



(BA) (Arts)
(BA) (Computer Application) Semester - 3

Course Code	UA03GCAP51	Title of the Course	Internet and website development
Total Credits of the Course	4	Hours per Week	4 (Theory) + 2 (Practical per batch)

Course Objectives:	<ol style="list-style-type: none">1. Understand the basic concepts of Internet technology and terminology2. Understand the concept, usage and elements of HTML3. Be able to create Web page and able to use Tables, Forms, Controls and Navigations.
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Course Content		
Unit	Description	Weightage* (%)
1.	Introduction to Internet: Introduction to the Internet, History of the Internet, Hardware and Software required for the Internet. Types of the Internet connections: Dial-up connection, Broadband connection, ADSL, DSL, Internet Via Cable, Internet on portable devices through Wireless, Wireless Internet Access, Internet through Mobile Phone Network, Internet through Satellite. WWW, Internet, Intranet, Extranet, E-mail, Web Address (URL), Function of Internet Service Provider (ISP), Gateway, Usages of internet/network-based protocols: TCP/IP, HTTP, HTTPS, SMTP, POP3, IMAP, FTP, TELNET. Ports, Ports 21 (FTP), 23 (Telnet), 25 (SMTP), 80 (HTTP), 110 (POP3), 443 HTTP with Secure Sockets Layer (SSL).	25%
2.	Internet Tools and Digital Media: Web browsers: Internet Explorer, Edge, Chrome, Firefox, Opera, etc. Importance of Browser, Tabbed browsing, customise setting, managing browsing history, Incognito mode/ Private browsing, bookmarks/favourites, Popup, Blocking Popup, Page loading issues, F5-Page refresh. Saving and Printing Information from a webpage, Secure Web Pages, Cookies, Temporary Internet Files / Cache, Upload and Download files, Downloading Audio, Video, Images etc. Online shopping, Online business, Online marketing, Internet Banking, Online payment, Finding Maps and Directions using GPS.	25%
3.	Introduction and Basic Concepts of HTML: Introduction of Website, Home page, Web Pages, HTML Editor. Introduction of HTML, HTML Page Structure: types of Tags, Attributes, Required Tags, Doctype, Capitalization, Quotations, Nesting, Spacing and Breaks, Display of special Characters, Colour, Working with Text, Links, Images, Creating Lists, Using Tables	25%





4.	<p>HTML – Forms and Frames: Developing Frames: What is frame? Its use and importance, different frame tags: <frame>, <frameset>, <iframe></p> <p>Developing simple Forms: What is form, its importance, Form attributes: action, autocomplete, method (get/post), name, target, working with embed multimedia: Sound & Video (Music & Movie)</p>	25%
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Teaching-Learning Methodology	<p>Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation.</p> <p>Traditional classroom teaching as well as online/ICT based teaching practices.</p> <p>Hands on training through required ICT tools.</p>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal (Theory 50% + Practical 50%) Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination (Theory 50% + Practical 50%)	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Acquaint to the Internet and Internet technology.
2.	Acquaint to the Internet tools and browsers.
3.	Design and develop Web pages using HTML tags
4.	Enhance the Web Page effectively using Tables, Links, Forms and Frame tags.

Suggested References:	
Sr. No.	References
1.	Computer Course Windows 7 and Office 2010; Ravi Kant Taxali; McGrawHill Education





2.	Introduction to Internet and HTML Scripting; Bhumika Shroff, Books India Publications
3.	HTML: A Beginner's Guide; Wendy Willard; Mc Graw Hill
4.	Head first HTML with CSS and XHTML; Elisabeth Freeman, Eric Freeman; O'Reilly
5.	Building Your Own Website, The Right Way using HTML & CSS; Ian Lloyd; Site point
6.	CCC-BAOU and CCC+ Course; Dr. Hiren Joshi, Dr. Himanshu Patel, Prof. Rohit Doshi, Prof. Hardik Joshi, Dr. Vimal Pandya, Prof. Jaimini Kulkurni, Saket Dave, Dr. Shyaml Tanna, Prof. Parvez Faruki
7.	Multimedia and Computer Application – III; Dr. Vimal Pandya; Department of Computer; H. K. Arts College
8.	Internet & HTML; F.Y.B.A. Subject Elective (SE-2); Dr. G. N. Jani, Dr. Vimal Pandya; Akshar Publication
9.	Basic Book-copa – Computer Operator and Programming Assistant; Dr. G. N. Jani, Indra J. Shah; Akshar Publication
10.	Introduction to Fundamental of Computer; Dr. G. N. Jani, Prof. Faruk U. Vora, Dr. U. H. Vyas, Dr. V. N. Pandya, Prof. S. M. Solanki

On-line resources to be used if available as reference material

On-line Resources

Webpage design in 7 days; Siamak Sarmady; Learnem Group (<http://www.learnem.com>)

<https://cloudacademy.com/>

<https://www.w3schools.com/html/>

<https://www.youtube.com/watch?v=sEvngxz3OJk>

<https://www.youtube.com/watch?v=U45BkY0f1PM>

<https://www.youtube.com/watch?v=xkIXUqeNlpA>

<https://www.youtube.com/watch?v=GLGIDnGYjio>





(BA) (Arts)
 (BA) (Computer Application) Semester - 3

Course Code	UA03GCAP52	Title of the Course	Cyber Security & Multimedia
Total Credits of the Course	4	Hours per Week	4 (Theory) + 2 (Practical per batch)

Course Objectives:	<ol style="list-style-type: none"> 1. To study the basic concepts related to cyber security and cybercrime. 2. To understand various cyber threats and safety measures. 3. To develop skills to use multimedia software 4. To develop the advanced skill to create animation

Course Content		
Unit	Description	Weightage* (%)
1.	Cyberspace, Cyber security, Cybercrime: Introduction to Cyberspace, Cyber security, Cybercrime, Definition of Netizen, Malware and its existence, Security hole, Security Patch, Viruses, Worms, Trojan Horses, Bot Networks, Social Engineering, Malwares, Spyware, Adware, Keyboard Loggers, Rogue Software and Scareware, Ransomware, Black Hat Search Engine Optimization, different type of Threats, Hackers, Hacker's tools, E-Mail and SPAM, Spoofing, Spammer's tools, SPIM Keeping your PC safe: Anti-Virus, Anti Spyware, Anti Malware, Firewall	
2.	Cyber Intrusions and safety measures: Cyberbullies, Online Reputation Attacks, Reputation Management, Protecting from Cyberbullies, Phishing, Recognizing Phishing trip, Protection from Phisher's hook up, Online Shopping Basics, Hijackers, Ensuring Safe Shopping, Security Tokens, Cookies, Staying Safe while using social sites, Netiquettes, Meeting People Online, Liars, Creeps, Cyber-stalkers, Protecting yourself from creeps, Internet Monitoring	
3.	Multimedia and its tools: (Synfig): Introduction to Synfig, Overview and uses of Synfig, Synfig environment, Creating new Synfig file, User interface of Synfig, workspace, Menu bar, Timeline, Property Panel, Motion Editor Panel, Saving files: Compressed Synfig file *.sifz, uncompressed Synfig file *.sif, Container format File *.sfg. Revert, Import, Import Sequence, Preview, Render, Tool Bar, Show/Hide Handles, Low Res-Pixel Size, Show Grid, Snap to Grid, snap to Guide, Enable Rendering in Background, show Onionskin. Navigation, Canvas, Property.	
4.	Toolbox: Transform, Smooth move, Scale, Rotate, Mirror, circle,	





	Rectangle, Star, Polygon, Gradient, spine, Draw, CutOut, Width, Fill, Eye drop, Text, Sketch, Zoom. Layer: Add Layer, Duplicate Layer, Copy Layer, Delete Layer, Remove Layer from Set. Increase/Decrease Opacity, Plug-Ins	
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Teaching-Learning Methodology	Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal (Theory 50% + Practical 50%) Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Manage security issues and related to pc/network during use of the Internet.
2.	Secure pc/network from cyber attackers.
3.	Develop work with multimedia software
4.	Create animation as per requirement

Suggested References:	
Sr. No.	References
1.	Synfig User's Manual, The Synfig Group, Joking Reaper, 2016 • 423 Pages • 17.35 MB • English https://pdfroom.com/books/synfig-users-manual/4zW5nADr2Nq/download
2.	https://wiki.synfig.org/Category:Manual





3.	https://wiki.synfig.org/Category:Tutorials
4.	http://gujarat-education.gov.in/textbook/Textbooks/computer_studies_11.htm

On-line resources to be used if available as reference material

Online Resources

<https://www.youtube.com/watch?v=Ti0suJBz30U>

<https://www.youtube.com/watch?v=2P7-fmDzuuE>

<https://www.youtube.com/hashtag/computergujaratimedium>

https://www.youtube.com/watch?v=5B_Aok26LKc

<https://www.youtube.com/watch?v=5MfstPzalvY>

<https://www.youtube.com/watch?v=-oTQCysVTs>

https://wiki.synfig.org/Doc:Animation_Basics





(BA) (Arts)
 (BA) (Computer Application) Semester - 3

Course Code	UA03SCAP51	Title of the Course	Graphic Design
Total Credits of the Course	2	Hours per Week	2 (Theory) + 2 (Practical per Batch)

Course Objectives:	<ol style="list-style-type: none"> 1. To develop the skill of Photoshop in students 2. To develop advance Photoshop skill in students. 3. Student can use Photoshop for Graphic design professionally.
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Course Content		
Unit	Description	Weightage* (%)
1.	Multimedia and its tool (Photoshop): Definition, Uses of Multimedia, Software & Hardware Requirement for multimedia. Photoshop: Introduction and basic concepts of Photoshop, Interface (Application Bar, Option Bar, Document Window, Panels and Tools Panel), Screen Modes, Opening existing image also using Adobe Bridge, Selecting Workspace, Creating new Workspace, Deleting Workspace, Bitmap and Vector images, Image Resolution, Editing Image: Rotating, Straightening, Cropping, Adjusting Canvas, Duplicating an image	25%
2.	Selection Tools: Transforming, Drag and Drop, Painting Tool: Gradient Tool, Brush Tool: Creating custom brush tool, Setting brush options, Hardness, Spacing, Angle and Roundness, Retouching: Patch tool, Rubber Stamp, Dodge tool, Blur tool, Sharpen tool, Smudge tool, Burn tool, Layers: Editing layers, Opacity and Blend modes, Adjustment Layers, Inserting and editing image into layer, Reusing layers, Removing layers, Saving layer styles	25%
3.	Extended Use of Photoshop: Channel and Mask: Using the Channels Palette, Select a channel, show/hide channel, Alpha channels, Type: Outline Type, Bitmap Type, Creating Type, Entering Text, font family, type size, anti-aliasing, Filters: Edge effects, glass surface controls, Lighting Effects Filter/Type/Style, Eye Candy: For creating great effects.	25%
4.	Color Modes: Color management system and color management module, Saving and Exporting: To save a file, load, saving file in different format [like JPEG, GIF, PDF, TIFF], Delegation of Output Targets, Understanding Half-toned Cell, Resolution Factor, Printing, device profiles, workflow, etc., Introduction to work with Images for Web.	25%





Teaching-Learning Methodology	Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal (Theory 50% + Practical 50%) Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none">• Understand the use of Photoshop.• Work with photoshop.• Develop simple digital artefacts.
2.	<ul style="list-style-type: none">• Understand the concept of Advance uses of Photoshop.• Develop professional graphics design.

Suggested References:	
Sr. No.	References
1.	Multimedia, Computer Jagat Publications
2.	Multimedia in Practice by Jeffcoate Wiley India
3.	Photoshop CS5 in Simple Steps by Kognet, Dreamtech Press
4.	Adobe Photoshop CC 2015 (Gujarati Book) by Computer World.
5.	Adobe Photoshop CS5 Bible, Dayley Dayley, Wiley India





On-line resources to be used if available as reference material

On-line Resources

<https://www.youtube.com/watch?v=hVqYwo3xAtE>

<https://www.youtube.com/watch?v=X6TvI5jTwsc>

<https://www.youtube.com/watch?v=Bb-niLFyAXA>

<https://www.youtube.com/watch?v=pFyOznL9UvA>

https://www.youtube.com/watch?v=IyR_uYsRdPs

<https://www.youtube.com/watch?v=NNkGiab2dWU>

<https://www.youtube.com/watch?v=FVN1qsqGBOY>

<https://www.guru99.com/photoshop-tutorials.html>





(BA) (Arts)
 (BA) (Computer Application) Semester - 4

Course Code	UA04GCAP51	Title of the Course	Google Apps and DTP Application
Total Credits of the Course	4	Hours per Week	4 (Theory) + 2 (Practical per batch)

Course Objectives:	<ol style="list-style-type: none"> 1. To understand the use of Google products 2. To understand the concept of Google site and its use. 3. To enable students to design and develop publishing/printing media.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Introduction to Google Applications (Google Apps): Introduction: Computing in the Cloud, Getting Started with Google Apps: Choosing an Edition of Google Apps, Setting Up Google Apps, Migrating Email to Google Apps, Migrating Contacts to Google Apps, Migrating Calendars to Google Apps, Managing Google Apps Services. Gmail: Setting Up Gmail, Things to Know About Using Gmail, Integrating Gmail with Other Software and Services, Integrating Google Contacts with Other Software and Services. Google Calendar: Setting Up Google Calendar, Things to Know About Using Google Calendar, Integrating Google Calendar with Other Software.</p>	25%
2.	<p>Google Form: Introduction, use of Google form, Creating Form, Integrating plugin with Google Form. Google Sites: Setting Up Google Sites, Use of Google Sites, Templates, Create your site, Name your site, Select a layout, Select a background image, header type, and theme, Add, reorder, and nest pages, Set up site navigation. Update and personalize your site: Add content to your site, Edit text, Edit sections, Edit images, Add a banner, Add a logo, Add content from another website, Move and resize content. Share and collaborate on Sites. Preview and publish your site, Preview your site, Publish your site for the first time, Change your site's URL, Unpublish your site, Search in a site</p>	25%
3.	<p>Introduction to DTP and PageMaker: Introduction to DTP, Choosing Hardware requirements for DTP, Choosing Printing House, Choosing Paper quality, Choosing Right Colors, Fonts, Beginning design and general design considerations, Text Organization, Design common Media Publications, Introduction to PageMaker, Working with Publication: Opening, Working with Document, Drawing Tool, Text Tool, Importing and Editing Graphics, Object Linking and Embedding: Setting up and Embedding an OLE object, Text Wrap, Transformation</p>	25%





4.	Advanced Features of PageMaker: Master Pages, Utilities, Working with Text and Tables, Story Editor, Working with Frames, Working with Layers, Long Document Features, PageMaker Styles and Templates, Links Management, Hyperlinks and HTML, PageMaker's HTML Tools, Hyperlink Tools, Graphics in HTML, Exporting Documents to HTML	25%
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Teaching-Learning Methodology	Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal (Theory 50% + Practical 50%) Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination (Theory 50% + Practical 50%)	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	use google Apps, Gmail and Google calendar.
2.	use google site and create, edit, updating, publishing website using Google site
3.	design and develop digital content using PageMaker for printing/publishing.
4.	use PageMaker for professional work and publishing.

Suggested References:	
Sr. No.	References
1.	Google-The Missing Manual, Sarah Milstein, J.D. Biersdorfer, Matthew Macdonald, Pearson Education





2.	Google Apps, Scott Granneman, Pearson Education
3.	PageMaker 7: Trainging Guide, Satish Jain, BPB Publication
4.	Beginner's Guide to Web Designing With Google Sites by Tariku Tessema, David Sachs.
5.	Google Sites Made Easy: Websites Designed the Easy by James Bernstein, 2021
6.	Google Sites and Chrome By Ryan Teeter, Karl Barksdale, Dummies
7.	Learn D.T.P.(New) In Gujarati, Computer World Books
8.	Adobe PageMaker 7.0, The official training workbook developed by the staff of the Adobe, Adobe.

On-line resources to be used if available as reference material

On-line Resources

<https://support.google.com/a/users/answer/9314941?hl=en>

<https://www.youtube.com/watch?v=5BhCVvFWEtE>

<https://www.youtube.com/watch?v=PC06zRL6kfU>

<https://www.youtube.com/watch?v=zmUPtZkCnds>

<https://www.youtube.com/watch?v=KeybTF2L4RE>

<https://www.youtube.com/watch?v=PDkudRPVo6Y>

<https://www.youtube.com/watch?v=QDyMzWCzYe4>

<https://www.youtube.com/watch?v=TTXFeyKD2Uw>

https://www.youtube.com/watch?v=rSitQiZWB_Q





(BA) (Arts)
 (BA) (Computer Application) Semester - 4

Course Code	UA04GCAP52	Title of the Course	CMS for Website Development (WordPress)
Total Credits of the Course	4	Hours per Week	4 (Theory) + 2 (Practical per batch)

Course Objectives:	<ol style="list-style-type: none"> 1. To understand the concept of CMS 2. To enable students to design and develop Blog and Website using WordPress.
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Course Content		
Unit	Description	Weightage* (%)
1.	Introduction to CMS: Introduction to Content Management Systems, Main Features of CMS: Web Content Management System, Component Content Management System, Enterprise Content Management System, Introduction of Blogs, Blog v/s Website, different Blogs types.	25%
2.	Introduction to WordPress: Introduction to WordPress, Setting up WordPress, Setting Up Database, Installing WordPress, Overview of Working of WordPress, Dashboard, Exporting and Importing of Site Content, Backup of Site data and files, Upgrading WordPress, Settings: General, Writing, Reading, Discussion, Media, Privacy, Permalinks, Configuring and Managing Accounts, Adding Content: Post, Pages, Setup and use of Categories, Tags, Internal Linking	25%
3.	Advance Features for WordPress: Working with media: using Media Library, Audio and Video Files, Managing Comments, Fighting Spam with Akismet, Syndication: Setup and Display of RSS Feed, Setup of Subscriptions, use of Google FeedBurner with WordPress, Widgets and Plug-ins: Use of Widgets and Plug – ins, Differences, Upgrade of Plug – ins	25%
4.	Introduction to WordPress Themes, Customized WordPress Theme: Default Theme, New Theme, Theme Editor, Set up of Menus, Post Frames, Getting Fancy with Themes: Customization of Themes with CSS, addition of Favicon, Editing Function file, Advanced Theme Development: Anatomy of WordPress theme, Building new Theme, Template Files, Template Tags, Use of Loop, Custom Post Types and Custom Taxonomies, One Installation and Multiple blogs: Setup and Administration of Blog, Customization of WordPress: Integration of Third Party Services, Third Party Comment System, AD Integration, Web Fonts , Tools and Tricks	25%
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Teaching-Learning Methodology	Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal (Theory 50% + Practical 50%) Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination (Theory 50% + Practical 50%)	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	use CMS.
2.	Create Blog/Website using WordPress
3.	Design and develop professional websites using WordPress

Suggested References:	
Sr. No.	References
1.	WordPress All-in-One For Dummies
2.	Learn WordPress in Easy Way by Dr. Ritesh Kumar (2019)
3.	https://edusafar1.files.wordpress.com/2013/10/blog-kevi-rite-banavsho.pdf





On-line resources to be used if available as reference material

On-line Resources

<https://www.youtube.com/watch?v=yuNXQgXWy5Q>

<https://www.youtube.com/watch?v=sbsxLn08qUE>

<https://www.youtube.com/watch?v=xH5IUrIY0W8>

<https://www.youtube.com/watch?v=xH5IUrIY0W8>

https://www.youtube.com/watch?v=lfi5qLVZN_c

https://www.youtube.com/watch?v=ir8SMGgr_Zk

<https://www.youtube.com/watch?v=z7wiHm9-xy0>

<https://www.youtube.com/watch?v=C1X1JWtyEOU>

<https://thevaghela.wordpress.com/2013/11/28/learn-wordpress-in-gujarati/>





(BA) (Arts)
 (BA) (Computer Application) Semester - 4

Course Code	UA04SCAP51	Title of the Course	Data Base Management Systems
Total Credits of the Course	2	Hours per Week	2 (Theory) + 2 (Practical per batch)

Course Objectives:	<ol style="list-style-type: none"> To understand the basic concepts about Data Base Management systems. To impart fundamental knowledge to create Table (Data Base File), Query, Form and Report.
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Course Content		
Unit	Description	Weightage* (%)
1.	Introduction to DBMS: Introduction, Components of DBMS, Creating new Database, Database table, Using Wizard & Designing view to create database table, data types & its format, importance and use of primary key, modification in filed name, its data type in a database table.	25%
2.	Query: What is query, how to build & run query, structure of query, importance of query, SELECT, UPDATE, APPEND, DELETE, INSERT, DROP, Conditional query clauses-WHERE, ORDER BY, LIKE etc, Logical and Conditional operators, Library functions.	25%
3.	Form: What is form? Importance of form, create a form using wizard and design view, modify a form, Changing width of filed and label, label property.	25%
4.	Report: What is Report, Importance of report, creating report using wizard & design view, static and dynamic report, modify report	25%

Teaching-Learning Methodology	<p>Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation.</p> <p>Traditional classroom teaching as well as online/ICT based teaching practices.</p> <p>Hands on training through required ICT tools.</p>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal (Theory 50% + Practical 50%) Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce,	15%





	Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	University Examination (Theory 50% + Practical 50%)	70%

Course Outcomes: Having completed this course, the learner will be able to

1.	Create edit and update table (database)
2.	Write queries for specific task.
3.	Create form for entering data into table
4.	Create report as per requirement

Suggested References:

Sr. No.	References
1.	Computer Application-II (Gujarati), Dr. Gnanesh Jani
2.	Access 2016 For Dummies by Ken Cook and Laurie Ann Ulrich
3.	Access in easy steps: Illustrated using Access 2019

On-line resources to be used if available as reference material

On-line Resources

https://www.youtube.com/watch?v=c5__epdEMUE

https://www.youtube.com/watch?v=y8q6R_vl2Gs&list=PLXKKW-6b5bfnp1bPc43CIydck1BWUjAre

<https://www.youtube.com/watch?v=XpTSxm2rvMU&list=PLXKKW-6b5bfnp1bPc43CIydck1BWUjAre&index=2>

