University of Pune

S.Y.B.A.

Vocational Course

Computer Application

Syllabus revision

To be implemented from June 2014

Vocational Course
Computer Application

Objectives:
A. To know fundamentals of Computer and Organization of Hardware and Software
B. To know various Microprocessor,Working of various Components,Peripheral Devices
C. To know Computer Networks, World Wide Web, Basic computer Applications
D. Introduction to operating systems concepts, Internet Computing,.

SUMMARY CHART

F.Y.B.A. Papers

Paper 1 **Computer-Fundamentals**
Paper 2 **Computer-Basic Application**

S.Y.B.A. Papers
Paper 1 **Computer- Network Fundamentals**
Paper 2 **Computer–Graphic Applications**

Proposed T.Y.B.A. Papers
Paper 1 Computer- **Web Publishing**
Paper 2 Computer-**E-content Writing &Editing**

Syllabus

(To be implemented from Academic Year 2014-15)

Class: S. Y. B. A.
Vocational Course
Subject: Computer Application
Paper I: Computer- Network Fundamentals

Unit-1: Introduction to Computer Networks
1. Block Diagram of Local Area Network, Practical Examples
2. Block Diagram of Wide Area Network and Metropolitian Network
3. Need of Networking
4. Advantages Disadvantage
5. Internet and Intranet

Unit-2: An Overview of a Computer Network
1. LAN, WAN, MAN- Advantages, Expansion of Networks, Approriate Applications
2. Network Topologies – Star, Ring, BUS, MESH,
3. Network components: Study of Block Diagram and its Uses, features of Ethernet, Switches, Bridges, Router, Cables-Cat6, Fiber Optics
4. Internet - Concept of IP Address,Configuring an IP Address, DNS, Working of Protocols and comparative study of TCP/IP, SMTP, FTP, TELNET, http, https and there Various Applications

Unit-3: Client Server Topology
1. Server- Use and working of Webserver, File Server, Data Server, Mail Server, Application Server
2. Clients- Use and working of Diskless Clients, Thin Clients, Thickclients, Node, Desktop
3. Sharing- How to Share folder, File, Drive, Printer
4. Network Categories: Working of DATA Network, Voice Network, Video Network

Unit-4: Applications of Networks and Internet
-Web Browsers- Features and comparisons of IEx, Firefox, Google Chrome, Safari
-Search engine- Google, Bing, Yahoo, AOL etc.
- Video Conferencing :- Skype, Webex, OOVOO, Google talk, yahoo messenger
-Google APPS – Mail, Google Drive, Maps, Search, Youtube, News, Calen   r, google +
- Online Trade Websites - ebay, Flipkart, Snapdeal,Amazon , Online Airticketing and Railway Reservations

Paper II: Computer-Graphic Application

Unit-1 : Introduction to Concepts of Desktop Publishing
Need of DTP, Advantages over traditional methods, Various advancements in DTP,
Various tools used in graphic designing.

Unit-2: Corel Draw
Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, visiting cards, etc.

Unit-3: Adobe Pagemaker
 PageMaker tool bar, Settings, Opening, saving and clos ng publications Inserting and removing Flowing text, resizing the object, Adjusting   aphics or text Select multiple elements, Selecting elements behind the others, Mask and group, unmask and ungroup.
 Constrain move vertically/horizontally Paste items, ed ing objects, rotating text box Layout window, viewing pages, changing previous and ne t pages, zooming and hyperlinks Font style, size, case Subscript and superscript Inserting Special characters, bullets, page numbering Spacing of character, line, word and paragraph Breaking and non breaking Text editing – selecting word, paragraph and a range of text Indenting/Tabs Find and change dialogue box , Text recomposition , Compress paint, JPG and GIF files Using Palletes control, colour palletes, tyles palet and master pages pallet
 Removing master page objects from pages, control pallets Making tables, editing data in tables. Filing, stroking, frames, arranging, text   rapping, grouping and ungrouping, locking and unlocking, mask/unmask image, polygon setting, rounded corners. in PageMaker

Unit-4: Adobe Photoshop
Photo editing /inserting starting with Setting Up The Interface Managing Palettes Working With Photoshop Tools Working With Layers

Practical List:

1. Sharing a Drive in Windows OS.
2. Study of Configuring a Pc on Network – Setting IP address, Gateway and DNS
3. Creating a document in Adobe Pagemaker.
4. Manupulating images using image import, resizing, rotating, duplicating, cropping etc.
5. Combining graphics with text using overlay text wrap etc.
6. Designing a drawing in Corel Draw.
7. Editing a Photo in Adobe Photoshop
8. Creating a photo page for an event
9. Producing a single sheet (A4) 'poster' promoting an im ginary (or real !) forthcoming event.
10. Creating a single sheet (A4) newsletter
11. Setting computer for video conferencing using Skype and other applications.
12. Studying Features of Google Search Engine
13. Studying features of at least two search engines other than Google
14. Tour /Visit to Advertising Agency / News Media Agency to know applications of page maker/Corel Draw

Reference Books / Web sites:

Elements of Computer Networking : An Integrated Approach 1st Edition

Author: A. Damodaram, Narasimha Karumanchi, M. Sreenivasa Rao

Publisher: CareerMonk Publications
2014
Fundamentals Of Computer Networks 2nd Edition
By Sudakshina Kundu
Publisher: PHI Learning Private Limited

Computer Networks (Paperback)
by Sanjay Sharma

Elements of Computer Networks 2nd Edition (Paperback)
by Sanjay Sharma

Computer Networking 01 Edition
by Computer Networking

Computer Networks 1st Edition (Paperback)
by M Dave

Adobe Books

https://www.adobe.com/training/books/photoshop.html

Dummies for Photoshop

Adobe Pagemaker 7.0 – Classroom in a Book by Adobe Press

http://books.google.co.in/books/about/Adobe_PageMaker_7_0_classroom_in_a_book.html?id=T2k5PTAse7sC&redir_esc=y

Corel Draw Books

Coreldraw X6 The Official Guide – Published By Corel

http://community.coreldraw.com/blogs/silviowin/pages/meet-two-of-the-most-spectacular-books-on-coreldraw-graphics-suite-x6.aspx

http://books.google.co.in/books/about/CorelDRAW_12_Unleashed.html?id=cRVw8jtI0NoC

Dummies for Corel Draw