Gujarat University Ahmedabad

B.A.

Computer Subject

SEMESTER I

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<td>Core</td>
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<td>1</td>
<td>FC – 101</td>
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<td>Computer Skill</td>
<td>Computer Skill I</td>
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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:**

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

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
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(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:

Unit –II  Word Processor - I:

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

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 Chart, inserting Shapes, Smart Art, Word Art, Text Box and Symbols, 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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After completion of this course Student would be able to
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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:

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<tr>
<th>Unit – I</th>
<th>Introduction to Windows Operating System:</th>
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<tr>
<td>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</td>
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<th>Unit –II</th>
<th>Introduction To Linux:</th>
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<th>Unit – III</th>
<th>Spreadsheet - I :</th>
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**Unit – IV  **Spreadsheet – II

**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
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.
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:  

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, Books India Publications
(iii) HTML: A Beginner’s Guide; Wendy Willard; McGraw 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
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