



(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 2025-26



Bachelor of Vocation
ACCOUNT & FINANCE
B Voc Semester – II

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| Course Code | UBV02MDCA01 | Title of the Course | Computer Application-II |
| Total Credit of Course | 04 | Hours Per Week | 04 |

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| Course Objectives | <ul style="list-style-type: none"> To describe the basic components of a computer system, differentiate between hardware and software, explain the generations and types of computers. To demonstrate understanding of different types of memory such as primary (RAM, ROM), cache, and auxiliary storage, and compare them based on speed, purpose, and performance. To list various input and output devices, understand their uses and operations, and explain the features of different storage media, including their benefits and limitations. To acquire knowledge about types of software, operating systems (especially Windows), and understand basic system operations such as booting, navigating the desktop, and managing files and folders using Windows Explorer. To use built-in Windows tools such as Notepad, Paint, Calculator, Snipping Tool, and configure system settings through the Control Panel, including troubleshooting common system issues. |
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| Unit | Description | Weightage |
|-------------|--|------------------|
| 1. | <p>Word Processor Basics: Introduction of Word Processor, Basic Concept and Objectives of Word Processor. Facilities Available in Word Processor, Different Word Versions. Starting of Word. Introduction of File Templates and its use, Opening of Blank File, Introduction of Word Screen Ribbon, Customize the Ribbon, Back Stage View, Opening, Closing, Save and Save As, File Info, Permissions, Save & Send, Save to SharePoint, Printing, Previewing, Changing File Type, Create PDF, File Sharing, Exit Customize Quick Access Toolbar</p> <p>Typing and Editing: Action with Mouse and through Keyboard, Selecting Text, Typing, Editing, Copying, Moving Text (Cut, Copy, Paste, Paste Options, Move, Drag and Drop). Typing Special Characters (Symbols), Use of format Painter.</p> <p>Features: Formatting Text i.e. Selection of Fonts, Font Styles, Size, Colour and Text effects. Clear all formatting. Setting Paragraph Alignment (Left, Center, Right, Justify), Line and Paragraph Spacing, Spacing before and after</p> | 20% |

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| | paragraph, formatting paragraph, Indents, indenting a paragraph, finding and replacing text, Bullets and Numbering (Formatting List) styles. | |
| 2. | Insert: Page, Page Break, Table, Picture, Clipart, Shapes, Smart Act, Chart, Screenshot, Header, Footer, Page Number, Date & Time, Object, Equation, Symbol, Drop Cap. Page Layout: Margin, Orientation, Size, Column, Watermark, Page colour, Page Border, Printing and Document. Mailings and Other: Mail Merge, Macro, Spelling and Grammar (Correct the spelling error, Correct a Contextual Spelling Error, and Correct the Grammar, Automatically Corrects Misspellings, Proofing and Auto Correct Options). | 20% |
| 3. | Introduction to Presentation. Introduction to Basic concepts of Presentation, Introduction to Presentation tools (PowerPoint, Canva etc.), Uses of PowerPoint, Starting of PowerPoint, Introduction to PowerPoint, Interface, Screen, Quick Access Toolbar, and PowerPoint views, Creating PowerPoint Template. | 20% |
| 4. | Working with Text and Graphics in Slides: Insert Text Boxes, Resize a Text Box, Text Alignment, formatting a Text, correcting a Text with Spelling Check, Use of find and Replace, Formatting Paragraphs, Inserting in Slide – Table, Chart, SmartArt, Chart, Hyperlink, Picture, ClipArt, Screenshot, Video, Audio, Object, Photo Album, Shapes. | 20% |
| 5. | Printing and Delivering Presentation: Introduction to Printing, Printing Slides, Setting the Slide size and Orientation, Printing the Presentation, Creating and Presenting a Custom Show, Animating Text and Graphic objects, Running a Slide Show, Setting Timings and Transitions. | 20% |

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| Teaching – Learning Methodology | Learner-centered Instructional methods, Direct method Quiz, Group Discussion, Assignments Interactive sessions, seminars, visual presentations, Project based learning Use of e-resources, including films |
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Internal and / or External Examination Evaluation

| Evaluation and Exam Pattern | | | |
|-----------------------------|--------------------------------------|------------------|------------------|
| Sr. No. | Details of Evaluation / Exam Pattern | 50 Marks (%) | 25 Marks (%) |
| 1. | Class Test | 15 | 10 |
| 2. | Quiz | 15 | 5 |
| 3. | Active Learning | 5 | - |
| 4. | Home Assignment | 5 | 5 |
| 5. | Class Assignment | 5 | - |
| 6. | Attendance | 5 | 5 |
| Total Internal (%) | | 50 (100%) | 25 (100%) |
| Total External (%) | | 50 (100%) | 25 (100%) |

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| Course Outcomes: Having completed this course, the learners will be able to | |
| 1. | Demonstrate a clear understanding of fundamental computer concepts, including the evolution, classification, and architecture of computers. |
| 2. | Identify and explain the function of various hardware components, including input, output, memory, and storage devices. |

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| 3. | Analyze and compare different types of memory and storage media based on their characteristics, speed, and usage. |
| 4. | Operate and manage basic functionalities of the Windows operating system, including system navigation, file management, and use of Windows Explorer. |
| 5. | Utilize Windows built-in tools and accessories (e.g., Control Panel, Notepad, Paint, Calculator, Snipping Tool) for routine computing tasks and simple troubleshooting. |

Suggested References:

| Sr.No. | References |
|--------|---|
| 1. | Microsoft Word 2010 Step by Step By Joyce Cox and Joan Lambert (Microsoft Press, 2010) ISBN 978-0-7356-2693-5 |
| 2. | Microsoft Office 2010 by Bittu Kumar V & S Publishers |

Digital resources to be used if available as reference material

On-line Resources

<https://ptgmedia.pearsoncmg.com/images/9780735626966/samplepages/9780735626966.pdf>
<https://www.youtube.com/watch?v=fUkh3yWm3d4> (VIDEO) <https://www.webucator.com/blog/2019/06/how-to-learn-microsoft-word-12-free-and-paid-wordtraining-resources/>
[https://edu.gcfglobal.org/en/topics/office2010/\(Tutorials\)](https://edu.gcfglobal.org/en/topics/office2010/(Tutorials))



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