

SKILL ORIENTED PRACTICALS (SOP)

Note :

Students should file minimum 12 Skill Sets from the SOP's as follows -

- Advanced Web Designing - Any 05
- Digital Marketing - Any 02
- Computerised Accounting with GST - Any 03
- Database concepts using LibreOffice Base - Any 02

1. Advanced Web Designing

SOP 1 : Creation of website using HTML5

Create a website using html5 and CSS using any 4 css properties . Write a code for 2 separate pages having different file name such first page as index.html, 2nd page as page2.html as form.html. Use any theme such as college profile or company profile etc. Every page must contain proper Meta information and design webpage as follows-

1) The index page must contain a heading which is highest among other text on pages and must be at center of the page. There must be a paragraph which introduces general information about the theme chosen. It must have at least 3 physical style tags and one image with alternate text. This page must be connected to other page with proper navigational links.

2) The 2nd page must contain the feedback or enrollment form related with theme chosen with feature of html5. The form must contain text element and email address of the company or person .Include the submit button.

SOP 2 : Create a webpage using HTML and CSS code to design a web page as the layout displayed below.

The top section will display the heading ,'Tourist places' in header. The section on the left has list of cities. The right hand side display tourist places in any one of the city .

Use Inline style sheet in the top section to display background colour for the text 'Tourist places'. Use internal stylesheet for the left and right section with background colours and font styles.

<table>
<tr><td colspan="2">Tourist places</td></tr>
<tr><td>City
1. Pune
2. Banglore
3. Hyderabad
4. Delhi</td><td>Tourist places in Pune
• Shaniwarwada
• Kelkar Museum
• Sinhgad fort</td></tr>
</table>

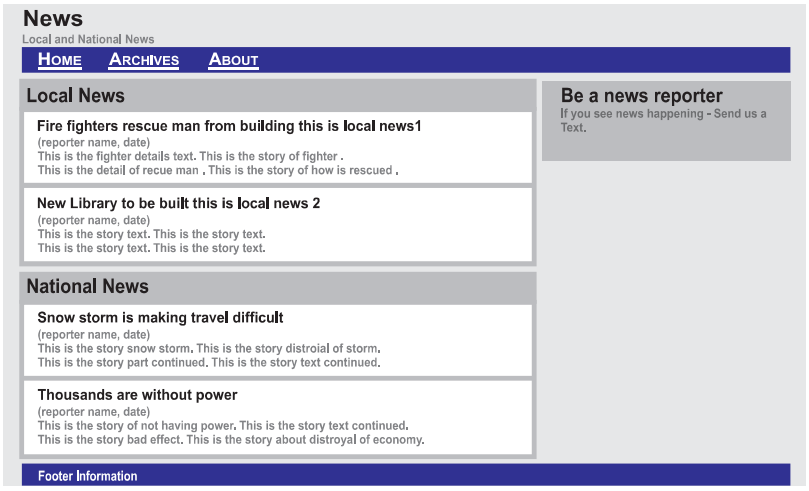
SOP 3 : Create a website using HTML and CSS code to design a web pages as follows -

The first webpage will accept the name of the traveller, Date of travel, telephone number . It also has submit button as an image .

The second webpage has information about the name of transporter, time , seat no and destination displayed one below the other in the form of unordered list as
Name of transporter – Air Asia
Seat no – B39
Destination - Delhi
Both pages should be interlinked. Create external stylesheet with relevant tags.

SOP 4 : Creation of website using HTML 5 and CSS.

Create a webpage as given layout use <nav>,<header>,<footer>,<aside>, <article> with CSS.



SOP 5 : Use of Audio on web pages using html5.

Create a webpage named audio.html to set an audio file in web page with controls such that it uses html 5 elements. The audio file must play as soon as the webpage loads in browser and it will start over again, every time when it is completed.

Create another webpage named audio1.html which provides multiple source file formats for the same audio file that plays a sound with controls. The code must incorporate the list of sound files formats (like wav, MP3 or ogg etc).

SOP 6 : Use of video on web pages using html5.

Create a webpage named video.html to display a video file on web page and plays automatically. The dimension of video area should be 150* 150 pixels.

Create another webpage which provide multiple source file formats for the same video file that plays a video with controls. The dimension of video area should be 300* 300 pixels. The code must incorporate the list of video files formats (like webM, MP4 or ogg etc).

SOP 7 : Navigation on an image using Client side image Mapping in web page using html 5.

- Create a webpage named imagemap. html with an inserted image having jpeg, png or gif extension. Create 3 different shapes (like rectangle, circle and polygon) which do not overlap. Note down the co-ordinates making use of Ms-Paint/GIMP/IrfanView/Pinta. Each shape should be mapped or navigate with a different URL, one of the clickable area should navigate to a local webpage.

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2. Digital Marketing

SOP 1: With the help of SEO tool which is freely available optimize the website and write down the following findings. Ask the teacher/examiner to provide URL of the website to be optimized.

1) Name of the website you are optimizing.

2) Whether the site has Title Tag?

3) Whether the site has Header Tags? If yes, which tags are there?

4) Whether the Images used has Alt Attributes?

5) What is the comment about usability?

SOP 2: Assume that you are appointed as a Digital Marketing Expert for a company name as XYZ Marketing Private Ltd. They have a website hosted on a web server. Suggest your client changes needed in the website to improve the speed of website and also make him aware about following

1) Total numbers of recommended improvements are?

2) Mention grades given for the following points

   i) SEO

   ii) Usability

   iii) Performance

   iv) Security

3) Check for broken links and images.

4) Whether the website has links with the social media? If yes ,Give name of the social media .

(Take the name of the website from your teacher/examiner and get a report for Search Engine Optimization with tool freely available.)

SOP 3: By using any Audit tool freely available on Internet optimize the website given by the teacher/examiner and write down the following findings.

1) What is the name of the Website

2) Whether all CSS and javascript files seem visible to Googlebot?

3) Whether the webpage seems to display well on mobile devices?

4) Check whether the webpage is secured with HTTPS?

5) Check whether the website has robot.txt file or not.

SOP 4: **With the help of SEO tool which is freely available (e.g. https://www.seoptimer.com/) optimize that website and write down the following findings. (URL of the website is being provided by the examiner /teacher.)**

1) Write the name of the website you are optimizing.

2) Check for broken links and images.

3) Check and review back links are present or not

4) Whether the website flagged as safe by popular malware scanners? Name any two malware scanners.

5) Check the following list and say Yes or No

i) Mobile Viewports used?

ii) iframes used?

iii) Legible Font Sizes used?

iv) Tap Target Sizing on a touchscreen?

(**Note :** you can use any Search Engine Optimization Tool which is freely available over the internet, such as https://www.seoptimer.com, https://www.woorank.com, https://seositecheckup.com etc.)

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3. Computerised Accounting with GST

SOP 1 : Mr. Ravindrakumar started business by the name M/s Bitwise Trading Company in the year 2019

COMPANY DETAILS

Company Name:	M/s Bitwise Trading Company
Address:	102 M.G. Road, Bhavana Nagar, Latur - 413512
State:	Maharashtra
Website:	www.bitwisetrading.com
E-mail Id:	info@bitwise.com
Maintain:	Account with Inventory
Financial Year From:	01-04-2019
Books Begin From :	01-04-2019

With the help of any open source or free education version accounting software pass the following transactions in appropriate vouchers to display and print various reports such as Trial Balance, Profit & Loss A/c, Balance Sheet and Day Book.

Date	Particulars	Amount (Rs)
1/04/2019	Mr. Ravindrakumar started business with cash	5,00,000
1/4/2019	Purchased goods from Sharada Steel works on credit	20,000
2/5/2019	Paid salary to staff	5,000
1/6/2019	Cash deposited into Bank of India	50,000
2/6/2019	Sold goods to Rakesh Enterprises on cash	25,500
2/7/2019	Purchased Machinery	10,000
2/12/2019	Received Interest on cash deposited in Bank of India	2,000

SOP 2 : With the help of any open source or free education version accounting software create a company using following details :

Company Name :	M/s Bags and Baggage Traders
Company Address :	J. M. Ratna Road, Near Maruti Mandir, Ratnagiri, Maharashtra Pin Code 415612
Website :	www.bagsandbaggagetraders.com
Email id :	contact_us@ bagsandbaggagetraders.com
GSTIN :	27STUVW1234C2Z1
Books Beginning:	01/04/2019

Enter the following transactions in appropriate vouchers using by applying GST. Print GST computation Report and Tax Invoice

1) On 01/08/2019 purchased 150 pieces of Leather Handbags @ Rs.2500 per piece, with GST 28% from Genuine Leather Bags, Sai Baba Nagar, D.P.Road, Navi Mumbai, Maharashtra, Pin code 400039 with GSTIN 27LMNOP5678V2Z2.
2) On 02/09/2019 Sold 80 pieces of them @Rs.3500 per piece, GST 28%, to M/s Shoppers Stock ,Pari Industrial Estate, Chiplun, Maharashtra, Pin code 415605 with GSTIN 27JKLMN4321C1Z2

Print GSTR-2 and Sales Tax Invoice

SOP 3 : With the help of any open source or free education version accounting software enter the following transactions in appropriate vouchers by creating a company. Company details are as below.

Company Name :	M/s Swastik Garment Suppliers
Company Address :	M. G. Road, Industrial Estate, Aurangabad, Maharashtra Pin Code 431001
Website :	www.swastikgarments.com
Email id :	info@ swastikgarments.com
GSTIN :	27KLMNA4321V1Z2
Books Beginning :	01/04/2017

1) On 01/07/2017 Purchased 150 pieces of T-shirts @Rs. 450 per piece with GST 12% from M/s. Jalaram Textiles, 1/05 Sector B, Gandhi Nagar, Ahmadabad, Gujarat Pin code 382010.

2) On 02/07/2017 Sold 100 T-shirts @Rs.600 per piece with GST 12% to M/s Dress Align Garments, Shirdi. Ahmednagar, Maharashtra – 423107.

Print GST computation Report and Sales Tax Invoice

SOP 4 : Happy World Tours and Travels Company from J.M. Road, Deccan Gymkhana, Pune, Maharashtra 411004 (GSTIN 27STUVW1212T1Z2) is a tourism company that provides travel and tourism related services to the general public. The company renders services like air ticket booking, railway ticket booking, group tour booking, vehicle on rent etc. Following transactions has taken place in the month of November 2019. With the help of any open source or free education version accounting software enter the following transactions in appropriate vouchers of Happy World Tours and Travels Company with GST calculations.

Sr	Date	Transaction
1	1/11/2019	Received Commission Rs50000 with 18% GST from M/s Success Business Agency, Pune Maharashtra on group tour booking by cheque Bank of India (Chq. No. 302010)
2	2/11/2019	A Motor Cab Rented to the regular client Mr. Ajay Singh Gupta, Aundh, Pune on a cost of Rs15000 with 5% GST by cash.
3	2/11/2019	Paid Rs. 20000 for Website Development charges to M/s Soft Corner India Limited, Karnataka with GST 18% GST by cheque Bank of India (Chq. No. 302255)

Print GST Reports GSTR-2 and GST Annual Computation.

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4. Database concepts using LibreOffice Base

SOP 1 :

- Create a table student with fieldnames- rollno, studname, class, div, city, dob etc.
- Insert minimum 8 records.
- Create a form based on student table.

SOP 2 :

- Create a table employee with fields names- empid, empname, empdept, empqual, empjoindate, empsal etc. Insert minimum 8 records.
- Create queries to display records from the employee table.
    1. where employee qualification is “MBA”
    2. where employee department is “Accounts”.
    3. where employee salary >70000
    4. where employee name is “Mr. Suhas Kale”

SOP 3 :

- Create table Product with fieldnames prodid, prodname, qty, rate, modelyear with appropriate data type. Insert minimum 8 records.
    1. Generate report to display records in ascending order of prodname.
    2. Generate report to display records in descending order of product rate.
    3. Generate report to display modelyear wise product list
    4. Build a query to display amount (qty*rate).
    5. Generate a bill report with appropriate titles and calculate amount for each record.

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