



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Branch: Banking Financial Service and Insurance

Subject Code : BV01021041

Subject Name : Computer Applications in Banking

w. e. f. Academic Year:	2026 - 27
Semester:	1
Category of the Course:	Core Courses

<b>Prerequisite:</b>	<b>Basic Knowledge of Computer</b>
<b>Rationale:</b>	Digital skills are essential for students in the banking and financial services sector. Basic computer knowledge enables students to perform office tasks efficiently, manage digital information, and use modern technological tools used in banking operations.

## Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Understand the basic concepts and components of computer systems.
02	Create and edit documents and Presentation using Word processing and PowerPoint software.
03	Perform basic calculations and data management using spreadsheet tools.
04	Understand how to use internet services and email communication safely and effectively.

## Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
0	0	2	1	00	00	20	30	50

## Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	<b>Fundamentals of Computers –</b> Introduction to computers, characteristics and uses of computers, hardware and software, input and output devices, storage devices, operating system, introduction to Windows OS	06	25%
2.	<b>Word Processing Applications –</b> MS Word interface, creating and editing documents, text formatting, page setup, inserting tables and pictures, preparing simple office documents, Mail Merge	12	25%



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	<b>PowerPoint Application –</b> Creating and editing slides, Slide layouts and themes, Inserting images, charts, and tables, Slide transitions and animations		
3.	<b>Spreadsheet Applications –</b> MS Excel interface, worksheets, data entry, formulas and functions (SUM, AVERAGE, MIN, MAX), sorting and filtering, creating charts, pivot	08	25%
4.	<b>Internet and Digital Skills –</b> Internet basics, web browsers, search engines, email creation and communication, internet safety and cyber awareness	04	25%
	<b>Total</b>	<b>30</b>	<b>100</b>

## Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
NA	NA	NA	NA	NA	NA

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

## References/Suggested Learning Resources:

### (a) Books:

1. Computer Fundamentals, Pradeep K. Sinha, Priti Sinha, BPB Publications
2. Computer Fundamentals, 6<sup>th</sup> Edition by V. Raja Raman, Niharika Adabala, Prentice Hall India Learning Private Limited
3. Microsoft Office Step by Step by Joan Lambert, Curtis Frye,

### (b) Open Source software and website:

1. MS Office 365
2. <https://swayam.gov.in>
3. <https://www.geeksforgeeks.org>

## Suggested Course Practical List: If any

### List of Laboratory/Learning Resources Required:

1. Computer Lab
2. MS office Applications
3. Internet Connectivity

### Suggested Project List:



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## **Suggested Activities for Students:**

1. Create and send an email with attachment.
2. Preparing presentations on banking topics
3. Prepare letter using mail merge
4. Create Sample data and use formula (Sum, if, Average, Max, Min, Count) and prepare chart for the same.

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