SARDAR PATEL UNIVERSITY
Programme: B.A.
Syllabus with effect from: June-2019
Choice Based Credit system
Second Year B.A. Semester - IV
Core Subject: Computer Application

Paper Code: UA04CCAP21   **Total Credit:** 3

Title of Paper: DTP Application & Internet Technologies (Theory 50% + Practical 50%)

Objectives: To make students aware to use Google products for instant messaging, sharing documents and data and calendar of activities in group using standard formats. To enable students to design and develop publishing/printing media.

Unit	Description in Detail	Weightage (%)
I	**Introduction to Internet and Internet Technologies:** History of Internet, Internet services, Intranet, Internet Vs Intranet, Governance on Internet, Internet Technology and Protocol - OSI Reference model, TCP/IP Protocol, Network protocols, Network components – switches, routers, gateways, Types of Internet connectivity & ISP. Internet Tools and Multimedia, WWW, Evolution of Web, Elements of WWW, Web browsers, Search engine, search criteria, E-mail – concepts, structure, protocols, addresses, security & netiquettes.	**25%**
II	**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, Google Docs: Things to Know About Using Google Docs, Integrating Google Docs with Other Software and Services Google Sites: Setting Up Google Sites, Things to Know About Using Google Sites.The Other Services: Things to Know About Using Google Talk, Things to Know About Using Start Page, Things to Know About Using Message Security and Recovery, Things to Know About Using Google Video	**25%**
III	**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	**25%**
IV	**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%**

Practical: Practicals are based on above Units. (Theory 50% + Practical 50%) Two Practical periods per week per batch.

Main Reference Book(s):
(i)   Internet Technology and Web Design, ISRD Group, TMH Publication
(ii)   Internet and Web Design, Doeacc "O" Level, Firewall Media. (iii) Google
      Apps, Scott Granneman, Pearson Education
(iv) PageMaker 7 : Trainging Guide, Satish Jain, BPB Publication

Suggested Additional Reading Book(s):
(i) Google-The Missing Manual, Sarah Milstein, J.D. Biersdorfer, Matthew Macdonald,
    Pearson Education

Accomplishments of the student after completing the Course:
After completion of this course Student would be able to understand the practical approach of the DTP Software and manage to implement the exercises using PageMaker tools.

Design and create various media publications such as Newsletters, Brochures and Catalogs including Web publishing. Student would able to use Google Applications and obtain basic understanding about internet and its   applications.

SARDAR PATEL UNIVERSITY

Programme: B.A.
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Choice Based Credit system
Second Year B.A. Semester - IV
Core Subject: Computer Application

Paper Code: UA04CCAP22   **Total Credit: 3**

Title of Paper: CMS for Website Development (WordPress) (Theory 50% + Practical 50%)

Objectives: To understand the self – hosted CMS tool, Learn to manage contents and setup a blog on Word Press

Unit	Description in Detail	Weightage (%)
I	**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	**25%**
II	**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%**
III	**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%**
IV	**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 Network, Customization of WordPress : Integration of Third Party Services, Third Party Comment System, AD Integration, Web Fonts , Tools and Tricks	**25%**

Practical: Practicals are based on above Units. (Theory 50% + Practical 50%) Two Practical periods per week per batch.

Main Reference Book(s):
(i) Visual Quick Start Guide – WordPress, Jessica Neuman Beck, Matt Beck, Pearson Publication

Suggested Additional Reading Book(s):
(i) WordPress for Dummies, Lisa Sabin – Wilson, Wiley Publication

Accomplishments of the student after completing the Course:
After completion of this course Student would be able to Understand and use the open source Content manager - WordPress blogging platform Install, setup and customize the WordPress and manage the contents and blogs using WordPress.

SARDAR PATEL UNIVERSITY

Programme: B.A.
Syllabus with effect from: June-2019
Choice Based Credit system
Second Year B.A. Semester - IV

Core Subject: Computer Application

Paper Code: UA04CCAP23   **Total Credit: 3**
Title of Paper: E-Collaboration (Theory 50% + Practcal 50%)

Objectives:
Student will
- Learn the usages and concepts of various types of softwares used in the academic and industry field.
- Learn the application of Google products and services for various purposes.
- Explore the usages of e-mail clients' software for performing various tasks.

Unit	Description in Detail	Weightage (%)
I	**Introduction to Software and Language:** Concept of Open Source, Tools and Computer Software, Application Software, Operating Systems, Programming Languages, Server Software, Packages & Utilities, Definition of freeware & shareware, Free Online Course Material – Open Courseware, Concepts of E-learning and webinar(Two-way communication), Advantages/Disadvantages of Open Source software	25%
II	**Introduction To Google Product and Services:** Google Mail - Awareness of E-mail account for instant messaging, Google Groups - Faster sharing and communication, Google Calendar - Organize schedules and share events, meetings and Entire Calendars with others, Manage class timetables, club meetings, Office hours, game days, and more, Google Docs - Collaborate and learn in real-time with Google Docs Create Documents, spreadsheets and presentations and then collaborate with each other in real-time right inside a web browser window, Google Drive - Keep everything and Share anything, Google Talk - (Hangout), Google Translate, Introduction to Google Plus - Sharing of Knowledge (Thoughts / Ideas) System, E-mail Protocols, E-mail addresses, Structure of an E-mail	25%
III	**E-mail Basics & Chatting (Messenger):** E-mail System, E-mail Protocols, E-mail addresses, Structure of an E-mail Message, E-mail clients & Servers Mailing list, E-mail Security, E-mail etiquette, Awareness of Telephonic/Video conference tools & technologies, Messenger (Yahoo, Skype, Gtalk), WWW and Web Browser - Current Trend of Internet, Definition - Internet, Intranet, Extranet, Evolution of Web, Basic elements of WWW, Search Engines & Search Criteria	25%
IV	**Using MS - OUTLOOK:** Opening MS-Outlook, Managing E-mail account configuration, Organizing E- mails using folders, Composing, Sending, Reading, Deleting, Printing E- mail Messages, Use of Address Book, Creating distribution list (To-Do list), Managing Appointments, Meetings, Events, Working with Calendar, Schedule, Recurring appointments, Assigning Tasks, Sorting and Finding E-mails, How to forward and Recall messages, Sending and Receiving attachments, E-mail views, Signatures, Out of office assistant	25%

Practical: Practicals are based on above Units. (Theory 50% + Practical 50%) Two Practical periods per week per batch.
Main Reference Book(s):

(i)   Outlook 2010 in Simple Steps by Kogent Learning Solutions Inc, Wiley India Private Limited

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Suggested Additional Reading Book(s):

(i)   Microsoft Office Outlook 2010 QuickSteps, Carole Matthews, Marty Matthews, Bobbi Sandberg, Tata McGraw Hill

(ii)   World Wide Web design with HTML – C Xavier

(iii) Computer Applications II, Dr G N Jani, Akshar Publications

(iv)   Internet for EVERYONE, Alexis & Mathews Leon, Vikas

(v)   Microsoft Outlook 2010: Step by Step, Lambert & Cox, Microsoft Press

Accomplishments of the student after completing the Course:

After completion of this course Student would be able to

- Utilize the basic softwares used in industry and academic fields for various applications
- Apply the knowledge of Google products and services to their routine work.
- Familiar with various internet based technologies used for effective communication
- Apply the features of e-mail client software like sending/receiving an e-mail, Setting Appointment, Reminders, Schedules etc. for their work.

SARDAR PATEL UNIVERSITY

Programme: B.A.
Syllabus with effect from: June-2019
Choice Based Credit system
Second Year B.A. Semester - IV
Generic Elective Subject: Computer Application

Paper Code: UA04GCAP21 **Total Credit:** 3

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Objectives: To make students aware to use Google products for instant messaging, sharing documents and data and calendar of activities in group using standard formats. To enable students to design and develop publishing/printing media.

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III	**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	**25%**
IV	**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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Software and manage to implement the exercises using PageMaker tools.
Design and create various media publications such as Newsletters, Brochures and Catalogs including Web
publishing. Student would able to use Google Applications and obtain basic understanding about internet and
its   applications.

SARDAR PATEL UNIVERSITY
Programme: B.A.
Syllabus with effect from: June-2019
Choice Based Credit System
Second Year B.A. Semester - IV
Generic Elective Subject: Computer Application

Paper Code: UA04GCAP22 **Total Credit: 3**

Title of Paper: CMS for Website Development (Wordpress) (Theory 50% + Practical 50%)

Objectives: To understand the self – hosted CMS tool, learn to manage contents and setup a blog on Word Press

Unit	Description in Detail	Weightage (%)
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III	**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%**
IV	**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 Network, Customization of WordPress : Integration of Third Party Services, Third Party Comment System, AD Integration, Web Fonts , Tools and Tricks	**25%**

Practical: Practicals are based on above Units. (Theory 50% + Practical 50%) Two Practical periods per week per batch.

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(i) Visual Quick Start Guide – WordPress, Jessica Neuman Beck, Matt Beck, Pearson Publication

Suggested Additional Reading Book(s):
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Accomplishments of the student after completing the Course:
After completion of this course Student would be able to Understand and use the open source Content manager - WordPress blogging platform Install, setup and customize the WordPress and manage the contents and blogs using WordPress.

SARDAR PATEL UNIVERSITY

Programme: B.A.
Syllabus with effect from: June-2019
Choice Based Credit system
Second Year B.A. Semester - I V

Skill Enhancement Subject:Computer Application

Paper Code: UA04SCAP21   **Total Credit: 3**
Title of Paper: E-Collaboration (Theory 50% + Practical 50%)

Objectives:
Student will
- Learn the usages and concepts of various types of softwares used in the academic and industry field.
- Learn the application of Google products and services for various purposes.
- Explore the usages of e-mail clients' software for performing various tasks.

Unit	Description in Detail	Weightage (%)
I	**Introduction to Software and Language:** Concept of Open Source, Tools and Computer Software, Application Software, Operating Systems, Programming Languages, Server Software, Packages & Utilities, Definition of freeware & shareware, Free Online Course Material – Open Courseware, Concepts of E-learning and webinar(Two-way communication), Advantages/Disadvantages of Open Source software	**25%**
II	**Introduction To Google Product and Services:** Google Mail - Awareness of E-mail account for instant messaging, Google Groups - Faster sharing and communication, Google Calendar - Organize schedules and share events, meetings and Entire Calendars with others, Manage class timetables, club meetings, Office hours, game days, and more, Google Docs - Collaborate and learn in real-time with Google Docs Create Documents, spreadsheets and presentations and then collaborate with each other in real-time right inside a web browser window, Google Drive - Keep everything and Share anything, Google Talk - (Hangout), Google Translate, Introduction to Google Plus - Sharing of Knowledge (Thoughts / Ideas) System, E-mail Protocols, E-mail addresses, Structure of an E-mail	**25%**
III	**E-mail Basics & Chatting (Messenger):** E-mail System, E-mail Protocols, E-mail addresses, Structure of an E-mail Message, E-mail clients & Servers Mailing list, E-mail Security, E-mail etiquette, Awareness of Telephonic/Video conference tools & technologies, Messenger (Yahoo, Skype, Gtalk), WWW and Web Browser - Current Trend of Internet, Definition - Internet, Intranet, Extranet, Evolution of Web, Basic elements of WWW, Search Engines & Search Criteria	**25%**
IV	**Using MS - OUTLOOK:** Opening MS-Outlook, Managing E-mail account configuration, Organizing E- mails using folders, Composing, Sending, Reading, Deleting, Printing E- mail Messages, Use of Address Book, Creating distribution list (To-Do list), Managing Appointments, Meetings, Events, Working with Calendar, Schedule, Recurring appointments, Assigning Tasks, Sorting and Finding E-mails, How to forward and Recall messages, Sending and Receiving attachments, E-mail views, Signatures, Out of office assistant	**25%**

Practical: Practicals are based on above Units. (Theory 50% + Practical 50%) Two Practical periods per week per batch.
Main Reference Book(s):

(i)   Outlook 2010 in Simple Steps by Kogent Learning Solutions Inc, Wiley India Private Limited
(ii)   Internet Technology and Web Design by ISRD Group

Suggested Additional Reading Book(s):

(i)   Microsoft Office Outlook 2010 QuickSteps, Carole Matthews, Marty Matthews, Bobbi Sandberg, Tata McGraw Hill
(ii)   World Wide Web design with HTML – C Xavier
(iii)   Computer Applications II, Dr G N Jani, Akshar Publications
(iv)   Internet for EVERYONE, Alexis & Mathews Leon, Vikas
(v)   Microsoft Outlook 2010: Step by Step, Lambert & Cox, Microsoft Press

Accomplishments of the student after completing the Course:
After completion of this course Student would be able to
- Utilize the basic softwares used in industry and academic fields for various applications
- Apply the knowledge of Google products and services to their routine work.
- Familiar with various internet based technologies used for effective communication
- Apply the features of e-mail client software like sending/receiving an e-mail, Setting Appointment, Reminders, Schedules etc. for their work.

SARDAR PATEL UNIVERSITY

B.A. (Computer Application) Sem. 4
Skill Enhancement - B
UA04SCAP22: Open Office BASE (DBMS), Digital Payment & e-Governance
(Effect from June, 2019)
Weightage of Marks: Theory (50%) + Practical (50%)

Objectives:
i.   To enable the student to become familiar with open office dbms.
ii.   To make aware of existing digital payment system, its tools and technology to the students and to enhance the understanding of its usefulness.
iii.   To enable students to use E-Governance & online services.

Unit	Description in Detail	Weightage (%)
1	**Introduction to BASE (DBMS):** Introduction, Components of base, 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. 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%
2	**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. **Report:** What is Report, Importance of report, creating report using wizard & design view, static and dynamic report, modify report	25%
3	**E-Commerce Payment Systems:** Credit Card, Credit Card Payment Process, Debit Card, Smart Card, RuPay Card, Prepaid Money Card, E-money, E-Wallet, Net-banking, Electronic Fund Transfer, RTGS, NEFT, Net banking, Cash On Delivery, Benefits and Limitation of each, Risks involved in E-payment.	25%
4	**eGovernance online service:** Digital Gujarat Services**,** eGovernance, Election ID, PAN card, AADHAR Card, Vehicle Registration, Property Card, Scholarship application, Online employment and Application site like ojas, etc.	25%

Practicals:Practicals are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

Reference Books/Suggested Readings:
- Computer Parichay, GSEB std-11
- https://www.openoffice.org/documentation/manuals/userguide3/0108GS3-GettingStartedWithBase.pdf
- https://en.wikibooks.org/wiki/OpenOffice.org/Base.pdf
- E-COMMERCE: A Managerial Perspective, P.T. Joseph, PHI, fifth printing
- E-Commerce - An Indian perspective 3/e, P. T. Joseph, PHI Publication
- TN Chhabra, E-Commerce, DhanpatRai& Co.
- Digitalindia.gov.in