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

Course Code	UB02 MACOM 04	Title of the Course	Computer Application-II
Total Credits of the Course	**04**	**Hours per Week**	**02(Theory) + 02(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 4. Communication Technology as modern businesses are highly rely on it. 5. Computer skill increase the chances of getting hired. 6. To prepare students to use presentation package for sharing their views and ideas among people.

	Course Content	
Unit	**Description**	**Weightage (%)**
1.	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. 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. Features: Formatting Text i.e. Selection of Fonts, Font Styles, Size, Color, and Text Effects. Clear All Formatting. Setting Paragraph Alignment (Left, Center, Right, Justify), Line and Paragraph Spacing,, Spacing before and after Paragraph, Formatting Paragraph, Indents, indenting a Paragraph, Finding and Replacing text, Bullets and Numbering (Formatting List). Styles	**25 %**
2.	Insert : Page, Page Break, Table, Picture, Clipart, Shapes, SmartArt, Chart, Screenshot, Header, Footer, Page Number, Date & Time, Object, Equation, Symbol, Drop Cap. Page Layout: Margin, Orientation, Size, Column, Watermark, Page Color, Page Border, Printing the document. Mailings & Other: Mail Merge, Macro, Spelling and Grammar (Correct the Spelling Error, correct a Contextual Spelling Error, Correct the Grammar, Automatically Corrects Misspellings, Proofing and Auto Correct Options). Creating Business documents using above facilities	**25 %**

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3.	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. 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.	**25 %**
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. 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. Slide Show: From Beginning Slide, From Current Slide, Broad Cast Slide show, Custom Slide show, Hide Slide. Setting up presentations for Delivery, Presenting Slide show as a Video, Package Presentation on CD. Creating Business presentation using above facilities	**25 %**

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practicals : Practicals are based on above Units.(Weightage 50%) – Two Practical periods per week per batch. Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.

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%

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3.	University Examination Theory (50%) + Practical (50%)	70%

Course Outcomes	
1.	• Work with the basic features of Word • Display documents using various views • Select and work with text in a document • Use a range of font formatting techniques • Format paragraphs
2.	• Work effectively with features that affect the page layout of your document • Create and modify tabs and tables • Insert and work with clip art and pictures • Use the Mail Merge Wizard to perform mail merges • Print a document
3.	• Work with the basic features of PowerPoint • Insert text into a slide and apply basic formatting • Work with the various slide layouts
4.	• Create and work with SmartArt graphics • Draw and format shapes • Navigate a slide show in PowerPoint • Use a range of printing techniques

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

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/

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