



**C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)**

(Managed by Sardar Patel Education Trust, Anand)
(Affiliated to Sardar Patel University, Vallabh Vidyanagar)
NAAC Reaccredited CGPA – 3.30 – Grade A+



Revised Syllabus as per NEP 2020 with effect from the Academic Year 2026-2027

**POST GRADUATE DIPLOMA IN COMPUTER APPLICATION
Semester – I**

Course Code	PGDCAN1C01	Title of the Course	PC Software
Total Credits Of the Course	4	Hours per Week	4

Course Learning Outcomes (CLOs)

CLO 1	Explain the fundamental concepts of computers and demonstrate the ability to create, edit, format, and manage documents using word processing software, including the use of tables, images, shapes, and mail merge.
CLO 2	Demonstrate the ability to create, edit, format, and deliver professional presentations using presentation software by incorporating multimedia elements, charts, animations, slide transitions, headers/footers, and printing presentation content.
CLO 3	Demonstrate the ability to create and manage spreadsheets by applying formulas, built-in functions, database utilities (sorting and filtering), and charts for effective data analysis and presentation.
CLO 4	Demonstrate the ability to analyze and manage spreadsheet data using external data sources, What-If Analysis, Goal Seek, Scenarios, Pivot Tables, Pivot Charts, and Macros to support data-driven decision-making and automation.

Course Content

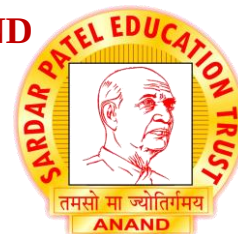
Unit No.	Description	Weightage*(%)
1.	Computer Fundamentals & Word processing - Definition, Functions, Block diagram, components of computer, input and output devices, types of computers and characteristics. - Introduction to Word Processing software, benefits of Word Processing software, examples of word processors - Working with documents–basic operations, formatting text & paragraphs - Using tables, shapes, inserting pictures - Mail merge facility	25



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2.	Presentation tool - Presentation tool– Introduction and basic features - Working with presentation slide creating, editing, formatting and previewing - Inserting picture, clipart, shapes and chart - Adding header, footer, animations and slide transitions - Printing slide content	25
3.	Spreadsheet–I - Introduction to Spreadsheet and Spreadsheet packages - Building Spreadsheets using formulas, conditional calculations - Built in functions - Database Utilities: sorting, filtering, extracting - Creating charts	25
4.	Spreadsheet–II - Working with External data - Data analysis using What if analysis, Goal seek and scenario - Pivot table and Pivot chart - Macro facility	25

Teaching – Learning Methodology

Multiple teaching approaches: lecture and discussion, exploration and inquiry, cooperative group work, demonstrations, and presentations

Examination Evaluation Pattern

Sr. No.	Particulars	Weightage (%)
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)	50%
02	Semester End Evaluation (SEE) (Summative Assessment)	50%
	TOTAL	100%

Specifications for CCE and SEE

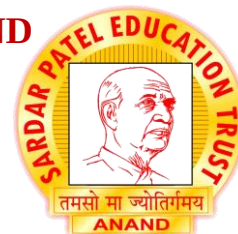
Sr. No.	Details of the Evaluation Pattern	Marks
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)	
	A Assignments	10
	B Active Learning Activities	05
	C Attendance	05
	D Written Examination (01 Hour)	30
	(A + B + C + D)	50 Marks



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02	Semester End Evaluation (SEE) (Summative Assessment)	
E	Written Examination (02 Hours)	E
	TOTAL(For 04 Credit Courses)	100 Marks

Rubrics – Based Assessment for Assignments (10 Marks)

Excellent	09 – 10 Marks	Assignment demonstrates comprehensive understanding of networking concepts. Content is accurate, well-organized, and supported with appropriate examples, diagrams, and references. Presentation is neat, original, and submitted on time.
Good	07 – 08 Marks	Assignment demonstrates good understanding of the topic with minor errors or omissions. Content is organized and relevant, with adequate examples and diagrams. Presentation is clear and timely.
Average	05 – 06 Marks	Assignment covers basic concepts but lacks depth or contains some inaccuracies. Organization is satisfactory with limited supporting examples or diagrams. Presentation needs improvement.
Basic	03 – 04 Marks	Assignment shows limited understanding of the topic. Content is incomplete, poorly organized, and contains several errors. Few or no supporting examples are provided.
Poor	01 – 02 Marks	Assignment demonstrates minimal effort and understanding. Content is largely irrelevant, inaccurate, or copied. Presentation is inadequate.
Below Poor	Zero Marks / NA	Assignment not submitted, plagiarized, or does not address the assigned topic.

Note:

- Assignments may be taken in forms of written project, computerized and online suggested courses / certificates as per the decision made by the respective faculties of the courses.

Rubrics – Based Assessment for Multiple Choice Questions (05 Marks)

05 Multiple Choice Questions – 01 Mark Each (05 Marks)

Excellent	01 Mark	The chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	Chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted



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Rubrics – Based Assessment for Attendance (05 Marks)

As per the Rules and Regulations provided by the Academic Section of Sardar Patel University, Vallabh Vidyanagar, for the students studying in all departments and colleges.

Reference No.: E – 3 / 3127; dated: 07-03-2024.

<https://www.spuvvn.edu/orbit-cdn/uploads/circulars/Circular-NEP-InternalExamMarks-March-April24.pdf>

Excellent	05 Marks	more than 90% (Minimum 27 Hours for 02 Credits Courses)
Good	04 Marks	80% - 89% (24 to 26 Hours for 02 Credit Courses)
Average	03 Marks	70% - 79% (21 to 23 Hours for 02 Credit Courses)
Poor	Zero / NA	less than 70% (NOT ELIGIBLE TO APPEAR FOR EXAM)

Note:

- Students with below 70% of attendance must submit their written application to their respective class coordinators with genuine reasons and evidence (in case of working or medical emergencies). Students must not pursue dual degree programmes that clash with the college's timings.

Rubrics – Based Assessment for Mid-Semester Examination (30 Marks)

Any Two Unit or 50% of The Syllabus - 15 Marks Each Question

Excellent	13 – 15 Marks	Accurate, error-free, logically presented, timely submission
Good	10 – 12 Marks	Minor errors and good conceptual clarity
Average	07 – 09 Marks	Basic understanding or partially correct
Basic	04 – 06 Marks	Limited clarity, noticeable mistakes, incomplete content
Poor	01 – 03 Marks	Inadequate conceptual clarity, incorrect content
Below Poor	Zero Marks / NA	Content is irrelevant / Not Attempted / Not Submitted

Note:

- Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.

Rubrics – Based Evaluation Pattern for End-Semester Examination (50 Marks)

06 Multiple Choice Questions – 01 Mark Each (06 Marks)

Excellent	01 Mark	The chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	Chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted

Short Question (12 Marks) – 6 Question from all Units

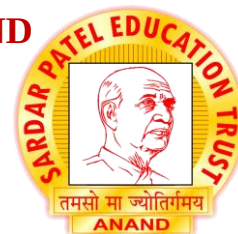
Excellent	02 Marks	Demonstrates accurate understanding of concepts related to questions . Provides correct and clear explanations with complete answers.
Good	01 Mark	Shows partial understanding of concepts with some correct steps or explanations. Minor errors or incomplete answers



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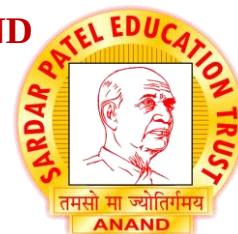
		may be present.
Poor	00 Mark	Incorrect, irrelevant, or no response provided.
UNIT I - 08 Marks Each Question		
Excellent	06 – 08 Marks	Comprehensive explanation of computer fundamentals including definition, functions, block diagram, components, input/output devices, types and characteristics of computers. Demonstrates excellent understanding of word processing software, document creation and formatting, tables, shapes, pictures, and mail merge with accurate terminology, neat diagrams/screenshots, and relevant examples.
Good	04 – 06 Marks	Good understanding of computer fundamentals and word processing concepts with only minor conceptual or procedural errors. Correctly explains document formatting, tables, images, and mail merge with appropriate examples.
Average	03 – 04 Marks	Basic explanation of computer fundamentals and word processing features. Demonstrates partial knowledge of document operations, formatting, tables, pictures, and mail merge, but lacks depth, clarity, or complete examples.
Basic	02 – 03 Marks	Limited understanding of computer fundamentals and word processing concepts. Provides incomplete explanations of computer components, document formatting, tables, or mail merge with several errors or missing steps.
Poor	01 – 02 Marks	Incorrect or irrelevant explanation of computer fundamentals or word processing concepts. Unable to explain document operations, formatting features, or mail merge correctly.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted
UNIT II - 08 Marks Each Question		
Excellent	06 – 08 Marks	Comprehensive explanation and practical demonstration of presentation software, including its introduction and basic features. Creates, edits, formats, and previews presentation slides effectively. Accurately inserts pictures, clipart, shapes, and charts, applies headers, footers, animations, and slide transitions, and explains printing options with appropriate examples and professional presentation design.
Good	04 – 06 Marks	Good understanding of presentation software and its features with only minor conceptual or formatting errors. Correctly creates and formats slides, inserts multimedia objects, applies animations and transitions, and explains printing features with relevant examples.
Average	03 – 04 Marks	Basic understanding of presentation tools and slide creation.



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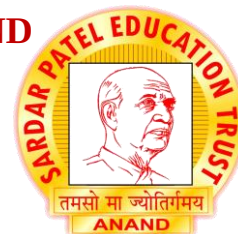
		Demonstrates partial knowledge of editing, formatting, inserting objects, animations, transitions, and printing, but lacks depth, accuracy, or complete examples.
Basic	02 – 03 Marks	Limited understanding of presentation software concepts. Provides incomplete explanations of slide creation, formatting, multimedia insertion, animations, transitions, or printing, with several procedural or conceptual errors.
Poor	01 – 02 Marks	Incorrect or irrelevant explanation of presentation software concepts. Unable to create, format, or enhance presentation slides correctly and demonstrates little understanding of presentation features.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted
UNIT III - 08 Marks Each Question		
Excellent	06 – 08 Marks	Clearly explains spreadsheet concepts and packages. Correctly uses formulas, conditional calculations, and built-in functions. Performs sorting, filtering, and data extraction accurately, and creates suitable charts with proper examples and presentation.
Good	04 – 06 Marks	Shows a good understanding of spreadsheet features. Uses most formulas and functions correctly, performs database operations with only a few mistakes, and creates appropriate charts with relevant examples.
Average	03 – 04 Marks	Understands the basic concepts of spreadsheets. Can create simple formulas, use a few functions, perform basic sorting or filtering, and create simple charts, but the answer lacks detail or contains some errors.
Basic	02 – 03 Marks	Has limited knowledge of spreadsheets. Uses formulas or functions incorrectly, faces difficulty in sorting, filtering, extracting data, or creating charts, and provides incomplete explanations.
Poor	01 – 02 Marks	Shows very little understanding of spreadsheet concepts. Most formulas, functions, database utilities, and charts are incorrect or missing.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted
UNIT IV - 08 Marks Each Question		
Excellent	06 – 08 Marks	Clearly explains advanced spreadsheet features. Correctly works with external data, uses What-If Analysis , Goal Seek , and Scenarios to solve problems, creates Pivot Tables and Pivot Charts accurately, and records or uses Macros with



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		proper examples.
Good	04 – 06 Marks	Shows a good understanding of advanced spreadsheet tools. Uses external data, What-If Analysis, Goal Seek, Pivot Tables, Pivot Charts, and Macros with only a few minor mistakes. Answers are mostly correct and supported with suitable examples.
Average	03 – 04 Marks	Understands the basic use of advanced spreadsheet features. Can perform simple What-If Analysis, create basic Pivot Tables, or use Macros, but explanations are incomplete or contain some errors.
Basic	02 – 03 Marks	Has limited knowledge of advanced spreadsheet features. Faces difficulty in using external data, Goal Seek, Pivot Tables, Pivot Charts, or Macros, and provides incomplete or incorrect explanations.
Poor	01 – 02 Marks	Shows very little understanding of advanced spreadsheet concepts. Most answers related to data analysis, Pivot Tables, or Macros are incorrect or missing.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted

Note:

- Multiple Choice Questions of 10 Marks will be based on various levels of Revised Bloom's Taxonomy.
- Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.

PLO – CLO Mapping								
PC Software								
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
CLO 1	3	3	2	1	0	0	0	1
CLO 2	3	3	3	2	0	0	0	1
CLO 3	3	3	3	2	1	0	0	1
CLO 4	3	2	2	2	1	0	0	1

Note:
High: 03; Moderate: 02; Low: 01; No Mapping: 00

Suggested References and E-Resources for Further Reading

- Manuals of PC software.
- Taxali R K: PC Software made simple for Windows, Tata McGraw-Hill Publishing Co. Ltd., 2000.
