Resolution No. AC/I/(23-24).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)

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

(Choice based Credit System)

Course Code-RUVSECTTMO101

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 MO101		**Computer Applications - I**	**2/30**
	Unit I	**Computer Fundamentals:** ● Characteristics and components of Computers ● Basic Applications and classifications of Computers – The user interface	**15**
	Unit II	**Operating system** ● Types of operating systems ● Setting up a computer and its Navigation of handheld devices	**15**

		● Understanding the Cloud **Working with Word** ● The Word interface ● Working with the Word environment ● 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-RUVSECTTME111

Course Title: Computer Applications - II

Academic year 2023-24

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title Semester II	Credits/ Hours
RUVSECTT ME111		**Computer Applications - II**	**2/30**
	Unit I	**Excel Spread Sheet** ● Parts of the Excel window and Worksheet views ● Creating and Opening Workbooks ● Introduction to Formulas & their Functions ● Conditional Formatting	**15**
	Unit II	**PowerPoint Basics** ● Understanding slides and slide layouts and its workings. ● Customizing slides and Applying Transitions Animating Text and Objects **Email & Web** ● 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**	