Gujarat University Ahmedabad

B.A.

Computer Subject

SEMESTER I

SEMESTER	COURSE NO	COURSE TYPE	TITLE OF COURSE	PAPER NAME	TOPIC
1	CC – 101	Core	Computer Application	Computer Fundamental & Applications	Fundamental, Word, Power Point
1	CC – 102	Core	Computer Application	Operating System & Business Data Processing	MS Windows, Linux (Intro), MS Excel
1	SE I – 101	Subject Elective (I)	Computer Application	Computer Fundamental & Applications	Fundamental, Word, Power Point
1	SE I – 102	Subject Elective (I)	Computer Application	Operating System & Business Data Processing	MS Windows, Linux (Intro), MS Excel
1	SE II –101	Subject Elective (II)	Computer Method	Internet Technology & Terminology, HTML	Internet, HTML
1	FC – 101	Foundation	Computer Skill	Computer Skill I	Fundamental, Word, Power Point

Gujarat University

B.A – I

Course Code: FC - 101

Course Name: Computer Skills - I

Objectives:

Student will
- Understand the fundamentals of Computer System and its basic Functionality
- Be aware about the current trends in Information Technology

Contents:

Unit – I   **Introduction to Computer:**
Characteristics of Computer, Overview of a computer system, History of Computers, Generations of Computers, Classifications of Computers, Computer Architecture and Organization, Hardware and Software, Operating System, Computer Languages, Input / Output Devices, Personal Computers, Central Processing Unit

Unit –II   **Word Processor - I:**
Introduction to Word Processing, Introduction to Word Interface, Creating and Saving the Document, Print Preview and Printing of Document, Opening Document, **Editing the document:** Inserting or Deleting Text, Inserting and splitting of the paragraph, Selecting Text, Moving and Copying Text, Paste Options, Deleting, Find and Replacing Text, Undo and Redo the changes, Saving the document with new name, **Formatting Text:** Selection of Fonts, Font styles, Size, Color, Text Effects, Change Case, **Paragraph:** Alignment, Line spacing, Paragraph Indents, Spacing before and after paragraph, Drop cap Effect, Using Columns, Inserting Page Number, Page Break, Bullets and Numbering, Spelling and Grammar

Unit – III   **Word Processor - II :**
Page Setup, Adding Headers and Footers, Zoom In and Out, Adding Date and Time, Adding Object, Adding Borders and Shading to Paragraph, Adding Backgrounds and Watermark, Inserting Book mark, Inserting Hyperlinks, Inserting Text Box, Pictures and Clip Arts, Adding Word Art, Inserting Shapes, Smart Art, Charts, Screen shots, and Symbols, Autotext, Adding Footnotes and Endnotes, Cross - References, Adding Captions, **Tables:** Creating and Editing Tables, Inserting Rows and Columns with table, Formatting of Tables: Split cells, Merge cells, text Direction ,Cell margins, Cell Alignment, Autofit, Sorting, Formula, properties, Track Changes, Comment, Mail merge: Merging Envelops and Labels, Merging Letters, Password Protecting a Document, Customizing Word: Quick Access tool bar, Ribbon.

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Unit – IV   **Presentation Package:**
Introduction to basic concepts of Presentation, Creating new presentation, Introduction to Power point Interface, Adding slides to presentation, Slide Layouts, Saving presentation, Closing Presentation, Opening an existing presentation, Editing and Formatting Slides: Entering and Editing Text, Formatting Text and Paragraphs, Inserting picture, Clip Art and Screen shot, Inserting Chart, inserting Shapes, Smart Art, Word Art, Text Box and Symbols, Inserting Audio and Video, Recording Audio, Adding Tables in slides, Adding Header and Footer, Spelling check and correction, Power point views, Running Slide show, Slide Transition effects, Applying Animation to slide objects, Creating Presentation based on a Photo Album, Using Slide master, Printing and Sharing Presentation

Main Reference Book(s):

(i)   Computer Course Windows 7 and Office 2010; Ravi Kant Taxali; McGrawHill Education

Suggested Additional Reading Book(s):

 (i)   Comdex Computer Course Kit Windows 7 With Office 2010; Vikas Gupta; Dreamtech Press
 (ii)   Office 2010 in Simple Steps; Kogent Learning Solutions Inc.; Dreamtech Press
(iii)   Computer Fundamentals and Application; Dr. Vimal Pandya; Nirav Prakashan
(iv)   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
 (v)   Basics of Computer Application – I; Dr. Vimal Pandya; Department of Computer; H. K. Arts College
(vi)   Computer Skills – I; F.Y.B.A. Subject Elective (SE-1); Dr. G. N. Jani, Dr. Vimal Pandya; Akshar Publication
(vii) Basic Book-copa – Computer Operator and Programming Assistant; Dr. G. N. Jani, Indra J. Shah; Akshar Publication

Accomplishments of the student after completing the Course:

After completion of this course Student would be able to
  - Understand the Computer System, Its Hardware Components and its working, also Fundamentals of Operating System and its applications
  - Create document and apply various tools on it, also create effective presentation and apply various functionality with it.

B.A – I

Course Code: SE I - 101

Course Name: Computer Fundamental and Applications

Objectives:

Student will
- Understand the fundamentals of Computer System and its basic Functionality
- Be aware about the current trends in Information Technology

Contents:

Unit – I   **Introduction to Computer:**
Characteristics of Computer, Overview of a computer system, History of Computers, Generations of Computers, Classifications of Computers, Computer Architecture and Organization, CPU, Arithmetic-Logic Unit, Control Unit, Storage Unit: HDD, DVD Drive, DVD-Writer, Thumb Drive, Blu Ray Drives and Disks, USB, Zip Drive, Flash Drive, Hardware and Software, Operating System, Computer Languages, Input / Output Devices: Keyboard, Mouse, VDU, Printer, Scanner, Plotter, MICR, OCR, OMR, Bar code Reader, Web cam, Video Cameras, Trackball, Joystick, Microphone and Speakers, Modem, Card and Card Reader, Digitizer, Types of Computers

Unit –II   **Word Processor - I:**
Introduction to Word Processing, Introduction to Word Interface, Creating and Saving the Document, Print Preview and Printing of Document, Opening Document, **Editing the document:** Inserting or Deleting Text, Inserting and splitting of the paragraph, Selecting Text, Moving and Copying Text, Paste Options, Deleting, Find and Replacing Text, Undo and Redo the changes, Saving the document with new name, **Formatting Text:** Selection of Fonts, Font styles, Size, Color, Text Effects, Change Case, **Paragraph:** Alignment, Line spacing, Paragraph Indents, Spacing before and after paragraph, Drop cap Effect, Using Columns, Inserting Page Number, Page Break, Bullets and Numbering, Spelling and Grammar

Unit – III   **Word Processor - II :**
Page Setup, Adding Headers and Footers, Zoom In and Out, Adding Date and Time, Adding Object, Adding Borders and Shading to Paragraph, Adding Backgrounds and Watermark, Inserting Book mark, Inserting Hyperlinks, Inserting Text Box, Pictures and Clip Arts, Adding Word Art, Inserting Shapes, Smart Art, Charts, Screen shots, and Symbols, Autotext, Adding Footnotes and Endnotes, Cross - References, Adding Captions, **Tables:** Creating and Editing Tables, Inserting Rows and Columns with table, Formatting of Tables: Split cells, Merge cells, text Direction ,Cell margins, Cell Alignment, Autofit, Sorting, Formula, properties, Track

Changes, Comment, Mail merge: Merging Envelops and Labels, Merging Letters, Password Protecting a Document, Customizing Word: Quick Access tool bar, Ribbon.

Unit – IV Presentation Package:
Introduction to basic concepts of Presentation, Creating new presentation, Introduction to Power point Interface, Adding slides to presentation, Slide Layouts, Saving presentation, Closing Presentation, Opening an existing presentation, Editing and Formatting Slides: Entering and Editing Text, Formatting Text and Paragraphs, Inserting picture, Clip Art and Screen shot, Inserting Chart, inserting Shapes, Smart Art, Word Art, Text Box and Symbols, Inserting Audio and Video, Recording Audio, Adding Tables in slides, Adding Header and Footer, Spelling check and correction, Power point views, Running Slide show, Slide Transition effects, Applying Animation to slide objects, Creating Presentation based on a Photo Album, Using Slide master, Printing and Sharing Presentation

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- Create document and apply various tools on it, also create effective presentation and apply various functionality with it.

Gujarat University

B.A – I

Course Code: SE I - 102

Course Name: Operating System and Business Data Processing

Objectives:

Student will be able to
- Perform computer operations using Windows and Linux Operating System
- Apply Various Concepts, calculations and Formulas on the Data for Processing

Contents:

Unit – I	**Introduction to Windows Operating System:**
	Introduction To Windows 7: History of Windows, Starting Windows, Desktop, Using the mouse, Window interface: maximizing, Minimizing, Restoring and Closing a window, Using the Start Menu: All Programs, Search, Pinning a program to the Start Menu and Taskbar, Copying Icons from Start Menu to the Desktop, Shutting down, Restarting and Logging off the Windows, Customizing the Desktop, Changing the Screen Resolution, Control Panel, Use of Taskbar, Managing Multiple Windows, Creating new Folder on the Desktop, Windows Explorer: Title bar, Address bar, Navigation Pane, Libraries, Content Pane, Details Pane, Preview Pane, Displaying Properties of Drives, Folders and Files, Creating new Folder / File, Selecting Multiple Folders / Files, Copying Folders / Files: to same Folder, to multiple Folder, using Mouse, Quickly Copying, Moving Files to another Folder, Compressing and Decompressing Files and Folders, Recycle Bin, Installing and Uninstalling USB Devices, Downloading and Installing Programs, Creating Shortcuts on the Desktop, Using System Tools: System Information, Disk Cleanup, Disk Defragmentation, System Restore, User Account, using Notepad and Wordpad, Using Calculator, Using Paint, Sticky Notes, Windows Media Player
Unit –II	**Introduction To Linux:**
	Introduction to Linux, History, User Interface of Linux, GUI, Quick start Commands, BASH features, man (Manual) Pages, Overview of Linux File System, Orientation in the File System: Path, Absolute and Relative path, The Kernel, Introduction to Shell, Shell types, Viewing File Properties, Creating and Deleting Files and Directories, Moving Files, Copying Files, Finding Files, **grep** command, Viewing File Contents, Linking Files, File Security, Introduction to vi editor, Basic Commands: Moving through the text, Basic Operations, Commands to Insert mode
Unit – III	**Spreadsheet - I :**
	Introduction to Spreadsheet(Worksheet), Basics of Excel: Starting, Introduction of Excel Interface, Organizing of Worksheet, Entering Data in a worksheet,

Saving a workbook, Closing a Workbook, Opening a existing Workbook, Creating a new Workbook File, Aligning Data in Cell, Formatting Data in Cell: Font Size, Font Style, Font Color, Cell Fill Color, Formatting Cells using Mini Toolbar / Built – In Style, Formatting Cells as Table, Formatting Numbers as Currency, Date and Time, Negative Number, Percentage, Scientific Style and Decimal Values, Editing Data in Cell, Cell Range, Cell Reference, Changing Column Width and Row Height, Filling Cells by Extending Range, Moving Data, Copying Data to another area, Inserting and Deleting Rows, Columns and Cells, , Cell Merging and Splitting, Drawing Border around Cells, hiding and Unhiding Rows and Columns, Editing Multiple Worksheets in Workbook: Renaming, Moving, Copying and Inserting Sheets, Hiding and Unhiding Sheets, Sheet Background, Autosum

Unit – IV   **Spreadsheet – II**
Conditional Formatting, Using Data and Time, Creating Charts, Using Sparklines, Naming Range, using Statistical Functions: SUM, AVERAGE, MAX, MIN, COUNT Using Math Functions: ROUND, INT, SQRT, ABS Using Financial Functions: PMT, FV Using Text Functions: LEFT, RIGHT, MID, FIND, *CONCATENATE(), LOWER, UPPER, Using* Date Function: *DATE, DAY,MONTH, YEAR,WEEKDAY, NOW,* Using Goal Seek, Using IF to make Formulas, Sorting Data, Filtering Data, Copying Format using Format Painter, Inserting Picture, Clip Art, Shapes, Smart Art, etc., Finding and Replacing Data in Worksheet, Protecting Workbook, Defining Header and Footer, Setting up Page and Margins, Setting up Print Area, Printing the Workbook

Main Reference Book(s):

(i) Computer Course Windows 7 and Office 2010; Ravi Kant Taxali; McGrawHill Education
(ii) Introduction to Linux – A Hands on Guide; Machtelt Garrels; Fultus Corporation

Suggested Additional Reading Book(s):

(i) Comdex Computer Course Kit Windows 7 With Office 2010; Vikas Gupta; Dreamtech Press
(ii) Office 2010 in Simple Steps; Kogent Learning Solutions Inc.; Dreamtech Press
(iii) Introduction to Operating System, Windows, Linux, Spreadsheet; Dr. Vimal Pandya; Department of Computer Application, H. K. Arts College
(iv) Basic Book-copa – Computer Operator and Programming Assistant; Dr. G. N. Jani, Indra J. Shah; Akshar Publication
(v) Windows, Linux, MS – Excel – Subject Elective (SE-1), Paper-2; Dr. G. N. Jani, Indra J. Shah; Akshar Publication

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(vi) 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

Accomplishments of the student after completing the Course:

After completion of this course Student would be able to
- Utilize the features of both Operating System – Windows and Linux
- Apply various concepts and formulas to compute numerical data for small commercial applications as well.

Gujarat University

B.A – I

Course Code: SE II - 101

Course Name: Internet Technology & Terminology, HTML

Objectives:

Student will
- Understand the basic concepts of Internet and elements of HTML
- Be able to create Web page and able to use Tables, Forms, Controls and Navigations with web pages

Contents:

Unit – I   **Introduction to Internet:**
Introduction to Internet, History of Internet, Hardware and Software requirements for using Internet: Dial-up connection, Broadband connection, DSL, Internet Via Cable, Internet on portable devices through Wireless, LAN, Wireless Internet Access, Internet through Mobile Phone Network, Internet through Satellite, Using the Internet: WWW, E–mail, Applications of the Internet, Difference Between Internet And Intranet, Web Address(URL), Function of Internet Service Provider, Usages of internet/network based protocols : TCP/IP, HTTP, SMTP, POP3,IMAP, FTP, TELNET

Unit –II   **Internet Tools and Multimedia:**
Browsing the Web: History, Internet Explorer, Mozilla Firefox, Google Chrome, Use of Browser, Exploring the Web, Quick Search, Search Engines, Home page, Tabbed Browsing, Using bookmarks, Saving and Printing Information from a webpage, Browsing History, Page Loading Issues, Blocking Pop – ups, Forms on Web Page, Secure Web Pages, Cookies, Temporary Internet Files / Cache, Uploading Files, Audio / Video on the Web, Shopping on the Web, Internet Banking, Finding Maps and Directions on internet, Keeping your PC safe: Anti – Virus, Anti Spyware / Malware, Firewall

Unit – III   **Introduction and Basic Concepts of HTML:**
Introduction of Website, Web Pages, Web Browsers, Internet Service Providers and HTML Editor, Introduction of HTML, Basic HTML Page Structure: types of Tags, Attributes, Requires Tags, Doctype, Capitalization, Quotations, Nesting, Spacing and Breaks, Display of special Characters, Color, Working with Text, Links, Images, Creating Lists, Using Tables

Unit – IV   **HTML – Forms and Frames:**
Developing Frames: Basic Frameset and formatting with all attributes, Developing simple Forms, Working with embed multimedia: Sound & Video(Music & Movie)

Main Reference Book(s):

(i) Computer Course Windows 7 and Office 2010; Ravi Kant Taxali; McGrawHill Education
(ii) Introduction to Internet and HTML Scripting; Bhaumik Shroff, Boooks India Publications
(iii) HTML:A Beginner's Guide; Wendy Willard; Mc Graw Hill

Suggested Additional Reading Book(s):

(i) Head first HTML with CSS and XHTML; Elisabeth Freeman, Eric Freeman; O'Reilly
(ii) Building Your Own Website The Right Way using HTML & CSS; Ian Lloyd; Sitepoint
(iii) Web page design in 7 days; Siamak Sarmady; Learnem Group (http://www.learnem.com)
(iv) 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
(v) Multimedia and Computer Application – III; Dr. Vimal Pandya; Department of Computer; H. K. Arts College
(vi) Internet & HTML; F.Y.B.A. Subject Elective (SE-2); Dr. G. N. Jani, Dr. Vimal Pandya; Akshar Publication
(vii) Basic Book-copa – Computer Operator and Programming Assistant; Dr. G. N. Jani, Indra J. Shah; Akshar Publication
(viii) 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

Accomplishments of the student after completing the Course:

After completion of this course Student would be able to
- Design and develop Web pages using HTML tags
- Enhance the Web Page effectively using Tables, Links, Forms and Frame tags.

B.A – I

Course Code: CC - 101

Course Name: Computer Fundamental and Applications

Objectives:

Student will
- Understand the fundamentals of Computer System and its basic Functionality
- Be aware about the current trends in Information Technology

Contents:

Unit – I   **Introduction to Computer:**
Characteristics of Computer, Overview of a computer system, History of Computers, Generations of Computers, Classifications of Computers, Computer Architecture and Organization, CPU, Arithmetic-Logic Unit, Control Unit, Storage Unit: HDD, DVD Drive, DVD-Writer, Thumb Drive, Blu Ray Drives and Disks, USB, Zip Drive, Flash Drive, Hardware and Software, Operating System, Computer Languages, Input / Output Devices: Keyboard, Mouse, VDU, Printer, Scanner, Plotter, MICR, OCR, OMR, Bar code Reader, Web cam, Video Cameras, Trackball, Joystick, Microphone and Speakers, Modem, Card and Card Reader, Digitizer, Types of Computers

Unit –II   **Word Processor - I:**
Introduction to Word Processing, Introduction to Word Interface, Creating and Saving the Document, Print Preview and Printing of Document, Opening Document, **Editing the document:** Inserting or Deleting Text, Inserting and splitting of the paragraph, Selecting Text, Moving and Copying Text, Paste Options, Deleting, Find and Replacing Text, Undo and Redo the changes, Saving the document with new name, **Formatting Text:** Selection of Fonts, Font styles, Size, Color, Text Effects, Change Case, **Paragraph:** Alignment, Line spacing, Paragraph Indents, Spacing before and after paragraph, Drop cap Effect, Using Columns, Inserting Page Number, Page Break, Bullets and Numbering, Spelling and Grammar

Unit – III   **Word Processor - II :**
Page Setup, Adding Headers and Footers, Zoom In and Out, Adding Date and Time, Adding Object, Adding Borders and Shading to Paragraph, Adding Backgrounds and Watermark, Inserting Book mark, Inserting Hyperlinks, Inserting Text Box, Pictures and Clip Arts, Adding Word Art, Inserting Shapes, Smart Art, Charts, Screen shots, and Symbols, Autotext, Adding Footnotes and Endnotes, Cross - References, Adding Captions, **Tables:** Creating and Editing Tables, Inserting Rows and Columns with table, Formatting of Tables: Split cells, Merge cells, text Direction ,Cell margins, Cell Alignment, Autofit, Sorting, Formula, properties, Track

Changes, Comment, Mail merge: Merging Envelops and Labels, Merging Letters, Password Protecting a Document, Customizing Word: Quick Access tool bar, Ribbon.

Unit – IV   Presentation Package:
Introduction to basic concepts of Presentation, Creating new presentation, Introduction to Power point Interface, Adding slides to presentation, Slide Layouts, Saving presentation, Closing Presentation, Opening an existing presentation, Editing and Formatting Slides: Entering and Editing Text, Formatting Text and Paragraphs, Inserting picture, Clip Art and Screen shot, Inserting Chart, inserting Shapes, Smart Art, Word Art, Text Box and Symbols, Inserting Audio and Video, Recording Audio, Adding Tables in slides, Adding Header and Footer, Spelling check and correction, Power point views, Running Slide show, Slide Transition effects, Applying Animation to slide objects, Creating Presentation based on a Photo Album, Using Slide master, Printing and Sharing Presentation

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 (v)   Basics of Computer Application – I; Dr. Vimal Pandya; Department of Computer; H. K. Arts College
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Accomplishments of the student after completing the Course:

After completion of this course Student would be able to
- Understand the Computer System, Its Hardware Components and its working, also Fundamentals of Operating System and its applications
- Create document and apply various tools on it, also create effective presentation and apply various functionality with it.

B.A – I

Course Code: CC - 102

Course Name: Operating System and Business Data Processing

Objectives:

Student will be able to
- Perform computer operations using Windows and Linux Operating System
- Apply Various Concepts, calculations and Formulas on the Data for Processing

Contents:

Unit – I	**Introduction to Windows Operating System:**
	Introduction To Windows 7: History of Windows, Starting Windows, Desktop, Using the mouse, Window interface: maximizing, Minimizing, Restoring and Closing a window, Using the Start Menu: All Programs, Search, Pinning a program to the Start Menu and Taskbar, Copying Icons from Start Menu to the Desktop, Shutting down, Restarting and Logging off the Windows, Customizing the Desktop, Changing the Screen Resolution, Control Panel, Use of Taskbar, Managing Multiple Windows, Creating new Folder on the Desktop, Windows Explorer: Title bar, Address bar, Navigation Pane, Libraries, Content Pane, Details Pane, Preview Pane, Displaying Properties of Drives, Folders and Files, Creating new Folder / File, Selecting Multiple Folders / Files, Copying Folders / Files: to same Folder, to multiple Folder, using Mouse, Quickly Copying, Moving Files to another Folder, Compressing and Decompressing Files and Folders, Recycle Bin, Installing and Uninstalling USB Devices, Downloading and Installing Programs, Creating Shortcuts on the Desktop, Using System Tools: System Information, Disk Cleanup, Disk Defragmentation, System Restore, User Account, using Notepad and Wordpad, Using Calculator, Using Paint, Sticky Notes, Windows Media Player
Unit –II	**Introduction To Linux:**
	Introduction to Linux, History, User Interface of Linux, GUI, Quick start Commands, BASH features, man (Manual) Pages, Overview of Linux File System, Orientation in the File System: Path, Absolute and Relative path, The Kernel, Introduction to Shell, Shell types, Viewing File Properties, Creating and Deleting Files and Directories, Moving Files, Copying Files, Finding Files, **grep** command, Viewing File Contents, Linking Files, File Security, Introduction to vi editor, Basic Commands: Moving through the text, Basic Operations, Commands to Insert mode
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Unit – IV   Spreadsheet – II
Conditional Formatting, Using Data and Time, Creating Charts, Using Sparklines, Naming Range, using Statistical Functions: SUM, AVERAGE, MAX, MIN, COUNT Using Math Functions: ROUND, INT, SQRT, ABS Using Financial Functions: PMT, FV Using Text Functions: LEFT, RIGHT, MID, FIND, *CONCATENATE(), LOWER, UPPER, Using* Date Function: *DATE, DAY,MONTH, YEAR,WEEKDAY, NOW,* Using Goal Seek, Using IF to make Formulas, Sorting Data, Filtering Data, Copying Format using Format Painter, Inserting Picture, Clip Art, Shapes, Smart Art, etc., Finding and Replacing Data in Worksheet, Protecting Workbook, Defining Header and Footer, Setting up Page and Margins, Setting up Print Area, Printing the Workbook

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