S.N.D.T. WOMEN'S UNIVERSITY
B.COM II AND III

B. Com – III

Semester – VI

Specialisation Group - Computer Studies Paper IV

Systems, DTP & Networking - Computer Code 655418 - 4 Credits

Objectives: The course provides the learner a expert overview of Systems, D.T.P. and Net Working and Organizing Applications using computer.				
Unit	Topic	No of Lectures	Credit	Weightage %
Unit -1	**Objective:** To make the learner duly organized through understanding of systems and tools of organising. **SYSTEMS ANALYSIS** System -Defination, Features Stages of System Development Life Cycle Input - Entry, Validation, Speeding up, Duplicate Checks Process - Normal & Pre-Defined, Batch and Real time. Forms Designing, Input Designing, Data Entry Screens, Report Layouts Data Flow Diagram **ORGANISING** Calendars, Contacts To do lists, Task Lists, Group To Do Elementary Idea about CRM Online Password Storage Managers Online Book Mark managers	15	1	25%
Unit-2	**Objective:** To make the learner aware of DTP applications and Cyber Security. **DESK TOP PUBLISHING** ELEMENTARY IDEA OF Corel Draw, Page Maker, Photo Shop **CYBER LAWS & ETHICS** Manners & Ethics in Cyber world relating to surfing and communication Need for Cyber Laws, Tracking Crimes. Cyber Laws existing in India & Abroad Hacking, Email Scam & Email Spam Cyber Crimes Digital Signature Certificate, Its registration on the website of Income Tax, GST, Signing of documents with the DSC	15	1	25%

Unit -3	**Objective:** To make the learner aware of advanced internet, email applications and web designing concepts. **COMPUTER NETWORKING** Networking and its Advantages How Data is Transmitted Types of Networking (Client Server, Peer to Peer, Personnel) Classification of Networks, Components of Network Types of Servers, Workstation Advantages and Disadvantages of Client Server Database NetWare (Dedicated and Non Dedicated NetWare), Login & Logout	15	1	25%
Unit -4	**Objective:** To make the learner aware of advanced internet, email applications and web designing concepts. ADVANCED INTERNET, EMAIL & WEB DESIGNING Managing INBOX, Searching Email, Organising Email in folders and with tags, Printing Email File Sharing, P2P, Blogs, News Groups, Social Networking Online Storage, Chatting Cloud Computing Internet Telephony, Video Conferencing. WEB DESIGNING CONCEPTS HTML Tags – Title, Head, Body, BR, P,BR, H1 TO H6, OL, UL, MARQUEE, HR B,I,U,S,TT,BIG,SMALL,SUB,SUP, FONT, AHREF Creating a Simple Web Page File – Saver, Save As Inserting Images & Background Images Tables, Links	15	1	25%
	Total	60	4	100%

RECOMMENDED BOOKS

1. Rapidex Computer Course - Amit Gupta, Pustak Mahal
2. Training Guide MS Outlook 2013,B. P. B. Publications
4. Web Page Designing – Monica D'souza, Tata McGraw Hill
5. Comdex Desktop Pub. Course - Vikas Gupta, Dreamtech Press

6. Eat That Frog!: Brain Tracy
7. The one thing.