**SARDAR PATEL UNIVERSITY**
**Vallabh Vidyanagar, Gujarat**
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)**
**Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024**

**Bachelor of Commerce (B.Com.)**
**Semester - I**

| Course Code SEC | UB1SECOM01 | Title of the Course | Computer Skills - I |
|---|---|---|---|
| **Total Credits of the Course** | **02** | **Hours per Week** | **01(Theory) + 01(Practical)** |

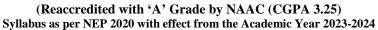| | |
|---|---|
| **Course Objectives** | 1. To develop computer skill in commerce students. |
| | 2. Computer skill helps commerce students to meet the needs of modern business. |
| | 3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highlyrelyon it. |
| | 4. Computer skill increase the chances of getting hired. |
| | 5. To prepare students for business correspondence using Word processor. |

| 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. | **25%** |
| **2.** | 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, Colour, and Text Effects. Clear All Formatting. Setting Paragraph Alignment (Left, Center, Right, Justify), | **25%** |
| **3.** | 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 Insert : Page, Page Break, Table, Picture, Clipart, Shapes, SmartArt, Chart, Screenshot, Header, Footer, Page Number, Date & Time, Object, Equation, Symbol, Drop Cap. | **25%** |
| **4.** | 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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|---|---|
| **Teaching- Learning Methodology** | Theory (50%) + Practical (50%) <br> Practicals: Practicals are based on above Units.(Weightage 50%) – Two Practical periods per week per batch. |

| | **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 <br> Theory (50%) + Practical (50%) | 70% |

| **Course Outcomes** | |
|---|---|
| **1.** | • Work with the basic features of Word <br> • Display documents using various views <br> • Select and work with text in a document |
| **2.** | • Use a range of font formatting techniques <br> • Format paragraphs |
| **3.** | • Work effectively with features that affect the page layout of your document <br> • Create and modify tabs and tables <br> • Insert and work with clip art and pictures |
| **4.** | • Use the Mail Merge Wizard to perform mail merges <br> • Print a document |

| **Suggested References** | |
|---|---|
| **Sr. No.** | **References** |
| **1** | Microsoft Word 2010 Step by Step By Joyce Cox and Joan Lambert (Microsoft Press, 2010)ISBN978-0-7356-2693-5 |
| **2** | MicrosoftOffice2010 by BittuKumar V & SPublishers |

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| 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) |

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