### PGDCA (PG Diploma in Computer Application)

#### SEMESTER-1

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PGDCA

SEMESTER-1

1PGDCA1 - FUNDAMENTALS OF COMPUTERS & INFORMATION TECHNOLOGY

UNIT-I

Computer System Concepts, Application area, advantage & disadvantage, Components of a computer system - Control unit, ALU, Input/Output, Memory, Mother Board, Generations of computers, Configurations of Computer system, Types of PCs-Desktop, Laptop, Notebook, Palmtop, PDA, Special Purpose computers, Supercomputers Characteristics and area of Uses, Primary Vs Secondary Memory, RAM, ROM, EPROM, PROM.


UNIT-II

Input Devices: Keyboard, Mouse, Trackball, Joystick, Scanners, Digitizing tablet, `Digital Camera, MICR, OCR, OMR, Light pen, Barcode & Barcode Reader, Quick Response Code (QR Code), Voice Recognition, Touch Screen.


UNIT-III


Application Software and its Types- Word Processing, Spreadsheet, Presentation Graphics Database Management, desktop publishing, communication, educational, Graphics & Multimedia, Business Accounting, MIS, Gaming and ERP Software etc.

Computer coding system-ASCII, ISCII and Unicode, Number system of computer. Binary, Octal, Decimal, Hexadecimal their conversion.

UNIT-IV


Types of Network— LAN, WAN, MAN, Internet, VPN etc., Topoloics of LAN— Ring, Bus, Star, Mesh and Trce topologies- structure, uses, advantages & disadvantages. Components of LAN- Media, NIC, NOS, Network devices- Bridges, HUB, Routers, Repeater, Gateways uses, advantages & disadvantages
UNIT-V

LINUX: History & Features, Hardware Requirements of Linux, Various flavors of Linux, Linux Standard Directories, Functions of Profile and Login Files in Linux, Linux Kernel, Login and Logout from Linux System, Linux commands- bc, cal, cat, cd, clear, cmp, cp, mv, date, find, ls, pwd, mkdir, more, rm, rmdir, chgrp, chmod, who, whois.

Reference Books:
• Computers Today, A. Ravichandran, Khanna Book Publishing.
SEMESTER-1

1PGDCA2- PC PACKAGES (WORD, EXCEL, POWERPOINT)

UNIT-I

Accessories-MS Paint, Notepad, WordPad, Windows Media Player, Calculator, Games, Math Input Panel, Language Settings-How to set other languages on computer Using Control Panel to add, remove or configuring new or existing devices and software programmes and fonts,Enhance the performance of computer- using Disk Clean-up, using Disk Defragruenter, Using Windows Update, Protecting your computer against viruses.

Using Internet in Windows: Basic Operations using Internet Browser-Working with browsers, Know about WWW, URL, Search Engines, Searching information on Wikipedia, Subscribing and reading newspapers online, Typing text in the regional language, Using Google Maps, Working with Google Apps, Online Ticket Booking, Apply for PAN Card/Passport/Aadhar Card online, Pay electricity bill and service tax online, Booking gas refill online, Downloading eBooks.

UNIT-II


Tables: Creating a simple table, creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width, Conversion to and from text.

UNIT-III
Advanced Features of MSWord-Spell Check, Thesaurus, Find & Replace, Files, Auto texts, Symbols etc., working with Columns, Tabs & Indents, Margins & Space management in Document, Page, Column & Section Breaks, Adding References, Using footnote and endnote in documents creating automatic Table of Content, Using Themes, Watermarks, inserting equations & Symbols.


Mail Merge in MS Word, Mail Merge concept, Envelops & Mailing Labels, Importing and exporting to and from various formats, Macros in MS Word: Macro introduction and their use, recording macros, editing macros, running a macro.
UNIT-IV

MS Excel Spreadsheet Basics & features, concepts of Workbook & Worksheets, Getting started, Creating a new worksheet, Using Wizards, Various Data Types, Selecting cells, Entering and editing text, Entering and editing Numbers, Removing & Resizing of Columns & Rows, entering and editing Formulas, Referencing cells, moving cells, copying cells, sorting cell data, inserting rows, inserting columns, Inserting cells, Deleting parts of a worksheet, clearing parts of a worksheet, Different Views of Worksheets.

Formatting: Page setup, Cell Formatting, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns, Working with Data & Ranges, Column Freezing, Labels, Hiding, Splitting, merging etc.

Charts: Chart parts and terminology, chart wizard, different types of charts, printing charts, deleting charts, linking in spreadsheet, Printing of Workbook & Worksheets with various options.

UNIT-V

MS PowerPoint: Introduction & area of use, Working with MS PowerPoint, Creating a New Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists, Adding Graphics, shapes, screenshots, Smart Art and charts in presentation, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, change Slide backgrounds, Change Slide Size, Using Animation and Transitions in presentation, Advanced Slide options- Manual & Automatic, Printing Presentations, Notes, Handouts with print option Slide Master, Handout Master and Notes Master.

Outlook Express; Features and uses, Configuration and using Outlook Express for accessing emails in office, Add e-mail accounts to Outlook, Create emails, send and receive emails in outlook.

Reference Books:

- Windows 8.1 In Depth, by Knittel, PEARSON
- Windows 8.1 Plain and Simple by Joli Ballew, Nancy Muir, PHI
- MCSA Microsoft Windows 8.1 Complete Study Guide: Exams 70-687, 70-688, Jeffrey R. Shapiro, Darril Gibson, Wiley India
- Windows 8.1 For Dummies By Andy Rathbone, Wiley India
- Office 2013 in Simple Steps, Kogent Learning Solutions Inc., Wiley India

Microsoft Office 2013 Bible, Lisa A. Bucki, John Walkenbach, FaitheWempen, Michael Alexander, Dick Kusleika, Wiley India,
- Microsoft Office 2013 Edition Inside Out, Bott Ed, Siechert, Carl, Prentice Hall Of India (PHI)
- Microsoft Office Professional 2013 Step By Step, Melton, Beth, Dodge, Mark, Swinford, Echo, Couch, Andrew, Legault, Eric, Schorr, Ben M., Rusen, Ciprian Adrian, Prentice Hall of India (PHI)
- Learning Microsoft Office 2013, Paperback by Ramesh Bangia, Khanna Book Publishing
- Microsoft Office 2013 : Digital Classroom, Paperback by Walter Holland, ACI Creative Team, WILEY
SEMESTER-I

1PGDCA3(A) - DATABASE USING MYSQL

(ELECTIVE-I)

UNIT-I
Introduction to database concept ,Need of database, Flat Database, Database Management System, Characteristics of DBMS ,Relational Database, Entity and Referential Integrity, Database Concept of primary key, Database Application Example, Banking, Railways, School, Retail Store. Database Elements - Tables, Query, Form, Report, Introduction to Client Server paradigm

UNIT-II
MySQL Database, Its Features, Installation on Windows, Making it works on Command Line, Using the Built in Database, Running and Shutting down MySql Server, Setting up MySql user account. CREATE and DROP database, Important Administrative Mysql database commands- SHOW DATABASE, USE DATABASE, SHOW TABLES, SHOW COLUMN, and SHOW INDEX

UNIT-III
Database Query Commands DDL, DML, DCL, Creating Tables Using SQL Commands, Using various Data Types, Applying constraints on Tables, Updating, Deleting MySQL Tables, Inserting Data, Updating and Deleting Data - Retrieving Data From a MySQL Database- Sorting Data Retrieved from a MySQL Database- Using WHERE to Filter data. SQL Functions and Operators Control flow function, String Function, Numerical Function

UNIT-IV
Data- Advanced MySQL Data Filtering- AND, OR, NOT and IN- MySQL Wildcard Filtering using LIKE- MySQL Regular Expression Searches - Joining Tables in MySQL, Applying Grouping of data by Group By, MySQL Data Aggregation Functions- MySQL Users and Security- Administering and Monitoring MySQL using the MySQL Commands.

UNIT-V
Example Applications for My Sql database- Workbench and PhpMyAdmin, Graphical user Interface of PhpMyAdmin, PhpMyAdmin Features, Installation, Use of different section of PhpMyAdmin, Managing database with PhpMyAdmin, Browse, Structure, Search, Insert, Empty, Drop, Create new tables and add data, Execute MySql query with sql tab.

Reference Books:
• A Guide to MySql Philip J Pratt
• Learning MySql Seyed MM Tahaghaghi O’Reillay Publications
• https://dev.mysql.com/doc/refman/5.6/en/
• https://www.analysisandsolutions.com/code/mysql-tutorial.htm
SEMESTER-I

1PGDCA3(B) - DATABASE USING MS ACCESS

(ELECTIVE-I)

UNIT-I

Introduction to database -What is a Database, Why use a Relational Database, Overview of Database Design-
Data Normalization (Determining tables, Determining Fields, Determining Relationships) Integrity Rules,
(Primary/Foreign Key, One-to-Many, Many-to-Many, One-to-One) Introduction to MS Access (Objects,
Navigation).

UNIT-II

Tables in Database, Create a Table in MS Access- Data Types, Field Properties, Fields: names, types, properties
default values, format, caption, validation rules Data Entry, Add record delete record and edit text, Sort,
find/replace, filter/ select, rearrange columns, freeze columns. Edit a Tables- copy, delete, import, modify table
structure, find, replace.

UNIT-III

Working with Query, Setting up Relationships- Define relationships, add a relationship, set a rule for Referential
Integrity, change the join type, delete a relationship, save relationship Queries & Filter - difference between
queries and filter, filter using multiple fields AND, OR, advance filter Queries, create Query with one table, find
record with select query, find duplicate record with query, find unmatched record with query, run query, save and
change query.

UNIT-IV

Working with Forms, Introduction to Forms Types of Basic Forms: Columnar, Tabular, Datasheet,
Main/Subforms, add headers and footers, add fields to form, add text to form use label option button, check box,
combo box, list box Forms Wizard, Create Template.

UNIT-V

Working with Reports, Introduction to Reports, Types of Basic Reports: Single Column.
Tabular Report Groups/Total, single table report, multi table report preview reports. Print report, Creating Reports
and Labels, Wizard.

Reference Books:

• MS Office XP complete BPB publication ISBN 8 1-7656-564-4.

• MS Access fast & easy by faithe wempen PHI.
SEMESTER-I

1PGDCA4(A) - FUNDAMENTALS OF MULTIMEDIA
(ELECTIVE-II)

UNIT-I
Introduction to Multimedia, Multimedia Definition and concept, Need of Multimedia, Areas of use, Development platforms for multimedia, Identifying Multimedia elements Text, Images, Sound, Animation and Video, Multimedia Hardware and Software requirement. Making simple Multimedia with PowertPoint Text as a component of Multimedia, Concepts of plain & formatted text, RTF & HTML texts, Object Linking and Embedding concept, Fonts- need & types

UNIT-II
Sound in Multimedia. Importance of sound in Multimedia, Sound and it Attributes - tone, intensity, frequency, wavelength, pitch etc. Mono V/S Stereo Sound, Sound Channels, Effects in Sound, Analog V/S Digital Sound, Overview of Various Sound File Formats on PC WAV, MP3, Concept of MIDI, Software for sound editing and mixing, 3D sound

UNIT-III

UNIT-IV
Video and Animation in Multimedia, Impact of Video in Multimedia, Basics of Video Analog and Digital Video, How to use video on PC, Brief note on various video standards PAL, NTSC, Different file formats and their use in Multimedia, MPEG, AVI, MJPG, Name of video editing software, Basics of Animation, Types of Animation and use of Animation, Software for Creating Animations,

UNIT-V

Reference Books:
• Multimedia Basics Volume / Technology, Andreas
• Multimedia on the PC by IANR Sinclair, BPB Publishers
SEMMESTER-I

1PGDCA4(B) - PROGRAMMING WITH VB .NET

(ELECTIVE-II)

UNIT-I

UNIT-II
Introduction to .NET, .NET Framework features & architecture, CLR, Common Type System, MSIL, Introduction to visual studio, Visual BASIC, visual development & event drive Programming, Methods and events, Variables, Data Type of variables, Classes & Objects, simple projects in VB.NET, constructor, inheritance, Access Specifiers, Overloading

UNIT-III
Scope & lifetime of a variable, Arrays, Collections, Subroutines, Functions, Control flow statements: conditional statement, loop statement. MsgBox & Input box. Forms: Loading, showing and hiding forms, Methods and events, GUI Programming with Windows Form, Textbox, Label, Button, simple projects in VB.NET using these controls

UNIT-IV
More advanced tools, Listbox, Combobox, Checkbox, PictureBox, Radio Button, Panel, scroll bar, Timer, Dialog boxes, Designing menus, Advanced projects in VB.NET using these controls

UNIT-V
Database programming with ADO.NET Accessing Data using Server Explorer, Creating Connection, Accessing Data using Data Adapters and Datasets, using Command & Data Reader, data bind Controls, displaying data in data grid. Processing Access Database using ADO.NET Object model, Connection object, Command object, Add, delete, move & update records to dataset. Projects in VB.NET using database

Reference Books (Based on Visual Studio 2010 or Above):

• Vb.Net Programming Black Book By Steven Holzner Dreamtech Publications
• Mastering Vb.Net By Evangelos Pet Routsos - Bpb Publications

• Vb.Net Black Book By Steven Holzner Dearniech
## PGDCA (PG Diploma in Computer Application)

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SEMESTER-II

2PGDCA1 - IT TRENDS & TECHNOLOGIES

UNIT-I
E-governance, e-democracy, Government efforts to encourage citizen participation, PPP model, E-governance websites & services, MPONLINE services, UIDI & Aadhar, E- governance mobile apps like UMANG, Digital Locker, Digital Library.

Introduction to cyber crime, types of attacks like spyware, malware, spam mail, logic bombs, denial of service, types of cyber crime like email fraud, phishing, spoofing, hacking, identity theft.

UNIT-II
E-Commerce- introductions, concepts, Advantages and Disadvantages, technology in E- Commerce, Benefits and impact of e-commerce
Electronic Payment Systems: Introduction, Types of Electronic Payment Systems, RTGS, IMPS, NEFT, Payment gateway, debit & credit card, internet banking, mobile wallet, UPI, BHIM, PAYTM app, online shopping, online marketing

UNIT-III
Introduction to wireless communication, Blue tooth, WiFi, WiMax, LiFi, Mobile technology, 2G, 3G, 4G, 5G services, IMEI, SIM, IP Telephony, Soft phone, Voice mail, Ad-hoc & sensor networks, GIS, ISP, Mobile Computing, Cellular System Cell, Mobile Switching office, Hands off, Base Station.

UNIT-IV
Artificial Intelligence and Expert system- Concepts of AI & Expert Systems, Merits and Demerits of Expert system, Application of Expert system and AI
Cloud computing— Introduction, types, application, services, Google play store, Apple store,
IOT— Introduction, Application & use
Big data- Introduction, Application & use

UNIT-V
Introduction to MIS, System Development Life Cycle, Various phases of system development, Considerations for system planning, Initial Investigation, Determining Users Requirements and Analysis, Fact Finding Process and Techniques, Data Analysis, data Dictionary, decision table, decision tree & form design process.

Reference Books:
• Fundamentals Of Information Technology Alex Leon & Mleon, Vikas Publications.
• Frontiers of Electronic Commerce, By- Kalakota, Ravi; Stone, Tom.
• E-Commerce An Indian Perspective (Second Edition) By Pt Joseph, S.J. Prentice-Hall Of India.
• Recent Magazines of Computers And Communication.
• System Analysis & Design by V K Jam, Dreamtech Press.
• Modern System Analysis & Design by A Hoffer, F George, S Valaciah, Low Priced Edn. Pearson Education.
UNIT-I
Introduction to Internet - Internet Evolution & Concept, Internet Vs Intranet, Growth of Internet, Internet Service Provider (ISP) & its Function, Connectivity- Dialup, Leased line, VSAT, URLs, Portals, Internet Services, Applications. E-MAIL- Basics of Sending & Receiving, Free Email services, Internet chatting - Voice chat, Text chat, World Wide Web (www)- History, Working, Web Browsers & its functions, Concept of Search Engines, Searching the Web, HTTP, URLs, Web Servers, Web Protocols, Networks layers & TCP/IP protocols, The Advantages and Disadvantages of Internet and World Wide Web

UNIT-II
HTML- Concepts of Hypertext, Versions of HTML, Elements of HTML, Syntax, Tags & Attributes, Head & Body Sections, Building, HTML Documents. Inserting Texts, Images, Hyperlinks, Backgrounds And Color Controls, Different HTML Tags, Table Layout and Presentation, Creating Lists, Use of Font Size & Attributes, List Types and Its Tags, Use of Frames and Forms in Web Pages, Creating Frameset, Opening pages into frames, Design Forms Contro

UNIT-III
Cascading Style Sheet (CSS) -Introduction, creating style , using inline and external CSS, Creating Divs with ID style, creating Tag & Class style using font family, size and colors, creating borders, Navigation links, creating effects with CSS, JavaScript Overview, syntax & conventions, Variables, Expressions, Branching & Looping statements, Functions, Arrays Objects, Events & Document Object Model - onClick, onMouseOver, on Submit, on Focus, on Change, onBlur, onLoad, onUnload, Alerts, Prompts & Confirms

UNIT-IV
Designing Websites with Expression Web- Introduction to WYSIWG HTML editor, advantages of using HTML editors, Creating a new site, Creating a new Page, Inserting and formatting text, Creating & Inserting Images, Adjusting Transparency settings, Adding Images with alternative Text, Aligning images, creating Email Link, Linking to other websites, Testing and targeting Links, Organizing files & folders, Designing Accessible Tables, styling a table, Editing table layouts, Adding style to a table using CSS

UNIT-V
Word Press- What is Word Press, Installation, Login, overview of admin panel, user profile, Word Press Themes, Themes depository, Create & add a new logo, Set up a static home page, Create Posts, Delete pages, Create Menu, Add a post, Delete a post, Add Widgets, Upload images, Add Images To a post, Insert and Format Text, Add a Hyperlink to an image, Add a Hyperlink to some text, Protocols- meaning, different web protocols- FTP, DNS, TCP, UDP, HTTP, IP Telnet Concept, FTP Commands - viewing Files and directories, Transfer and rename files, FTP with Filezilla & CuteFTP, Web Hosting - Concept, Introduction to Domain Name & DNS, procedure to register a Domain Name, Procedure for web hosting, Space on Host Server for Website.

Reference Books:
• Level Module- M 1.2 - Internet & Web Page Designing By V.K.Jain — Bpb Publications.
• E-Commerce An Indian Perspective (Second Edition) - By P. T. Joseph, S.J. Esentice-Hall Of India
• Internet For Everyone - Alexis Leon And Mathews Leon, Vikas Publishing House Pvt. Ltd., New Delhi
• WordPress Made Super Simple - How Anyone can Build A Professional Looking Website, by Jack Davies and Sarah Wiley
• Internet For Dummies - Pustak Mahal, New Delhi
• How To Create A Website Using Wordpressthe Beginner’s Blueprint for Building a Professional Website in 3 Easy Steps Kindle eBook , by Brian Patrick
• Wordpress for Beginners 2017: A Visual Step-by-Step Guide to Mastering Wordpress Kindle eBook by Dr. Andy Williams
SEMESTER-II

2PGDCA3(A) - DTP WITH PAGE MAKER & PHOTOSHOP

(ELECTIVE-III)

Unit-I

Difference between a word processor and Publication Software, Use and importance of DTP in Publication & Newspaper Printing, Various DTP Softwares and its application area

Introduction to Offset Printing Technology, Printers, Formatting of a text: Typography, Fonts, Point Size, Spacing, Breaks, Measurements etc. DTP & Page Layout Designing

Types of Printing: Lithography, Flexography, Gravure, Screen Printing, Offset Printing, Print Media & Offset Printing. Terms used in Offset Printing: Bleed, CMYK, Transparent Printouts - Bromide & Film. Halftone, Impression, Saddle Stitch, Perfect Bind, Negative & Positives for Plate were making

Unit-II

Attribute settings: Tools, Styles, Menus, Templates, Alignments, Grids, Guides etc. Keyboard shortcuts, Templates & its use

Page Layouts- Margins and Page Orientations with various page sizes, Text Editing and Manipulation, Magazine & News Paper Page Layouts

Filters, Import and Export options, Placing of Text and Images, Auto flow and Story Editor, Different Layout views, Control Palatte, Layers & its use

Tab setting, Columns & Gutters, Use of Styles, Palettes & Colors, Import & Export files, Document Setup & Preferences. Master Pages and its use

Unit-III

OLE & Embedding, Plugins, Mathematic Equation, Table Editor and its use. Polygon Setting & Rounded Corners Master Pages, Headers & Footers, Frame Options, View Menu Options, Print Setup options. Paste Multiple & Paste Special.

Managing and Printing Publications Tiles, multiple copies etc. Use of Page Maker in News paper and Magazines, Various Page Layout Designing Practical’s

Unit-IV
Introduction to Adobe Photoshop, Photoshop Documents, Various Graphic Files and Extensions- JPG, GIF, PNG, TIF, BMP, PSD, CDR,. SVG etc., The Photoshop Environment


Image: Image Size and Resolution, Changing Image Size and Resolution, Getting Image from Input Devices, Creating New image in Photoshop

Using File Browser, Opening and Importing Selecting Image, Adjusting Pixel, Snap command, Saving and Loading Selection, Deleting Selection

UNIT—V
Photoshop- Introduction PSD files, Screen and Work Area Interfaces: Menu Bar, Option Bar, Palette, Active Image Area, Tool Box List etc.
Opening a File, Saving a File, Closing a File, Tool: Icons, Name and usage of Each tool, Setting History Option, Basic Image Manipulations, Photoshop Layers & Palettes: Use of Layers, Creating using layer, Using layer palette,


Introduction to InDesign, Interfaces, Commands & options, inserting text & images, newspaper & magazine page designing in InDesign

Reference Books:
• Adobe Photoshop 7 by Bpb PUBLISHING
• Adobe Premier Pro Class room in a book, the official training workbook, Adobe at ptgmedia.pearsoncmg.com
• InDesign CS6 in Simple Steps by Kogent Learning Solutions Inc. and Dreamtech Press
SEMESTER-II
2PGDCA3(B) - FINANCIAL ACCOUNTING WITH TALLY
(ELECTIVE-III)

UNIT-I
Basic Concepts of Accounting, Financial Statements, Financial Statement Analysis, Cost Centre, Basic concepts of Inventory, Tally Configuration & INI setup, Data Directory & Folders configuration, Single & Multiple User, Tally Screen Components, Mouse/Keyboard Conventions & Key, Combinations, Switching between screen areas, Quitting Tally. Maintaining Company Data, Basic Company Details - Create/Alter/ Select/Load/Close a Company, Chart of Accounts, Company Features, and Configuration.

UNIT-II

Bank Reconciliation, Interest calculations using simple & advance parameters, Interest calculations on outstanding balances & on invoices, Use of voucher class, adjustment of interest, Creation of voucher class, Invoice entry in a class situation.

Create, Alter & Delete Budgets for groups, ledgers & cost centre, Defining credit limit & credit period, Display Budgets & variances, Create, Alter & Delete a scenario. Journal Transactions, payment voucher, Godown summary

UNIT-III


UNIT-IV
Create, Alter & Display Stock Groups and Stock Items, All inventory voucher types and transactions Inventory details in accounting vouchers.

Reports like Stock summary, Inventory books like Stock item, Group summary, Stock transfers, Physical stock register, Movement analysis, Stock group & item analysis, stock category analysis ageing analysis, Sales order & Purchase order book, Statement of inventory related to Godowns, Categories, stock query, Reorder status, Purchase & Sales order summary, Purchase & Sales bill pending, Exception reports like negative stock & ledger, overdue receivables & payables, memorandum vouchers, optional vouchers, post-dated vouchers, reversing journal

UNIT-V
Cheque Printing, Common printing options, Different printing formats, Multi-Account printing, Dynamic- Report specific options, Creating Group Company, Use of Tally vault, Using Security control & defining different security levels, Use of Tally Audit

Back-up & Restore, Splitting company data, Export & import of Data, ODBC compliance, use of E-mail, Internet publishing, Upload, web browser & online help, Re-write data.
**Reference Books:**
- Nadhani, K.K, Accounting with Tally, BPB Publications, New Delhi
- Kogent Learning Solution, Tally ERP 9 in simple steps (Hindi), Dreamtech Press, New Delhi
- Goyal, Hemant Kumar, Accounting through Computer, Radha Pocket Books
- Goyal, Hemant Kumar Sharma, Rajkumar, a to z Accounting through computer, Ravi Pocket Books, Meerut
- N. Satyapal, Using Tally, Khanna Books Publishers, New Delhi
- Nadhani, Ashok K, Nadhani, Kisor K, Implementing Tally 9, BPB Publications, New Delhi
UNIT-I
Introduction to CorelDraw, Usage and Advantages, Introduction to User Interface, Introduction to tool panel and workspaces, Introduction to various size and formats of panels and layouts, File layouts and layout properties, Objects and using color profiles.

UNIT-II
Text tools and text properties, Creating Vector graphics by using editing tools, Importing Images and graphics in Corel draw layout, Creating shapes and editing shapes, Drawing curves and editing curves, Creating special text effects, Creating special object effects, Using color effects.

UNIT-III
Using grid and rulers, Tracing images and graphics, working with borders and page arrangements, Using Masking effects with Text, Using Masking effects with objects

UNIT-IV
Adobe Premier: Introduction, Area of Use, Setting up new Project, Workspace: Project Video Display, Selected Clip Display, project panel Project Timeline Toolbar,

Toolbar description: Selection Tool, Track Select Forward Tool, Track Select Backward Tool Ripple Edit Tool, Rolling Edit Tool, Rate Stretch Tool, Razor tool, Slip tool, Slide Tool, Pen Tool, Hand Tool, Zoom Tool.

Importing files into Premier, Sequence, Titles, Video Motion, Video Opacity, Transition Panel, Effect panel, Color Correction, Adjusting Video Speed, Saving Project, Exporting Video

UNIT-V
Sound Forge: Introduction, Interface, Editing Toolbar, Transport toolbar, Opening new file, playing a file, playing file from specific point, playing a selection, Basic Sound Editing: Copying, Pasting, Cutting, Deleting, Cropping, Mixing, Recording Audio Normalizing, Using Markers, Noise Reduction.

Reference Books:
• Learn Corel Draw 11 by BPB PUBLISHING
• Corel Draw the official Guide by Gray David Bouton, Corel Press
• Corel 1)mw Course 11 , 12, X To X5 13Y VISHNU P. SINGI 1 I3IB PU I3LISHING
• Instant sound forge (Audio) Fisher, Jeffrey,
• A guide to film making with software tools: Adobe Premire and Sound Forge NuT
UNIT-I
Concepts of Hypertext & HTML, Elements of HTML syntax, Head & Body Sections, Building HTML documents, Inserting texts, Images, Hyperlinks, Backgrounds and Color controls, HTML tags, Table layout and presentation, Use of front size & Attributes. List types and its tags, Use of Frames and Forms in web pages

UNIT-II

UNIT-III
Running a web Application, creating a multiform web project, Form Validation: Client side validation, server side validation, Validation Controls: Required Field Comparison Range. Calendar control, Ad rotator Control, Internet Explorer Control, Accessing Data using Data Adapters and Datasets

UNIT-IV
Database programming for websites, Creating Connection, Accessing Data using Data Adapters and Datasets, using Command & Data Reader, data bind Controls, data grid. Add, delete, move & update records to dataset. Projects in ASP.NET using database

UNIT-V

Reference Books (Based on Visual Studio 2010 or Above):

- The Complete Reference ASP.NET by Mathew Macdonald, TMH.
- Professional ASP.NET- Wrox publication.
- Active Server Pages 2.0 (Unleashed) by Stephen Waither: Tcchmedia.
- ASP 3 Programming Bible by Eric A. Smith: IDG Books.