

Resolution No. AC/II/(22-23).3.RUV3

S. P. Mandali's

Ramnarain Ruia Autonomous College

(Affiliated to University of Mumbai)



Syllabus for

**Program: F.Y.BVoc Tourism and Travel
Management.**

Program Code: (RUVSECTTM)

Commented [1]: Mention Prog code only for DSC

(As per the guidelines of National Education Policy 2020-
Academic year 2023-24)

(Choice based Credit System)

Course Code-RUVSECTTM.O101

Course Title: Computer Applications - I

Academic year 2023-24

COURSE OUTCOMES:

COURSE OUTCOME	DESCRIPTION
	A student completing this course will be able to:
CO 1	Understand the basic computer fundamentals and its applications
CO 2	Learn the operating system through word, excel, PowerPoints etc.
CO 3	Gain knowledge on the internet surface in depth and importance of social networking in tourism industry.

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title Semester I	Credits/ Hours
RUVSECTT M.O101		Computer Applications - I	2/30
	Unit I	Computer Fundamentals: <ul style="list-style-type: none"> • Characteristics and components of Computers • Basic Applications and classifications of Computers – The user interface 	15
	Unit II	Operating system <ul style="list-style-type: none"> • Types of operating systems • Setting up a computer and its Navigation of handheld devices • Understanding the Cloud Working with Word <ul style="list-style-type: none"> • The Word interface • Working with the Word environment 	15

		• Tables & Charts	

Modality of Assessment:

A) Internal Assessment- 20%- 20 Marks

Sr No	Evaluation type	Marks
1	Class Test	20
	TOTAL	20

B) External Examination (Semester End)- 30%- 30 Marks

Semester End Theory Examination:

1. Duration – The duration for these examinations shall be of **1 hour**.
2. Theory question paper pattern:

Paper Pattern:

Question	Options	Marks	Questions Based on
1	A or B	15	Unit – I
2	A or B	15	Unit - II
	TOTAL	30	

Course Code-RUVSECTTM.E111

Course Title: Computer Applications - II

Academic year 2023-24

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title Semester II	Credits/ Hours
RUVSECTT M.E111		Computer Applications - II	2/30
	Unit I	Excel Spread Sheet <ul style="list-style-type: none"> • Parts of the Excel window and Worksheet views • Creating and Opening Workbooks • Introduction to Formulas & their Functions • Conditional Formatting 	15
	Unit II	PowerPoint Basics <ul style="list-style-type: none"> • Understanding slides and slide layouts and its workings. • Customizing slides and Applying Transitions Animating Text and Objects Email & Web <ul style="list-style-type: none"> • Understanding Internet and Web and How it works • Concept of internet browsers and study of the importance of emails in a corporate world. • Social networking 	15

Modality of Assessment:

C) Internal Assessment- 20%- 20 Marks

Sr No	Evaluation type	Marks
1	Class Test	20
	TOTAL	20

D) External Examination (Semester End)- 30%- 30 Marks

Semester End Theory Examination:

3. Duration – The duration for these examinations shall be of **1 hour**.
4. Theory question paper pattern:

Paper Pattern:

Question	Options	Marks	Questions Based on
1	A or B	15	Unit – I
2	A or B	15	Unit - II
	TOTAL	30	

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