11	Windows 95/98	1
12	MS Office 97/2000	1
13	Adobe Photoshop	1
14	Sound forge	1
15	Adobe Premier	1
16	Flash	1
17	Tally	1
18	Visual studio	1
	FURNITURE	
19	Vacuum cleaner	1
20	Pigeon hole cabinet	1
21	Chair and table for the instructor (for class room and table)	2 set
22	Operators chair	10
23	Printer table	3
24	Storage cabinet	1
25	Windows type Air conditioners	2
26	FIRE EXTINGUISHER	1
27	FIRE BUCKET	2
28	FIRST AID KIT	1