



(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 products2. 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.	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.	25%
2.	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	25%
3.	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%





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)
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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)
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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"> 1. To understand the basic concepts about Data Base Management systems. 2. 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>

