

B.A – I

Course Code: CC 111

Course Name: Database Management System

Objectives:

Student will

- Learn database tool for designing and creating elements of a database table
- Understand how to display records (data) based on criteria using SQL
- Build Forms and Reports for data entry and view using standard layout

Contents:

Unit – I Introduction to DBMS:

Introduction **DBMS** Concepts, DATA PROCESSING – AN IMPORTANT ASPECT OF ANY BUSINESS, Data and Information, Data / Information Processing and Databases, Data – Types and Properties, Data Types, Data Representation, Data Size, Relationship, Data Organization and Grouping: Character, Field, Record, File, Database, Objectives of DBMS, Components of DBMS, Types Of Databases

Unit –II Introduction to DBMS Package (Microsoft Access):

Introduction of Microsoft Access database, Creating a database (Using Wizard, & Design) and Objects, Fields and data types, Creating a table, Field properties, Save and close a table, Add and save records, Edit records and close a table, Modify fields in a table, Modify columns and rows in data sheet, Validation rule to a field and its properties

Unit – III Data Manipulations in DBMS Through SOL:

Introduction of SQL, Creating, Modifying and Saving a Query, Insertion of data into a Table (INSERT), Modify the Contents of a Table (UPDATE), Display Records from a table (SELECT), Remove records from a table (DELETE), Ordering and filtering records of a Table, Use of Relational (Comparison), Operators (<,>,<=,>=#,<>) and Logical Operators(AND, OR, NOT) in query, Use of aggregate (Group) Functions: (AVG, COUNT, MAX, MIN, SUM), Character Functions: (LCASE, UCASE, LEN, STR, MID, LEFT, RIGHT), Date Functions: (DATE, HOUR, DAY, MONTH, YEAR)

Unit – IV Creating And Customizing Forms And Reports:

Introduction of Form, Creation with Form Wizard, View, Add, Delete and Save records, Save and Close a Form, Change Form Design, Select, Resize, Move and Delete controls, Change Fonts, Size and Color of Text, Showing data from more than one table, Introduction of Report, Create a report, Preview, print and save a report, Report in design view Types of Reports and Forms

Main Reference Book(s):

- (i) Microsoft Access 2010: Step by Step by Lambert & Cox, PHI
- (ii) Computer Application IV, Vimal Pandya, HK Arts College Publications, Ahmedabad.[Gujarati Book]
- (iii) Introduction to MS -Access, Dr. Gnaanesh N. Jani , Akshar Publications, Ahmedabad [Gujarati Book]

Suggested Additional Reading Book(s):

- (i) Microsoft Database Management System, Seema Kedar, Technical Publications
- (ii) Database Management System, Gerald V Post, Tata McGraw Hill
- (iii) The Essence of Database, F. D. Rolland, Pearson
- (iv) Database Management System, Dr. Vimal Pandya, Nirav Prakashan

Accomplishments of the student after completing the Course:

After completion of this course Student would be able to

- Understand the concepts of Database at primary level for storing, retrieving and manipulating data using navigation facility and SQL
- Explore more for entering, organizing and displaying result using FORMS and REPORTS.

B.A – I

Course Code: CC 112

Course Name: Introduction to Networking & Webpage Developing Using HTML

Objectives:

Student will

- Understand the various uses and benefits of Network.
- Explore the basic HTML tags for designing and developing Web Pages.

Contents:

Unit – I Introduction to Networking:

Introduction of Networking Concepts, Advantages and Usages of Computer Networking, Characteristics of Networking, Networking components – Cables, NIC [Network Interface Card - Ethernet Card], Repeater, Bridge, Hub, Switch Router, Access point, Types of Networking - Wired Network : LAN, MAN, WAN, Wi-Fi Network [Names & Definition], Networking Topologies and their advantages / disadvantages - Bus, Ring, Star, Mesh, Tree, Concepts of Servers, Client [Work station], Protocols – TCP / IP, SMTP, Pop3, ICMP [Definition & full form]

Unit –II Web Design Using Html:

Basic Concepts - Web browser, Text Editor, File types (Jpg, Png, Tif, BMP, etc.) , Introduction to HTML, HTML document structure, **HTML** Tags - Adding text in newline (
</BR>), Formatting Of text (, <U>, <I>), Creating heading (<h1></h1> to <h6></h6>), Creating a paragraph (<P>--</P>), Creating a horizontal ruler (<HR>--</HR>), Sub Script, Super Script, Text, Scrolling text<marquee>---</marquee>), Working with Character entity / Special character, Comment and Center tag, Font tag and body background Attributes

Unit – III List, Table, Img And Hyperlink Tag:

Working with list - Order list (ol), Unordered list (ul), Definition list (dl), Working with table - Creating table, Specifying caption, Table headings, All table related Tags & attributes (Row Span, Col Span), Working with Images - --- & all its Attributes, Working with Links - anchor tag with its entire attribute, HTML e-mail, Text, Image links

Unit – IV Frame And Multimedia Tag:

Working with Frames - <Frame>----</Frame> & all attribute of Tag (including target attribute), Working with multimedia: Sound & Video, HTML Embed Multimedia - Movie, Music

Main Reference Book(s):

- (i) 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) Introduction to Networking & Webpage Developing Using HTML, Dr. Vimal Pandya, Nirav Prakashan

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 and its attributes
- Get familiar about basic networking terminology widely used in the market for building small computer network

B.A – I

Course Code: SE (I) 111

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Student will

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Introduction of Networking Concepts, Advantages and Usages of Computer Networking, Characteristics of Networking, Networking components – Cables, NIC [Network Interface Card - Ethernet Card], Repeater, Bridge, Hub, Switch Router, Access point, Types of Networking - Wired Network : LAN, MAN, WAN, Wi-Fi Network [Names & Definition], Networking Topologies and their advantages / disadvantages - Bus, Ring, Star, Mesh, Tree, Concepts of Servers, Client [Work station], Protocols – TCP / IP, SMTP, Pop3, ICMP [Definition & full form]

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- Get familiar about basic networking terminology widely used in the market for building small computer network

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.

Contents:

Unit – 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

Unit –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

Unit – 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

Unit – 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

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.

MS-Outlook and Google Products

PRACTICAL EXERCISES OF MS-OUTLOOK

Exercise: 1

- a) Add at least ten contacts in the address book.
- b) Prepare two distribution lists names friends and family.
- c) Add names of the friends added in the first step in friends Distribution list and names of the family members in the Family distribution list.

Exercise: 2

Suppose you are celebrating your birthday. Prepare an invitation message and send it to friends and family members using the distribution list created in exercise one.

Exercise: 3

Your father has asked you to pay the utility (telephone bill, Electricity bill, Gas bill etc.) before the due date. Set reminder for the task using MS Outlook.

Exercise: 4

Assume that you have opened an recurring account in post office. You are supposed to pay Rs.1000 on 5th of every month. Set a recurrence reminder using MS Outlook.

Exercise: 5

Assume that you are appearing for an entrance examination which contains questions on logical ability and verbal skills. You have only a week for exam preparation. Prepare a task list for this important task with red color. Open outlook every day and edit the status of tasks.

Exercise 6

Assume that you have fixed a meeting with your employees. Set a schedule and assign (Distribute) to all concern employees of your company.

Exercise 7

To customize the different signature of your mail account and send it to your concerns.

Exercise 8

Suppose you are having documents and one image file in your local hard drive. Attach all these three files and send it to your family member.

Exercise 9

Perform to upload / download and share files using google Drive to upload some files to your google drive and share with your colleagues.

Exercise 10

Set appointment using Google Calendar

Suppose you need to arrange a meeting in Office for some agenda. Set and send a reminder to all your concern colleagues for attending this meeting using Google Calendar.