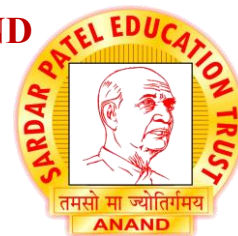




**C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)**

(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

Bachelor of Computer Applications (BCA)

Semester – I

Course Code	US1MDBCA16	Title of the Course	Practical Based on Office Tools
Total Credits	02 Credits	Hours per Week	02 Hours / Week

Course Learning Outcomes (CLOs)

CLO 1	Create and format professional documents using MS Word tools. Prepare spreadsheets using MS Excel with formulas, functions, charts, sorting, and filtering tools.
CLO 2	Design effective presentations using MS PowerPoint features.

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.	100%

Teaching – Learning Methodology

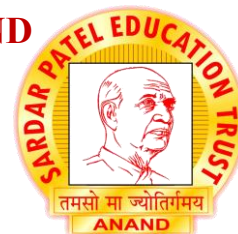
The course would be taught / learnt through ICT & hands-on practical training using required Office Tools such as MS Word, MS Excel, MS PowerPoint, Internet, and Email applications.



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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%

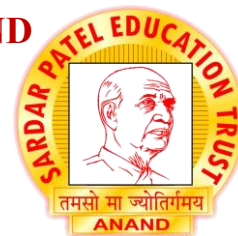
Specifications for CCE and SEE		
Sr. No.	Details of the Evaluation Pattern	Marks
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)	25
	Practical Hands-on Evaluation	
02	Semester End Evaluation (SEE) (Summative Assessment)	25
	Practical Examination (02 Hours)	
	TOTAL (For 02 Credit Courses)	50 Marks

Rubrics – Based Assessment for Mid-Semester Examination (25 Marks)		
Any One Unit or 50% of The Syllabus - 11 Marks Each Question with 3 Marks Journal		
Excellent	09 – 11 Marks	Correct practical steps, accurate output, proper formatting, effective use of Office tools/features, and complete task execution.
Good	07 – 09 Marks	Minor formatting or operational errors, good conceptual clarity, mostly correct output with few mistakes.
Average	05 – 07 Marks	Basic understanding of concepts, some logical or syntax errors, partially correct program/output.
Basic	03 – 05 Marks	Limited clarity of concepts, noticeable errors in steps/output, incomplete or partially working task.
Poor	01 – 03 Marks	Inadequate understanding, incorrect use of tools, major mistakes, task not completed properly.
Below Poor	Zero Marks / NA	Not attempted or irrelevant program
Note: Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.		



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Rubrics – Based Assessment for End-Semester Examination (25 Marks)		
All Units of The Syllabus - 11 Marks Each Question with 3 Marks Journal		
Excellent	09 – 11 Marks	All practical tasks completed correctly with proper commands, formulas, and formatting.
Good	07 – 09 Marks	Most tasks correct with very minor mistakes.
Average	05 – 07 Marks	Some tasks correct but noticeable errors present.
Basic	03 – 05 Marks	Few tasks correct; several mistakes present.
Poor	01 – 03 Marks	Mostly incorrect or incomplete work.
Below Poor	Zero Marks / NA	Not attempted or irrelevant program
Note: Written Examination questions will be based on various levels of Revised Bloom's Taxonomy.		

PLO – CLO Mapping						
	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: 00						

Suggested References and E-Resources	
Sr. No.	Suggested References
1.	Tax ali RK: PC Software made simple for Windows, Tata McGraw-Hill Publishing Co.Ltd., 2000.
2.	R.L.Gupta & V.K. Gupta: Principles and practices of accounting, Sultan Chand & Sons, 2019.
3.	Rana & Dalal: Advances Accounting and Auditing: III Sudhir Prakashan Ahmedabad, 2005.
Sr. No.	On-Line Resources available that can be used as Reference Practical
1.	https://www.w3schools.com/
2.	https://www.tutorialspoint.com/