



Bachelor of Commerce (B.Com.)
Semester - II

Course Code	UB02 SECOM 03	Title of the Course	Computer Skills-II
Total Credits of the Course	02	Hours per Week	01(Theory) + 01(Practical)

Course Objectives	1. To develop computer skill in commerce students.
	2. Computer skill helps commerce students to meet the needs of modern business.
	3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highly rely on it.
	4. Computer skill increase the chances of getting hired.
	5. To develop skill of using presentation package for sharing views and ideas to the people.

Course Content		
Unit	Description	Weightage (%)
1.	Introduction to Presentation and MS PowerPoint : Introduction to Basic concepts of Presentation, Introduction to MS PowerPoint, Uses of PowerPoint, Starting PowerPoint, Introduction to PowerPoint Interface, Screen, Quick Access Toolbar, PowerPoint Views, Creating PowerPoint Template.	25 %
2.	Slide Basics : About Slides – Design, Themes, Transition, Animation, Layouts, Use a Blank Slide, Add Slide, Delete a slide, Copy a Slide, Arranging Slides, Entering Text in Placeholder, About Slide Views, Adding Notes to Slides. Slide Show: From Beginning Slide, From Current Slide, Broad Cast Slide show, Custom Slide show, Hide Slide.	25 %

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practicals :Practicals are based on above Units.(Weightage 50%) – Two Practical periods per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%





3.	University Examination Theory (50%) + Practical (50%)	70%
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Course Outcomes	
1.	<ul style="list-style-type: none">• Work with the basic features of PowerPoint
2.	<ul style="list-style-type: none">• Insert text into a slide and apply basic formatting• Work with the various slide layouts
3.	<ul style="list-style-type: none">• Create and work with Smart Art graphics• Draw and format shapes
4.	<ul style="list-style-type: none">• Navigate a slide show in PowerPoint• Use a range of printing techniques

Suggested References	
Sr. No.	References
1	Microsoft Office 2010 by Bittu Kumar V & S Publishers
2	Preparation Of Power Point Presentation Based On Research, Insertion Of Graphs, Charts & figures In Presentation by Deepak Shrivastava

On-line 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)

