



(Shri Ramkrishna Seva Mandal's)
ANAND COMMERCE COLLEGE

An Autonomous College (2025-26 to 2034-35)
(Affiliated to Sardar Patel University)
NAAC ACCREDITED "A" GRADE (3.04 CGPA)
ISO 9001:2015



Syllabus As Per NEP 2020 With Effect from the Academic Year 2025-2026

Bachelor of Computer Applications
BCA Semester – I

Course Code	UCA01IDBCA05	Title of the Course	Computer Application in Business
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	<ol style="list-style-type: none">1. To understand basic features and operations of MS Windows, including file management and system settings.2. To create and format professional documents using MS Word and perform tasks like mail merge and image insertion.3. To design presentations in MS PowerPoint using animations, transitions, and visual elements.4. To manage and analyze data using MS Excel and MS Access through functions, charts, and database creation.
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Course Content		
Unit	Description	Weightage* (%)
1.	Ms Windows: Introduction to M.S. Windows, Features of Windows, Various Versions of Windows & Its Use, Working With Windows, My Computer & Recycle Bin, Desktop, Icons And Windows Explorer, Screen Description & Working Styles of Windows, Dialog Boxes & Toolbars, Working With Files & Folders, Simple Operations Like Copy, Delete, Moving of Files And Folders From One Drive to Another, Shortcuts & AutoStart, Accessories And Windows Settings Using Control Panel- Setting Common Devices Using Control Panel, Modem, Printers, Audio, Network, Fonts, Creating Users, Internet Settings, Start Button & Program Lists, Installing and Uninstalling New Hardware & Software Program on Your Computer. Basic Network commands	35% 11 Hr.

2.	<p>Ms Word Creating, Editing, Saving and Printing Text Documents, Font and Paragraph Formatting, Simple Character Formatting, Inserting Tables, Smart Art, Page Breaks, Using Lists and Styles, Working with Images, Using Spelling and Grammar Check, Understanding Document Properties, Mail Merge.</p> <p>Ms-Powerpoint Opening, Viewing, Creating and Printing Slides, Applying Auto Layouts, Adding Custom Animation, Using Slide Transitions, Graphically Representing Data: Charts & Graphs, Creating Professional Slide for Presentation</p>	<p>35% 11 Hr.</p>
3.	<p>Ms-Excel Spreadsheet Basics, Creating, Editing, Saving and Printing Spreadsheet, Working with Functions & Formulas, Modifying Worksheets with Colour & Auto Formats, Graphically Representing Data: Charts & Graphs, Speeding Data Entry: Using Data Forms, Analyzing Data: Data Menu, Subtotal, Filtering Data, Formatting Work-Sheets, Securing & Protecting Spreadsheets, Conditional Formatting and VLOOKUP</p> <p>Ms-Access Ms-Access: Introduction, Planning A Database, Access Screen, Creating A New Database, Creating Tables</p>	<p>30% 08 Hr.</p>

<p>Teaching-Learning Methodology</p>	<p>Material for this course will be presented using multiple teaching approaches: lecture and discussion, exploration and inquiry, cooperative group work, demonstrations, and presentations</p>
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<p>Course Outcomes: Having completed this course, the learner will be able to</p>	
CO1	<p>To develop proficiency in using MS Windows for performing file management, configuring system settings, and handling software operations.</p>
CO2	<p>To develop skills in creating, formatting, and delivering professional documents and presentations using MS Word and PowerPoint.</p>
CO3	<p>To gain knowledge and apply features of MS Excel and MS Access for effective data management, analysis, and database creation.</p>

Suggested References

Sr.No.	References
1.	Windows XP Complete Reference. BPB Publications.
2.	Joe Habraken, Microsoft Office 2000, 8 in 1 by, Prentice Hall of India.
3.	I.T. Tools and Applications by A. Mansoor, Pragya Publications, Matura.

Digital resources to be used if available as reference material

GCFGlobal.org Free tutorials for Windows, Word, Excel, PowerPoint, Access.

<https://www.tutorialspoint.com>



Chairman
BOS of Computer Science
Anand Commerce College



Academic Coordinator
Anand Commerce College



Principal
Anand Commerce College