

**Centre for Distance and Online Education
(CDOE)**

**Bachelor of Computer Applications
(BCA)**



SEMESTER - I

**GUIDELINES FOR SEMINAR-1
SUBJECT CODE: 23OBC108
(1 credit)**

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Brief overview of the importance of the seminar in academic and professional learning

Importance of the Seminar in Academic and Professional Learning

Seminars are pivotal in academic and professional settings, acting as platforms for knowledge dissemination, skill enhancement, and networking. For undergraduate students, they deepen understanding of specialized subjects, foster application of theoretical insights, and hone vital communication and research capabilities. Professionals benefit from continuous learning, exposure to novel methodologies, networking opportunities, and innovative problem-solving techniques, ensuring they remain updated with industry shifts and boosting their career paths.

Seminar Overview

Designed for Bachelor of Computer Applications (BCA) undergraduates, this seminar requires students to select specific topics from the BCA curriculum. They must then craft detailed PowerPoint presentations and produce video presentations on their chosen subjects.

Important Dates

- 10 January :Finalize the Topic with the mentor
- 25 January :PPT. Submission (10-15 Slides)
:Video Presentation (10-15 Minutes)

Titles should be concise, clear, and indicative of the content.

Topics should span recent trends in computing and to be finalized in consultation with your mentor.

PowerPoint Presentation Requirements

Slide Design and Layout:

- Initial Slide: "Student Name, Registration Number, Course Name, Course Code". Save the file using the registration number.
- Consistency: Uniform design throughout.
- Simplicity: Minimalistic design, avoiding distracting animations.
- Layout: Standard layouts for clarity.

Font Size and Style:

- Font Size: 24-point for titles, 16-point for content.
- Font Style: Clear fonts like Helvetica or Verdana.
- Emphasis: Bold, italics, or underlining sparingly.

Color Usage:

- Background: Light background with dark text.
- Color Scheme: 2-3 primary colors.
- Contrast: Ensure text-background contrast.
- Avoid Clashing Colors.

Use of Pictures:

- Relevance: Directly related to content.
- Quality: High-resolution images.
- Copyright: Proper rights or attributions.
- Consistency: Uniform style or filter.
- Captions: For clarity.

Bullet Points, Spacing, and Alignment:

- Bullet Points: For clarity.
- Alignment: Grid or guideline alignment.
- Spacing: Consistent spacing.

Tools for Presentation

- ZOOM
- Microsoft Teams

Student Online PowerPoint Presentation Evaluation Criteria

Criteria	Sub-Criteria	Points
Content	Clarity and Relevance	10
	Depth of Knowledge	10
	Supporting Evidence	5
Structure	Introduction	5
	Logical Flow	7
	Slide Transitions	3
	Conclusion	5
Visual Design	Use of Visuals	5
	Slide Consistency	4
	Readability	3
	Creativity	3
Delivery	Clarity of Speech	7
	Confidence & Body Language	8
	Engagement	5
Relevance	Concepts	5
	Practicality	5
Time Management	15-minute Limit	10
Total Score		100

Points to remember

- The student's face must be visible during the presentation. (*Ref Figure No.1*)

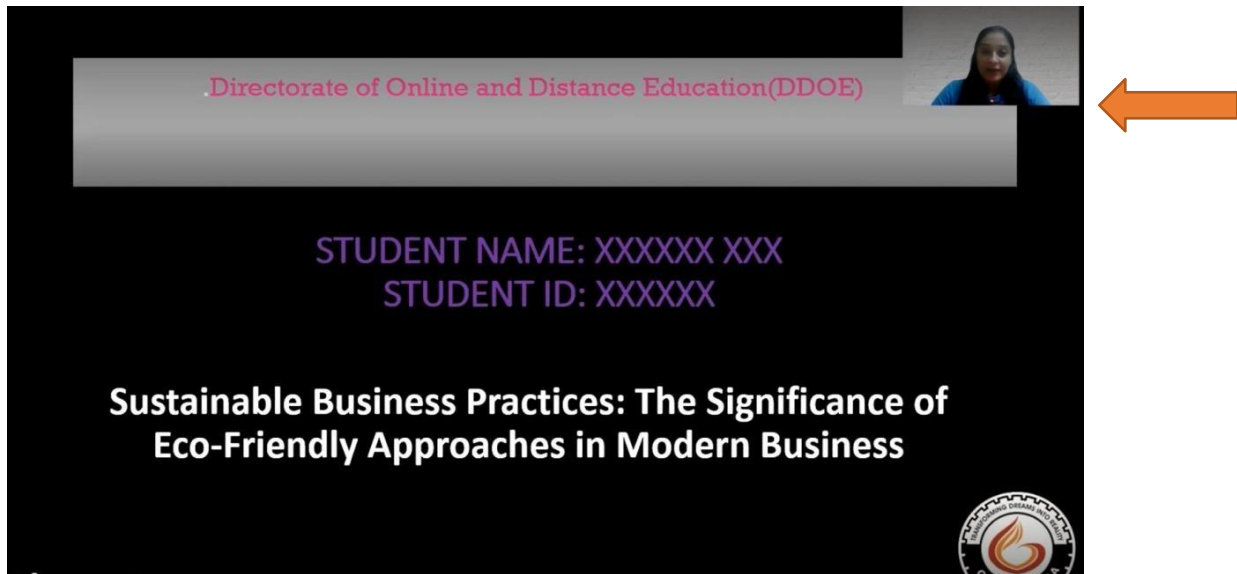


Figure No.1

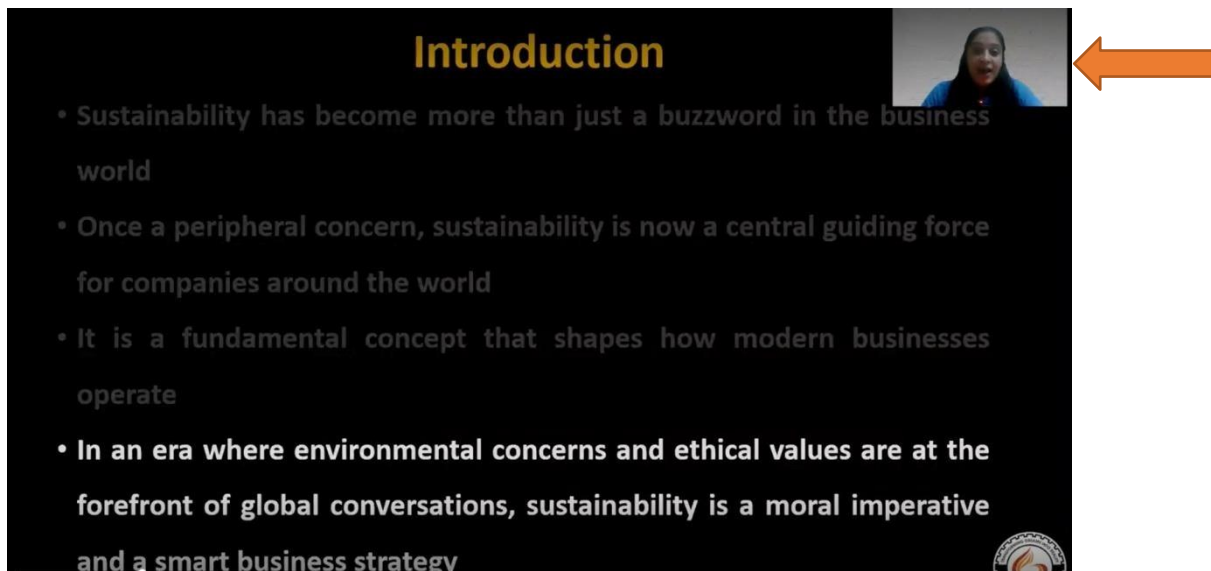


Figure No.2

- Conduct thorough research to fully understand the seminar topic.
- Present the information in a clear and logical manner.
- Utilize relevant data and information to elaborate on the selected topic.
- Emphasize personal opinions and individual perspectives.
- Refrain from directly copying content from Google, Chat-GPT, or other AI platforms; ensure the content's originality.

Further reference

<https://www.mcgill.ca/skillsets/files/skillsets/powerpointguidelines.pdf>