<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>TYPE</th>
<th>PAPER CODE</th>
<th>PAPER NAME</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>5</td>
<td>CORE</td>
<td>CC - 301</td>
<td>MS Project</td>
<td>MS Project</td>
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<td>CORE</td>
<td>CC - 302</td>
<td>Dream Weaver</td>
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<td>CC - 303</td>
<td>Fundamental of Programming</td>
<td>C</td>
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<td>CORE</td>
<td>CC - 304</td>
<td>Computerized Accounting System - I</td>
<td>Tally ERP 9.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Part I)</td>
</tr>
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</table>

**INTRODUCTION TO**
GUJARAT UNIVERSITY

BA

SEM V

COURSE CODE : CC 301

SUBJECT : CORE - COMPUTER APPLICATIONS

PAPER TITLE : MS PROJECT

Objectives:

+ To create their own planner and budget for any function/program
+ To understand how to use daily project.

Unit 1 : Introduction of MS Project

History of MS Project, Features of MS Project (Reports, Task Path, Recognize Backstage, project finish date, support for touch input, New Cleaner look, Project Professional only, support for apps for office), Screen Layout of MS Project.

Unit 2 : Simple Scheduling Basics

Starting a new plan, Building a task list, Setting up resources, Assigning resources to task, Formatting and sharing your plan, tracking process.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Predecessor Activity</th>
<th>Priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Dismantle pipe connections</td>
<td>--</td>
<td>150</td>
</tr>
<tr>
<td>B</td>
<td>Dismantle heater, closure, and floating front</td>
<td>A</td>
<td>140</td>
</tr>
<tr>
<td>C</td>
<td>Remove tube bundle</td>
<td>B</td>
<td>130</td>
</tr>
<tr>
<td>D</td>
<td>Clean bolts</td>
<td>B</td>
<td>120</td>
</tr>
<tr>
<td>E</td>
<td>Clean heater and floating head front</td>
<td>B</td>
<td>100</td>
</tr>
<tr>
<td>F</td>
<td>Clean tube bundle</td>
<td>C</td>
<td>90</td>
</tr>
<tr>
<td>G</td>
<td>Clean shell</td>
<td>C</td>
<td>80</td>
</tr>
<tr>
<td>H</td>
<td>Replace tube bundle</td>
<td>F, G</td>
<td>70</td>
</tr>
<tr>
<td>I</td>
<td>Prepare shell pressure test</td>
<td>D, E, H</td>
<td>60</td>
</tr>
<tr>
<td>J</td>
<td>Prepare tube pressure test and reassemble</td>
<td>I</td>
<td>50</td>
</tr>
</tbody>
</table>

A. Create a project file for above situation. Regular timings should be from 9:30 to 1:30 and 2:00 to 6:00, Hours per day 8, days per month 25, and Jan 14, Jan 26 and August 15 as holidays.

B. Enter tasks, their predecessors and the priorities in the respective sheet.

3. Listed in the table are the activities and sequencing necessary for the completion of recruitment procedure for management trainees (MT) in a firm.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Predecessor Activity</th>
<th>Start Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Asking units for requirements</td>
<td>-</td>
<td>5-8-05</td>
<td>5d</td>
</tr>
<tr>
<td>B</td>
<td>Ascertaining management trainees (MTs) requirements for commercial functions</td>
<td>A</td>
<td>12-8-05</td>
<td>2d</td>
</tr>
<tr>
<td>C</td>
<td>Ascertaining MTs requirement for Accounts/Finance functions</td>
<td>A</td>
<td>12-8-05</td>
<td>2d</td>
</tr>
<tr>
<td>D</td>
<td>Formulation of draft advertisement for MT(A/C)</td>
<td>C</td>
<td>16-8-05</td>
<td>1d?</td>
</tr>
<tr>
<td>E</td>
<td>Formulation of draft advertisement for MT (Commercial)</td>
<td>B</td>
<td>17-8-05</td>
<td>7d</td>
</tr>
<tr>
<td>F</td>
<td>Calling applications from the successful candidates passing through the Institute of Chartered Accountants (ICA)</td>
<td>C</td>
<td>18-8-05</td>
<td>10d</td>
</tr>
<tr>
<td>G</td>
<td>Release of advertisement</td>
<td>D, E</td>
<td>1-9-05</td>
<td>1d</td>
</tr>
<tr>
<td>H</td>
<td>Completion of applications received</td>
<td>G</td>
<td>25-9-05</td>
<td>6d</td>
</tr>
<tr>
<td>I</td>
<td>Screening of applications against advertisement</td>
<td>H</td>
<td>5-10-05</td>
<td>2d?</td>
</tr>
<tr>
<td>J</td>
<td>Screening of applications received from ICA</td>
<td>F</td>
<td>1-9-05</td>
<td>2d?</td>
</tr>
<tr>
<td>K</td>
<td>Sending of personal forms</td>
<td>I, J</td>
<td>10-10-05</td>
<td>1d</td>
</tr>
<tr>
<td>L</td>
<td>Issue of interview/regret letters</td>
<td>K</td>
<td>14-10-05</td>
<td>2d</td>
</tr>
<tr>
<td>M</td>
<td>Preliminary interviews</td>
<td>I</td>
<td>21-10-05</td>
<td>3d</td>
</tr>
<tr>
<td>N</td>
<td>Preliminary interviews of outstanding candidates from ICA</td>
<td>J</td>
<td>27-10-05</td>
<td>1d</td>
</tr>
<tr>
<td>O</td>
<td>Final interview</td>
<td>M, N</td>
<td>30-10-05</td>
<td>5d</td>
</tr>
</tbody>
</table>
Cost details are as follows: (Water per litre, Apples per KG others per hour.)

<table>
<thead>
<tr>
<th>Descr</th>
<th>MD</th>
<th>GM</th>
<th>Mgr</th>
<th>Worker</th>
<th>PACKER</th>
<th>Water</th>
<th>Apples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>260</td>
<td>7.75</td>
<td>100</td>
<td>10</td>
<td>15</td>
<td>18</td>
<td>50</td>
</tr>
<tr>
<td>Actual</td>
<td>Start</td>
<td>Start</td>
<td>End</td>
<td>Prorata</td>
<td>Prorata</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td>1</td>
<td>2</td>
<td></td>
<td>5</td>
<td>1</td>
<td>100</td>
<td>50</td>
</tr>
</tbody>
</table>

A. Change the standard calendar to keep Saturdays as working days.

B. Enter tasks and their predecessors. The task dependency should be Start to Start between 1, 1 & 4 tasks.

C. Enter Resources in resources sheet and Assign resources to Tasks. Enter costs for resources.

b. Following is the list of activities associated with the assembly of a space module for an upcoming mission.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Predecessor Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Construct shell of module</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Order life support system and scientific</td>
<td></td>
</tr>
<tr>
<td></td>
<td>experimentation package from supplier</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Order components of control and navigation system</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Wire module</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Assemble control and navigational system</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Preliminary test of life support system</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Install life support system in module</td>
<td>A, B, C</td>
</tr>
<tr>
<td>H</td>
<td>Install scientific experimentation package in module</td>
<td>D, F</td>
</tr>
<tr>
<td>I</td>
<td>Preliminary test of control and navigational system</td>
<td>E, F</td>
</tr>
<tr>
<td>J</td>
<td>Install control and navigational system in module</td>
<td>H, I</td>
</tr>
<tr>
<td>K</td>
<td>Final testing and debugging</td>
<td>G, I</td>
</tr>
</tbody>
</table>

C. Change the standard calendar to keep Saturdays as working days.

B. Change the colors of middles of bars for Tasks A, B and C in Gantt chart to Yellow, green and maroon respectively.

C. Enter last Task L as a milestone task with description "Project completed successfully".

Sriram
26/09/2016

Sriram
26/09/2016
Formatting with CSS: Attaching a style sheet, creating a style sheet, editing style sheets, adding new CSS rules, creating class styles, applying styles, positioning with CSS, floating items, other CSS properties.

Unit 4: Using Tables, Using Hyperlink, Assets and Advanced Features
Using Tables: Designing with Tables, Inserting a Table, Editing a Table, Rows & Columns, Selecting Cells.
Using Hyperlink: Types of Hyperlink, Linking to Documents, Linking to Anchors, Creating an Email Link, Point to File Links.
Assets: Creating Templates, Creating Template Pages, Editing Templates, Creating Library Items, Adding Library Items, Editing Library Items.
Advanced Features: Forms, Frames, Video.

TEXT BOOK:
1. Dreamweaver CSS, dreamtech press, New Delhi, India

REFERENCE BOOKS:
1. Web page Designing, Course Publications.
3. WebWeaver, BPB Publication.
5. Flash & Dreamweaver, Dr. G. N. Jani, Akshar Publication.

Accomplishments of the student after completing the course:
At the end of the work student will be able to
+ Design web pages / web sites using DreamWeaver.

Exercise (Practical)
1. Define a local site
2. Define the title of the page
3. How to add layers.
4. Add images in the website
5. Naming your images in the website
6. Adding text to a layer in the website
7. Add a background colour to a layer in the website
8. Change your positioning your layers.
9. Convert layers into a table in the website
10. Creating and uploading a new website
11. How to use Layout Table and the embedded Table
12. Creating a website and structuring the Front Page
Unit 3: Control Structure
Decision Making Structure: If, If-else,
Nested if-else,
ladder, if else statement
Loop Control Structure: While, Do-While,
For, switch statement
Other Statements: Break, Continue,
Go to, Exit

Unit 4: Array and String
Array: One, Two dimensional Array,
Initialization and working with Array,
Introduction to Multidimensional Array
String: Initialization and working with string,
Comparing and String Handling Functions

TEXT BOOK:

REFERENCE BOOK:
4. Computer Operator and Programming Assistant (COPA), Akshar Publication

Accomplishments of the student after completing the Course:
After completion of this course Student would be able to
+ Understand the Algorithm, Flowchart.
+ Aware of Basic programming language 'C'

Exercise (Practical)
1. Find the Simple Interest. Inputs are principal amount, period in year and rate of interest.
2. Accept any three numbers and find their squares and cubes.
3. Write a program to enter the temperature in Fahrenheit and convert it to Celsius.\[\text{C} = ((\text{F} - 32) \times 5)/9\]
4. Write a program to enter text with getc() and display it using printf() statement
also find the length of the text.

[Signatures and dates]
GUJARAT UNIVERSITY

BA

SEM V

COURSE CODE : CC 304

SUBJECT : CORE - COMPUTER APPLICATIONS
PAPER TITLE : COMPUTERIZED ACCOUNTING SOFTWARE — I : TALLY ERP 9.0
(PART I)

Objectives:

+ Understand the computerize accounting

+ Recognize the benefits of GST, IT Rules etc.

+ Use Tally for effective accounting

Unit 1 : Introduction to Tally ERP 9.0


Unit 2 : Stock and Godown In Tally

Stock Groups (Creating, Displaying, Altering, Creating Multiple, Displaying Multiple, Altering Multiple Stock Groups), Stock Categories (Creating a Single, Displaying a Single, Altering a Single Creating Multiple, Displaying Multiple, Altering Multiple Stock Categories), Stock Items (Creating a Single, Displaying a Single, Altering a Single Creating Multiple, Displaying Multiple, Altering Multiple Stock Items, Creating a simple Unit, Creating a Compound Unit, Displaying a Unit, Altering Units), Godowns (Creating a Single, Displaying a Single, Altering a Single Creating Multiple, Displaying Multiple, Altering Multiple Godowns)

Unit 3 : Groups, Ledgers, Vouchers and Orders

Introducing Groups (Creating a Single Group, Creating a Sub Group, Creating Multiple Group, Displaying Groups, Altering Groups), Introducing Ledgers (Setting Accounting Features, Setting Inventory Features, Setting Statutory & Taxation Features, Setting Ledger Configuration, Working with Ledgers), Introducing Vouchers (Creating a
(ii) Sold Goods ' 5000 at 10% trade discount to Dollar Chhapia
(iii) Goods of ' 3000 were purchased from Vaishakhi Chhapia at 10% trade discount.
(iv) Purchased furniture of ' 2500.
(v) Paid '1900 against the debt of ' 2000 to Hashmukh Shah and settled the account.
(vi) Sold goods ' 6000 at 5% trade discount 5% cash discount of Tathya.
(vii) Samaj paid '1000 to Saksham on our instruction.
(viii) Sold goods ' 1200 to Bhavyata. Sold goods of ' 1000 to Prakash for cash.
(ix) Sold business furniture of ' 2500 for ' 2200 to Nandu Roy
(x) Brought '10000 into the business as more finance is required.

(3) From the following transactions, prepare purchase book and ledger from it in the books of Vasu.

(i) Goods of ' 5000 were purchased at 10% trade discount from Animesh.
(ii) Purchased a table of ' 1200 from Shilp Furniture.
(iii) Purchased goods of ' 3000 from Premjali. Paid half amount in cash.
(iv) Purchased a typewriter of ' 4200 from Prakriti for ' 4000.
(v) Goods of ' 4000 were purchased at 8% trade discount and 3% cash discount from Pratha. Paid 60% amount by cheque.
(vi) Purchased goods of ' 1000 from Prathamsh.

(4) From the following transactions, prepare purchase book and ledger from it in the books of Vasu.

(i) Goods of ' 5000 were purchased at 10% trade discount from Animesh.
(ii) Purchased a table of ' 1200 from Shilp Furniture.
(iii) Purchased goods of ' 3000 from Premjali. Paid half amount in cash.
(iv) Purchased a typewriter of ' 4200 from Prakriti for ' 4000.
(v) Goods of ' 4000 were purchased at 8% trade discount and 3% cash discount from Pratha. Paid 60% amount by cheque.
(vi) Purchased goods of ' 1000 from Prathamsh.

(5) From the following transactions, prepare the subsidiary books and post them in necessary ledger accounts of Taixin Vyas.

(i) Sold goods of ' 8000 to Priti at 5% trade discount.
(ii) Purchased goods of ' 5000 from Rani at 10% trade discount.
(iii) Sold goods of ' 4000 of Juhi at 20% trade discount and at 5% cash discount. She paid half amount in cash.
(iv) Placed an order with Karishma for supplying the goods of ' 4000 to Karina.
(v) Goods of ' 1900 which were purchased from Rani, were returned as it is in damaged condition.
(vi) Juhi returned 50% goods which were sold to her.
(vii) Karishma sent the goods to Karina as per our order.
(viii) Purchased an electronic weighing scale form Shri Hari.
(ix) Sent a bill of ' 5000 Karina for the goods supplied by Karishma.
(9) Prepare a petty cash book from the following transactions for Neel and post them in the ledger.

(i) Opening cash balance `3000. Received cash `1000 from chief cashier.
(ii) Paid carriage charges `70 and wages `20.
(iii) Paid railway freight `100.
(iv) Purchased postal stamps `80 and paid the telegram expenses `10.
(v) Gave `500 to Maharsi.
(vi) Paid wages `40.
(vii) Paid carriage charges `100 for furniture purchased.
(viii) Received `500 from chief cashier.
(ix) Paid railway freight `50.

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[Signatures and dates]
Unit 4: Mobile Commerce


- What is m Commerce?
- A managerial overview of 2G, 2.5G, 3G and 4G technologies
- Understanding Mobile Website (Example: m.domain.com)
- Differences between fixed Internet e-Commerce and m-Commerce
- Mobile Payment solutions today (Mobipay & PayPal)
- Overview of Android & iOS

TEXT BOOK


REFERENCE BOOK

1. E-Commerce Concept Model And Strategy, C.S.V. Murthy, Himaliya Publishing
2. E-Commerce, Shibesh Mishru, Macmillan Publishers India
3. E-Commerce - An Indian perspective 3/e, P. T. Joseph, PHI Publication

Accomplishments of the student after completing the Course:

After completion of this course student would be able to:
+ Understand the e-commerce and its applications and the tactics for creating and maintaining customer relations.
+ Be aware of E-Marketing, E-Advertising, E-branding
+ Use the accounting software Tally and create various reports

Exercise (Practical)

1. Write a necessary step to transfer money from personal Bank account to BSNL Account through E-Commerce.
2. Write a step to purchase mobile from ABC Corporation Ltd.
3. Write a step to create new bank account with the help of M-Commerce.
4. Write a step to create new customers list in Business data sheet.
5. Write a step to add digital signature for Mobile Transaction.
શ્રી, શીલદ્વાર મળના કલ્લરસિયલ સેટની તરફ

શ્રીમાન, પ્રથમ, વિદ્યાર્થીના વવા સામર્થ્ય વિશેષણ જાણવા પર આકર્ષણ કરશું. આસપાસના વિવિધ વિભાગોના મંત્રીઓ સાથે કલ્લરસિયલ માટે વિચાર સંદેશ અને ગુજરાત વિશ્વવિદ્યાલયની કલ્લરસિયલ વપરાશ કરવા માટે આવશ્યક પ્રવૃત્તિઓ જાણવા માટે આવશ્યક પ્રવૃત્તિઓ જાણવા માટે \\

અસાર છ.

શા અભિપ્રયોગ,
<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>TYPE</th>
<th>PAPER CODE</th>
<th>PAPER NAME</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>CORE</td>
<td>CC – 311</td>
<td>Graphics Application &amp; Print Media</td>
<td>Illustrator</td>
</tr>
<tr>
<td>6</td>
<td>CORE</td>
<td>CC – 312</td>
<td>Digital Marketing: Using New Technology</td>
<td>Social Media SEO</td>
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<tr>
<td>6</td>
<td>CORE</td>
<td>CC – 313</td>
<td>Communication Skill &amp; Information Technology</td>
<td>LinkedIn, www</td>
</tr>
<tr>
<td>6</td>
<td>CORE</td>
<td>CC – 314</td>
<td>Computerized Accounting System – II</td>
<td>Tally ERP 9.0 (Part II)</td>
</tr>
<tr>
<td>6</td>
<td>CORE</td>
<td>CC – 315</td>
<td>Project Work</td>
<td>Live Project</td>
</tr>
</tbody>
</table>
GUJARAT UNIVERSITY

BA

SEM VI

COURSE CODE : CC 311

SUBJECT : CORE – COMPUTER APPLICATIONS

PAPER TITLE : GRAPHICS APPLICATION & PRINT MEDIA

Objectives:
+ Identify the purpose, audience, and audience needs for preparing graphics.
+ Demonstrate knowledge of standard copyright rules for artwork, graphics, and graphic use.
+ Demonstrate knowledge of project management tasks and responsibilities.
+ Communicate with others (such as peers and clients) about design plans.

Unit 1 : Working with Illustrator
Need of Illustrator, Screen Layout of Illustrator, Working with Panels, Working with Workspaces.

Unit 2 : Working with Shapes, Symbols, Colors, Gradients, patterns
Understanding of Vector and Raster Graphics, Working with Drawing Modes, Working with different tools (selection, direct selection, Lasso, Magic wand, shape builder etc.), Transforming Shapes, Moving shapes by a specific distance, rotating a shape, Working with Symbols (Using the symbols panel, adding – Editing – Breaking – creating symbol).

Color scheme, selecting fill and stroke colors, blending fill colors, Setting Transparency of Objects, Working with Gradients, Working with patterns.

Unit 3 : Drawing, Working with Type

Drawing
Understanding Paths, Working with the line tools, Working with Pen Tool, Editing a path in illustrator (Reshape Tool, Simplify Command, Path, Clipping Mask etc.), Groups.
Working with Type:
Using the Type Tools (Adding Paint Type, Adding Area Type, Adding Path Type), Formatting the Text (Character Panel, Paragraph Panel, Selecting Text, Changing Font, Size, Color, Aligning Text, Wrapping Text Around on Object), Working with Type Styles (Character style, Paragraph style)

Unit 4: Organizing Objects, Working with Brushes, Graphic Styles, Savings & Exporting
Organizing Objects:
Exploring the Layers Panel, Working with Layers, Working with Rulers, Guides and Grids

Working with Brushes, Graphic Styles:
Working with brushes (Applying Brush Strokes, Drawing Brush Strokes, Reshaping Brush Strokes), Working with Brush Library, Using Blob Brush Tool, Working with Graphic Styles, Working with illustrator effects (Convert to shape effects, distort & Transform effects, stylize effects, wrap effects, 3d effects)

Savings & Exporting:
Working with Automation (Exploring the actions panel, using action presets), selecting file formats, save, print, exporting file formats to export documents.

TEXT BOOK:
1. Illustrator CS6, Dreamtech Pres, New Delhi, INDIA

REFERENCE BOOK:
1. Computer Application –V, Dr. Vimal Pandya, HK Arts College Publisher, Ahmedabad
2. Adobe Illustrator CS6 Classroom in a Book, by Adobe Creative Team, Adobe
3. Creative Design with with Illustrator, Kevin Tallou,

Accomplishments of the Student after completing the Course:
After completion of this course Student would be able to
+ Understand the creativity of art in Illustrator.
+ Understand, How to create brochures, Visiting Card etc.
+ How to upload file in webpage.

Exercise (Practical):
1. Create 6 x 3 Banner.
2. Create Advertisement for recruitment in the college. (Size 2 Column x 6 Cm)
3. Create Visiting Card
4. Create 2 fold Brochures
5. Create College Logo
6. Create A8 Size Posters

[[Signature]]
Gujarat University

B.A. - VI

Course Code: CORE CC - 312
Subject: CORE - Computer Application


Objective:
+ Students can aware with latest technology
+ Students also aware with Management funda.
+ Students can understand the process of different category for digital marketing
+ Students can build their career in digital marketing world.

UNIT I: Introduction to digital marketing

What is marketing, How we do marketing?, What is digital marketing, Benefits of digital marketing, digital marketing platforms and strategies, comparing digital with traditional marketing, defining marketing goals, latest digital marketing trends, case studies of digital campaigns.

UNIT II: Search Engine Optimization

How the search engine works, Components of search engines, Google algorithms, google results page, Panda, Penguin, humming Bird & Pigeon, Latest update in google, Online resources

UNIT III: Google Adwords

Introduction to paid marketing, Google account setup, Interface tour and Billing settings, Account Structure, Campaigns settings, Adgroup setup, keyword Match types, keyword research tools, understanding Ad Auction, What is Quality Score, Factors to improve Quality Score, Types of CPC’s, Bidding Strategies, Ad Formats, Ad Guidelines, Ad Extensions
UNIT IV: Social Media Marketing

What is social media, SMM Vs SMO, Benefits of using SMM, Social media statistics, Why use social media marketing, social media strategy, Impact of social media on SEO.

- Facebook marketing, Twitter Marketing, Youtube marketing, Google Marketing, LinkedIn Marketing, Instagram Marketing, Email Marketing, Google Adsense.

Reference Books:

2. eMarketing eXcellence, 3rd Edition Author Dave Chaffey, P R Smith, Publishers BH Elsevier

Books:

4. 21MI SADINU MARKETING (GUJARATI BOOK), R. N. Dastoor,

Accomplishments of the student after completing the Course:

Students would be able to

+ Understand the Concept of Digital Marketing
+ They can start their career in Digital Marketing,
+ They can easily manage social media etc. marketing.

PROJECT [Exercise]

(1) Prepare project for different courses of GUJARAT UNIVERSITY with the help of digital marketing.

OR

(2) Prepare project for campaigning of Political party for election with the help of digital marketing.
Communication is a very essential skill for everyone to be successful in their professional carrier and daily life. The objective is to acquaint the students with the basic concept of communication, how to draft formal and business letters, polishing their speaking abilities and revising their grammatical and word power.

**Unit 1: Theory of Communication**
Definition & process of Communication, Verbal – Non-verbal Communication, Dimensions of Communication, Features of effective Communication, Barriers to effective Communication, Objectives of Communication


**Unit 2: Speaking Strategies**
**Interview**: Introduction, General preparation for an Interview, Types of questions generally asked, Types of Interviews.

**Presentation**: Preparing an outline of the presentation, Using visual aids, Body language and effective presentation.

**Unit 3: Electronic Communication Skills**
- Email, using a common email program (example: MS Outlook, Gmail, Apple Mail), Organize email folders, Understand what an electronic discussion list is and how to sign up and leave one (example: Listserv, Listpmc) [Skype, linkin etc.
- Have a working knowledge of the World Wide Web and its functions, including basic site navigation, searching, and installing and upgrading a Web browser, Use a browser effectively, including bookmarks, history, toolbar, forward and back buttons,
Understand and effectively navigate the hyperlink structure of the Web, understand how keep your information safe while using the Internet.

Unit 4: Moving Files
- Understand the purpose of Secure File Transfer Protocol (SFTP) and Secure Copy Protocol (SCP). Log in and connect to a distant server using Secure Shell client (SSH). Transfer files by uploading or downloading. View and change folder/document security settings, copy files from hard disk to storage devices and vice versa.

TEXT BOOK:
1. Communication Skills Publisher: Oxford University Press.
   By: Meenakshi Raman, Sangeeta Sharma

REFERENCE BOOK:
1. Communication Skills Publisher: Prentice Hall of India Pvt Ltd. By Leena Sen,
2. Effective Technical Communication, Publisher: Tata Mac. Co. Ltd By M Ashraf Rizvi

Accomplishments of the Student after completing the Course:
After completion of this course Student would be able to
1. Understand the Communication skills, they can write their resume.
2. They can understand the different types of interview process and how to search job

Exercise (Practical)
1. Create your resume with the help of IT.
2. How to manage different folder/file in email.
3. Create your ID in Linkeln.
4. Prepare one presentation regarding your academic profile.
5. Prepare tips list for interview.

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[Signatures and dates]
GUJARAT UNIVERSITY

PA

SEM VI

COURSE CODE : CC 314

SUBJECT : CORE - COMPUTER APPLICATIONS

PAPER TITLE : ACCOUNTING SOFTWARE - II: TALLY ERP 9.0 (PART II)

OBJECTIVES:

+ Understand the features of advance computerize accounting

+ Recognize the benefits of GST, IT Rules etc.

+ Use Tally for effective accounting

Unit 1 : Payroll


Unit 2 : Taxation

Indian Tax Structure (Direct Taxes, Indirect Taxes), Tax Deducted at Source in Tally ERP 9.0 (Features of TDS, Benefits of TDS), Create a Tax Ledger, Creating Party Ledger, Creating a TDS Party Ledger), TDS Vouchers, Tax Collected at Source in Tally ERP 9.0 (Creating Ledgers, Printing a TCS Challan, TCS Reports), VAT Vouchers, VAT Reports, Service Tax.
Unit 3: Important Features of Tally ERP 9.0

Backup in Tally, Restoring Data in Tally, Using Email in Tally, Migrating Data from Tally 7.2 to Tally ERP 9.0

Unit 4: Tally .NET in Tally ERP 9.0

Configuring the Tally .NET features, Assigning Security Levels, Creating Security Controls, Connecting a Company to the Tally .NET server, Logging as a Remote User.

TEXT BOOK


REFERENCE BOOK

1. Accounting with Tally Part I and Part II, Tally Solutions Pvt Ltd, Bangalore.
2. Account made simple with Tally 9.0 ERP, Akshar Publication
3. Tally ERP 9.0, Computer World.
4. Complete Tally, BTD Publications

ACCOMPLISHMENTS OF THE STUDENT AFTER COMPLETING THE COURSE:

After completion of this course student would be able to

1. Use the accounting software – Tally for managing Payroll system and to create various Taxation Reports

Exercise (Practical)

(a) Using Tally .ERP 9, Configuring Payroll Settings, Features for creating a Pay Slip, create Pay Heads, Employee Groups, Employees, Salary Details, Units (Work), Attendance / Production Type, Voucher Types etc. and generate following reports.

1. Pay Slip Reports
2. Pay Sheets Report
3. Payroll Statements Report

(b) Using Tally .ERP 9, Create sales ledger/voucher for TCS, create purchase /sales voucher for VAT, Create vouchers/Ledger for VAT/ TDS etc. And generate following reports.

1. TDS Report for company who had collected TDS for his contractor and subcontractor.
2. TDS Report of Form No 16 for
3. VAT report for a particular rate of tax for sales, for purchase, for input, for output.
4. VAT classification Report

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Rajesh 6/2/17

[Signature]
GUJARAT UNIVERSITY

BA

SEM VI

COURSE CODE : 315

SUBJECT : CORE – COMPUTER APPLICATIONS

PAPER TITLE : PROJECT

Students have developed one project in HTML / C

OR

Students have developed one project in Flash / Illustrator / Page Maker

Full Marks (70) for project work.