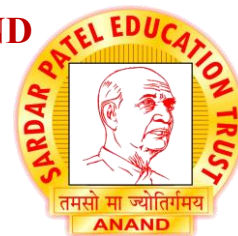




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Revised Syllabus as per NEP 2020 with effect from the Academic Year 2026-2027

Bachelor of Computer Applications (BCA)
Semester – I

Course Code	US1MDBCA15	Title of the Course	Office Tools And Accounting
Total Credits	02 Credits	Hours per Week	02 Hours / Week

Course Learning Outcomes (CLOs)

CLO 1	Understand the concept of Conceptual Framework of Accounting & Accounting Cycle.
CLO 2	Understand features of word processing, presentation tool and spreadsheets.

Course Content

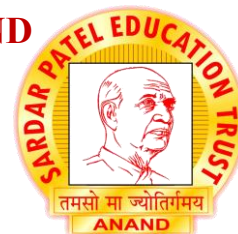
Unit No.	Description	Weightage (%)
1.	Office Applications • Introduction to word processing software, benefits of word processing software, examples of word processors • Working with documents: - Basic operations, formatting text & paragraphs, using tables, shapes, inserting pictures, mail merge facility • MS Excel: -Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, using help, Shortcuts, Spreadsheet types& Selecting Cells • Shortcut Keys. • A column or row, Mathematical operations • (Addition, Subtraction, Multiplication, Division, Exponentiation), • Using others Formula. • Introduction to presentation tools and their basic features • Working with presentation slides: - creating, editing, formatting and previewing, inserting picture, clipart, shapes and chart, adding header, footer, animations and slide transitions, printing slide content.	50%
2.	Working with Text, Audio, Graphics • Meaning & Definition of Accounting and Book keeping, difference between book keeping and accounting. • Need of accounting. • Some basic terms: - debtor, creditor, solvent, insolvent, bad debts, bad-debts- recoverable, income, expenditure, trade discount & cash discount. • Objectives, advantages and scope of accounting. • System of Book Keeping.	50%



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	• Classification of accounts (Personal, Real & Nominal). • Rules of Debit & Credit. • Accounting Cycle: - Journal, Ledger and Trial balance (each meaning and specimen or format and its explanation with example). • Specimen or Format of trading account, profit & loss account and balance sheet.	
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Teaching – Learning Methodology

Material for this course will be presented using 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
	Note: • For 02 Credit Courses, the Formative Assessment for students must be from 25 Marks. Thus, the total obtained marks from A + B + C + D (50 Marks) will be divided by 02.	25 Marks
02	Semester End Evaluation (SEE) (Summative Assessment)	
	E Written Examination (01 Hour)	25 Marks
	TOTAL (For 02 Credit Courses)	50 Marks

Rubrics – Based Assessment for Assignments (10 Marks)

Excellent	09 – 10 Marks	Accurate, error-free, logically presented, timely submission
Good	07 – 08 Marks	minor errors and good conceptual clarity
Average	05 – 06 Marks	basic understanding or partially correct
Basic	03 – 04 Marks	limited clarity, noticeable mistakes, incomplete content
Poor	01 – 02 Marks	Inadequate conceptual clarity, incorrect content
Below Poor	Zero Marks / NA	content is irrelevant / Not Attempted / Not Submitted

Note:

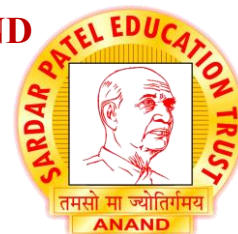
- Assignments may be taken in forms of written project, computerized and online suggested courses / certificates as per the decision made by the respective faculties of the courses.



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Rubrics – Based Assessment for Active Learning Activities (05 Marks)

Excellent	05 Marks	explanation is clear, detailed and covered all keys
Good	04 Marks	good conceptual clarity, minor details may be missing
Average	03 Marks	basic explanation or partially correct
Basic	02 Marks	limited clarity, noticeable mistakes, lacks depth
Poor	01 Mark	Poorly presented or not understandable
Below Poor	Zero / NA	content is irrelevant / Not Attempted / Not Submitted

Note:

- Active Learning Activities may be taken in forms of classwork, viva, oral presentations, PowerPoint presentations, role play, collaborative problem solving, debates, group discussions, online tests, Q&A, case studies, etc. as per the decision made by the respective faculties of the courses.

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 ONE UNIT OR 50% OF THE SYLLABUS - 15 Marks Each Question

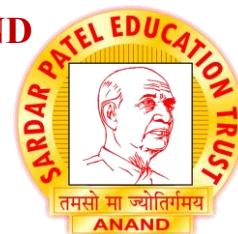
Excellent	13 – 15 Marks	Demonstrates clear understanding of Office Tools (MS Word, Excel, Presentation tools) and accounting concepts. Accurate explanations, correct use of terminology, well-structured answers, and proper application such as formatting documents, using formulas, preparing journal entries, ledger, and trial balance with relevant examples.
Good	10 – 12 Marks	Minor errors, good conceptual clarity of Office Tools and Accounting topics. Mostly correct explanations with appropriate examples such as basic Excel formulas, Word features, and accounting entries.
Average	07 – 09 Marks	Basic understanding of concepts, but explanations may be incomplete or partially incorrect. Limited coverage of topics like spreadsheet operations or accounting cycle.
Basic	04 – 06 Marks	Limited clarity of Office Tools and Accounting concepts. Noticeable mistakes, incomplete answers, missing key points such as proper formatting steps or accounting rules.



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Poor	01 – 03 Marks	Inadequate understanding of concepts. Incorrect explanations, irrelevant content, inability to apply Office Tools features or accounting principles.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted
Note:		
Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.		

Rubrics – Based Evaluation Pattern for End-Semester Examination (25 Marks)

Multiple Choice Questions (05 Marks) – 01 Mark Each from all Units

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

UNIT I - 10 Marks Each Question

Excellent	09 – 10 Marks	Comprehensive explanation of Office Tools concepts including MS Word, MS Excel, and Presentation tools. Covers features like formatting, tables, formulas, charts, slides, animations with correct terminology and relevant examples.
Good	07 – 08 Marks	Good understanding of Office Tools concepts with minor errors or missing details in features like formulas, formatting, or presentation tools.
Average	05 – 06 Marks	Basic explanation of key concepts such as Word processing, spreadsheets, and presentations but lacks depth and clarity.
Basic	03 – 04 Marks	Limited understanding, incomplete explanation of topics like Excel operations, Word features, or presentation tools.
Poor	01 – 02 Marks	Incorrect or irrelevant explanation of Office Tools concepts, inability to apply practical knowledge.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted

UNIT II - 10 Marks Each Question

Excellent	09 – 10 Marks	Clear and detailed explanation of accounting concepts including definitions, objectives, accounting terms, rules of debit & credit, journal, ledger, and trial balance with proper examples
Good	07 – 08 Marks	Good understanding of accounting concepts with minor mistakes in explanation or examples
Average	05 – 06 Marks	Basic understanding of accounting principles but partial correctness and missing steps in accounting cycle.
Basic	03 – 04 Marks	Limited clarity, incomplete coverage of topics such as classification of accounts or accounting procedures.
Poor	01 – 02 Marks	Poor understanding, incorrect explanations of accounting concepts and rules.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted

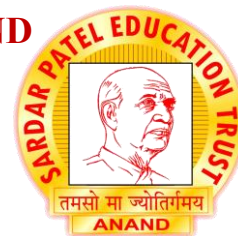
Note:

- Multiple Choice Questions of 05 Marks will be based on Bloom's Taxonomy Level 1 & 2.
- Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.



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PLO – CLO Mapping

Office Tools And Accounting

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6
CLO 1	03	02	02	00	02	00
CLO 2	02	03	02	00	01	03

Note:

- High: **03**; Moderate: **02**; Low: **01**; No Mapping: **00s**

Suggested References and E-Resources for Further Reading

- Tax ali RK: PC Software made simple for Windows, Tata McGraw-Hill Publishing Co.Ltd., 2000.
- R.L.Gupta & V.K. Gupta: Principles and practices of accounting, Sultan Chand & Sons, 2019.
- Rana & Dalal: Advances Accounting and Auditing: III Sudhir Prakashan Ahmedabad, 2005.
- J.C.Gandhi: Marketing: A managerial Introduction Tata McGrawHill Publishing Co.Ltd. New Delhi, 1989.
- <https://www.microsoft.com/office>
- <https://learn.microsoft.com/>
- <https://www.accountingcoach.com/>
- <https://quickbooks.intuit.com/>
