

FACULTY OF VOCATIONAL STUDIES

Syllabus of Computer Subjects for

BACHELOR OF VOCATION Courses

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II, IV & VI)
Bachelor of Vocation
(Textile Design and Apparel Technology) (Semester- II)
Bachelor of Vocation
(Nutrition Exercise and Health) (Semester- VI)
Bachelor of Vocation
(Hospitality & Tourism) Semester-II

(Under Credit Based Continuous Evaluation Grading System)

Session: 2021-22



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Scheme & Curriculum of Computer Subject of Bachelor of Vocation Courses
Session 2021-22

Bachelor of Vocation (Management & Secretarial Practices) Semester - II								
COURSE CODE	COURSE TITLE	COURSE TYPE	Credits	Marks				Examination Time (in Hours)
				Total	Ext.		CA	
					L	P		
BVMM-2126	MS OFFICE – II	S	4	100	40	40	20	3+3
BVMP-2127	LAB BASED ON TYPING SKILLS (DATA ENTRY)	S	4	50	-	40	10	3
Bachelor of Vocation (Management & Secretarial Practices) Semester - IV								
BVML-4125	Digital Data Management	C	4	50	40	-	10	3
BVMP-4126	Web based Applications for Office Management	C	4	50	-	40	10	3
BVMD-4127	Minor Project (Computer Based)	S	6	100	-	80	20	3
Bachelor of Vocation (Management & Secretarial Practices) Semester - VI								
BVML-6123	E-Publishing fundamentals	C	4	50	-	40	10	3
BVMM-6125	Desktop Publishing in Adobe In-design	S	4	100	40	40	20	3
BVMD-6127	ON JOB TRAINING (REPORT & PRESENTATION) / MAJOR PROJECT / DISSERTATION	S	6	100	-	50	50	-
Bachelor of Vocation (Hospitality & Tourism) Semester – II								
BVHM-2125	Application of Computers in Hospitality Industry	S	2	50	25	15	10	3+3

Bachelor of Vocation (Textile Design and Apparel Technology) (Semester-II)									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T - P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVTM-2125	Fundamentals of Digital Textiles- II	C	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation (Nutrition Exercise and Health) (Semester-V)									
COURSE CODE	COURSE TITLE	COURSE TYPE	L - T - P		Marks				Examination Time (in Hours)
			L-T-P	Total	Total	Ext.		CA	
						L	P		
BVNM-6125	Computer (Database Concepts)	S	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMM-2126
MS OFFICE – II

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: Indicate the names and functions of the excel interface components.
- CO2: enter and edit data, format data and cells.
- CO3: construct formula, including the use of built-in functions, and relative and absolute references.
- CO4: create and modify charts, preview and print worksheets.
- CO5: use the Excel online Help feature.
- CO6: identify the terminology and functions common to most database management systems.
- CO7: identify the qualities of valuable information.
- CO8: identify the elements of good database design.
- CO9: create and use tables, Create and use queries.
- CO10: create simple reports and forms.
- CO11: use the Access online Help feature.
- CO12: discuss ethical issues connected to the use of databases.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMM-2126
MS OFFICE – II

Examination Time: 3 Hours

Max. Marks: 100

Theory: 40

Practical: 40

CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I

Fundamentals: Start MS Excel. Excel Screen Elements, about cell, Workbook, Worksheet, Enter Data into the Excel Worksheet, Save an Excel Worksheet,

Explore Excel: Move from One Place to Another in a Worksheet, how to Change the Spreadsheet Cells Background or Text Color, Knowing the Excel Paste, What if Analysis.

Unit II

Formatting and Customizing Data: Cell Alignment Options, Number Formatting, Adding Header and Footer, how to Prevent the Cell Editing, Merge and Unmerge Cells (Columns), Create and Download the Excel 2016 Templates.

Creating and Formatting Tables: How to insert a Table, Formatting the Table, Pivot Tables Create Drop Down List, Use of Data Validation Rules.

Unit III

Formulas and Functions (with example illustrations): How to Write an Excel Formula, Excel 2016 Functions, Using NOW Function, Example Using the Excel 2016 PRODUCT Function, Using MAX Function, CELL Function, The RADIANS Function: Convert Degrees to Radians, DATE Function: An Easy Way to Insert a Date into a Formula, COUNT Function.

Creating and Formatting Charts: Creating Charts, Create and Format the Chart Title, Chart Legend: How to Resize, Move, Changing Legend Font and Color, creating a Pie Chart, Creating a Histogram

Printing of an EXCEL Sheet: Print Preview Feature, Preview Worksheets Before Printing, Print Excel Worksheet and Print Multiple Areas of a Workbook, Printing Multiple Worksheets from a Workbook

Unit IV

What is a database and need of a Database?

Exploring and designing a database

Building the Database: Creating a Table, setting up fields, building table relationships, Entering and editing data in the table

Analysing and Reporting Data: Sorting records entered in the table, Filtering records in the table, About queries, Using queries to make data meaningful, creation of reports

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

REFERENCES:

1. Microsoft Word, Excel, and PowerPoint: Just for Beginners Paperback , [Dorothy House](#)
2. [Weverka](#) Peter, “Microsoft Office 2016 All-In-One for Dummies”, Wiley India Pvt. Ltd, New Delhi.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMP-2127
LAB BASED ON TYPING SKILLS (DATA ENTRY)

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: develop correct touch-typing techniques
- CO2: key data quickly and accurately
- CO3: demonstrate operational skills in using the computer
- CO4: key accurately, at a rate of 35 words per minute

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-II)
Session 2021-22
Course Code: BVMP-2127
LAB BASED ON TYPING SKILLS (DATA ENTRY)

Examination Time: 3 Hours
Practical: 40

Max. Marks: 50

CA: 10

Lab based on Typing skills to increase speed of typing in English, Hindi / Punjabi.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22
Course Code: BVML-4125
DIGITAL DATA MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: find key components of digital leadership

CO3: create, influence, monitor and control digital reputation

CO4: use digital opportunities to connect with audiences

CO5: understand that data should be managed differently in different phases of the life cycle

CO6: identify the value and relative importance of data management to the success of a research project.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22

Course Code: BVML-4125
DIGITAL DATA MANAGEMENT

Examination Time: 3 Hours

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Workflow: Meaning, types, Automated workflow – components, File Preparation, Preflighting, Digital Imposition – preRIP, post RIP, OPI, Trapping, Postscript, PDF, Metadata – JDF, XML. File Formats & Compression Techniques: File format – EPS, DCS, JPEG, GIF, TIFF, PNG, comparison of file formats, Compression techniques, Lossy& lossless compression, RLE, Huffman compression, LZW, DCT, Wavelet, Fractal image encoding, Image quality evaluation, Audio compression, Video Compression.
Unit II
2-D Transformations: translation, rotation, scaling, matrix representations and homogeneous coordinates, composite transformations, general pivot point rotation, general fixed-point scaling, shearing, reflection about X Axis and Y Axis, Reflection about Straight lines, Reflection through an Arbitrary Line.
Unit III
Database Management: Database, Types, Database Management, Database Languages, Query Processing, Data storage, Backup & recovery, Distributed databases, Data Warehousing, Data Mining
Unit IV
Security: Security in Operating Systems, Principles of Network Security, Cryptography, Fire walls, Intrusion Detection Systems, Secure Email, Digital Rights Management, Element of Designing Accessible Web Content and Web Security

REFERENCES

1. Helmut Kipphan, “Handbook of Print Media”, Springer Verlag, 2001
2. Phil Green, “Understanding Digital Color”, 2nd edition, GATF Press, 1999.
3. Mani Subramanian, “ Network Management: Principles & Practice”, Addison Wesley, 1999
4. SanjivPurba, “Handbook of Data Management”, Viva Books Private Ltd., 1999
5. Douglas E. Comer, “Computer Networks & Internets”, 2nd Edition, Pearson Publications, 1999
6. Larry L. Pearson, Bruce S. Davie, “Computer Networks: A Systems Approach”, Third Edition, Morgan Kauffman Publishers Inc., 2003
7. Abraham Silberschatz, Henry F. Korth, S.Sudharshan, “Database System Concepts”

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22
Course Code: BVML-4126
Web based Applications for Office Management

Course Outcomes:

After studying this course, students will be able to:

CO1: use internet and manage email effectively

CO2: will be able to use various web-based tools for office management

CO3: will be able to hold and manage online virtual meetings

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22

Course Code: BVMP-4126

Web based Applications for Office Management

Examination Time: 3 Hours

Max. Marks: 50

Practical: 40

CA: 10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Introduction: About internet and its working, business use of internet, services offered by internet, evaluation of internet, internet service provider (ISP), internet addressing (DNS) and IP addresses).
E-Mail: Basic Introduction; Advantage and disadvantage, structure of an e-mail message, working of e-mail (sending and receiving messages), managing e-mail (creating new folder, deleting messages, forwarding messages, filtering messages) Implementation of outlook express.
Unit II
Internet Protocol: Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCP IP.
WWW: Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark)
Search Engine: About search engine, Components of search engine, working of search engine, difference between search engine and web directory
Unit III
Introduction to Web based tools for Office Management: Google Docs: Creating documents, uploading files to Google Drive, managing files and sharing files on Google Drive, Editing Documents, sharing documents, Changing ownership of the document. Google Forms: Creating a Questionnaire/ Quiz using Google Forms Using Google Calendar to organise and Track online meeting, Using Telegram, Whatsapp Web to communicate and share documents online
Unit IV
Online Platforms for Virtual Meeting: Google Meet, Microsoft Teams, Zoom Online meeting, Cisco Webex., Scheduling and conducting Online Meetings Online Payment methods: Internet banking, UPI, Debit and Credit Cards, Mobile Wallets

REFERENCES:

1. Internet & web page designing by V.K.Jainbpb publications.
2. Alexis Leon and Mathews le on,Internet for everyone - Vikas publications.
3. Internet for dummies - Pustakmahal, New Delhi a beginner's guide to html
4. “Understanding the Internet”, Kieth Sutherland, Buterworth–Heineman; 1st Edition
5. S. K. Bansal, “Internet Technologies”, APH Publishing Corporation.
6. Behrouz A. Forouzan, “Data Communications and Networking”, 3rdEditon.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2021-22
Course Code: BVMD-4127
MINOR PROJECT (Computer based)

Examination Time: 3 Hours

Max. Marks :100

Practical:80

CA:20

- Report and Presentation should be submitted monthly
- Internal Assessment is based upon the performance of above said report and presentation made.
- Monthly report is to be evaluated by internal examiner of the concerned college.
- Final report is to be submitted by the end of training period. External assessment is based on final report and viva voce. Final report is to be evaluated by external examiner.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22
Course Code: BVML-6123
E- PUBLISHING FUNDAMENTALS

Course Outcomes:

After studying this course, students will be able to:

CO1: a design methodology in the field of visual communication;

CO2: skills necessary to manage a project from the ideation phase to the realization phase;

CO3: technical tools necessary for the realization of the projects and the necessary interdisciplinary scientific skills;

CO4: a theoretical and socio-cultural education that aims to acquire a solid cultural background where the technical-media skills are combined with a theoretical reflection

CO5: Acquiring a new perspective on E-Publishing

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22

Course Code: BVML-6123
E- PUBLISHING FUNDAMENTALS

Examination Time: 3 Hours

Maximum Marks: 50
Theory: 40, CA:10

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I

Introduction: Internet, WWW, Web2.0, Broadband, Print On demand, eBook, e-Journals, e- Newspaper, internet advertising, Digital libraries, e-Readers, Electronic Publishing Advantages, Issues.

Publishing: Areas of publishing – Legal, STM, Book Publishing – Manuscript, Anatomy of a book, Layout & Design, Journal Publishing - Layout & Design, Web Publishing - Layout & Design, Accessibility, usability, standards, Publishing on Handheld devices - Layout & Design.

Unit II

Workflow: Authors, Publishers, e -Publishing Companies; Workflow – Receiving Jobs (FTP), Pre editing, copy editing, Proof reading, Graphics, Pagination, Quality Control, Output – Print, Proof, Web, Handheld devices; Workflow software, File management – File Naming conventions, Storage, Metadata, Searching, Digital Asset Management, Repurposing, PDFX/3 workflow.

Unit III

Software & tools: Conventional workflow, XML workflow, STM Typesetting software, Pagination software's, Image manipulation software's, Markup languages – fundamentals, Presentation technologies - (HTML, CSS, WML, XSL/XSL-FO), Representation technologies (XML, DTD, W3C XML Schema, DSDL), Transformation technologies (SAX, DOM, XSLT)

Version control of publications: Importance of version control, how version control works, And different methods of version control: File naming conventions, tracking using version numbers, version control tables and Good practices for version management of publications.

Unit IV

Access control of publications: Introduction to Authentication and authorization, User access, Data integrity, Flexible document storage mechanism: manuals, work processes, checklists, instructions, Revision control, Approval process, Approval tracking, Revision history, Secure access requirements: User access can be set by groups, individuals or documents to allow for the precise access that you require to your data, Print Screen and Print Control, Digital Signatures, Watermarks, Pdf conversion, Access control etc

Emerging trends: Future publishing Models, Digital Rights Management, Business models in Internet.

REFERENCES:

1. Handbook of Print Media – Helmut Kipphan, Springer.
2. Digital colour Printing Technology – Bishwanath Chakkaravarthy
3. Printing in a digital world – David Bergsland.
4. On demand Digital Printing Primer – Howard M. Fentan – GATF.
5. Pocket Guide to Digital Printing – Frank Cost.
6. “DHTML AND CSS FOR THE WORLD WIDE WEB” Book, by Jason Cranford
Publisher, 2001 Peachpit Press
7. “HOW TO USE HTML & XHTML” by Gary Rebholz,, Published 2001
8. “XML FOR THE WORLD WIDE WEB” by Elizabeth Castro, Published 2001, Peachpit Press

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22

Course Code: BVMM-6125

DESKTOP PUBLISHING IN ADOBE IN-DESIGN

Course Outcomes:

After studying this course, students will be able to:

CO1: Create personal and/or business publications following current professional and/or industry standards.

CO2: Understand desktop publishing technology and design cycle

CO3: Prepare & package documents for professional printing or exporting

CO4: Understand typography, indenting, hyphenation, rulers and guides.

CO5: Apply principles of good page layout and design to create single and multiple page documents containing graphic illustrations.

Bachelor of Vocation
 (Management & Secretarial Practices) (Semester-VI)
 Session 2021-22
Course Code: BVMM-6125
 DESKTOP PUBLISHING IN ADOBE IN-DESIGN

Examination Time: 3 Hours

Max. Marks: 100

Theory: 40

Practical: 40, CA: 20

Instructions for the Paper Setter

Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

Unit I
Getting to Know the Work Area – The Application window; Navigating Pages; Rulers, Guides & Frames; Panels & Panel Menus; View and Preview settings Quick Start – New Document Set Up; Adding and Editing Text; Adding and Replacing Graphics; Moving Objects; Printing and Creating a PDF; Saving Files
Unit II
Setting up a Document – New Document Settings; Saving and Reverting, Saving to IDML; Margins and Columns; Ruler Guides; Bleeding Color or Images Managing Pages – Adding, deleting and moving pages; Navigation; changing page sizes; creating and applying Master Pages; Overriding Master Page Items, Page Numbering Working with Type – Importing / Placing Text; Text Frames, Selecting and Editing Text; Special Characters; Story Editor; Spell-check; Find / Change
Unit III
Importing & Editing Graphics – Importing / Placing Graphics; Linking Graphics & Links Panel; Fitting Graphics to Frames Working with Color – Strokes & Fills; Color Swatches; Gradient Swatches; Sampling Color Frames & Paths - Editing Frames and Paths; Corner Options; Creating Polygons & Starbursts; Turnings text into Outlines Layers – Creating and controlling layers; grouping and locking layers; aligning and distributing; Text wrap
Unit IV
Paragraph & Character Styles – Setting up character / paragraph styles; formatting a paragraph; Tabs, Bullets & Numbering Practical: Create a Bio- Data, create an Application Form, create a Letter Pad, Create a Greeting card, Create a Wedding card, create a Visiting card, create a Book Wrapper, Create a Brochure, Index Preparation, Working with master Preparation

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner

REFERENCES:

1. Bear, Jacci Howard. "What's Involved in Desktop Publishing?"Lifewire. Retrieved Ruitter, Maurice M. de Advances in Computer Graphics III. Springer Science & Business Media.
2. Jump up to:a b "The Definitive, Non-Technical Introduction to LaTeX, Professional Typesetting and Scientific Publishing". Math Vault.. Retrieved
3. Amanda Presley (2010-01-28). "What Distinguishes Desktop Publishing From Word Processing?". Bright Hub. Retrieved

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22
Course Code: BVMD-6127
ON JOB TRAINING (REPORT & PRESENTATION) /
MAJOR PROJECT / DISSERTATION

Course Outcomes:

After studying this course, students will be able to:

CO1: apply fundamental and disciplinary concepts and methods in ways appropriate to their principal areas of study.

CO2: demonstrate skill and knowledge of current information and technological tools and techniques specific to the professional field of study.

CO3: use effectively oral, written and visual communication.

CO4: identify, analyze, and solve problems creatively through sustained critical investigation.

CO5: integrate information from multiple sources.

CO6: demonstrate an awareness and application of appropriate personal, societal, and professional ethical standards.

CO7: practice the skills, diligence, and commitment to excellence needed to engage in lifelong learning.

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-VI)
Session 2021-22
Course Code: BVMD-6127
ON JOB TRAINING (REPORT & PRESENTATION) /
MAJOR PROJECT / DISSERTATION

Max Marks: 100

(External Assessment = 50;

Internal Assessment = 50)

- Report and Presentation should be submitted monthly
- Internal Assessment is based upon the performance of above said report and presentation made.
- Monthly report is to be evaluated by internal examiner of the concerned college.
- Final report is to be submitted by the end of training period. External assessment is based on final report and viva voce. Final report is to be evaluated by external based on final report and viva voce. Final report is to be evaluated by external examiner appointed by Guru Nanak Dev University

Bachelor of Vocation
(Textile Design & Apparel Technology) Semester II
Session 2021-22

Course Code: BVTM-2125

Fundamentals of Digital Textiles-II (Semester-II)

Time: 3 Hours

L-T-P: 1-0-1

Maximum Marks: 50

Theory: 25

Practical: 15 CA- 10

Instructions for the Paper Setter Eight questions of equal marks (5 Each) are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).

Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT I

BASICS OF CORELDRAW Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Colour Palette-Toolbox-Status Bar-Drawing Figures-Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating a View.

UNIT II

DRAWING

Introduction - Toolbox-Selecting an Object-Resizing an Object-Moving an Object-Changing the Shape-Combining Two Objects-Skewing-Welding the Objects-Blending-Curve Lines Straight Lines-Continuing a Line-View Mode-Changing-Media Tool-Rotating an Object Grouping-Fill Tool Fly Out-Filling-Spray Mode.

TEXT

Introduction-Text Tool-Entering Artistic Text-Entering Paragraph Text-Converting Text Formatting Text-Changing the Font Size-Arranging Objects-Ordering the Objects-Changing the Font-Bullets-Decorating the Text-Webdings-Text Editor-Opening-Changing the Alignment Type Style-Spell Checking-Grammar-Searching Synonyms-Find-Replace-Editing-Kerning Formatting Characters

UNIT III

IMAGE

Bitmap Images-Vector Image-Resizing-Rotating-Skewing-Moving-Cropping-Importing Images-Adding Special Effects-Converting to Bitmap-Exporting Images. PAGE LAYOUT Session-2019-20 Changing the Page Size-Changing the Layout-Applying Styles-Applying Bitmaps to the Background - Changing the Background-Adding a Page Frame-Moving Between Pages.

UNIT IV

Adobe Photoshop:

Introduction to Photoshop and its tools. Photoshop Interface. Create different Prints, Textures and compositions with the help of Corel Draw and Adobe Photoshop Session-2019-20

(Practical)

Instructions for the Practical Examiner:

The subject is to acquaint students with knowledge of CAD based application in fashion Designing

Introduction to basic tools of fashion software Corel Draw and use them for the following: -

- a) Night wear
- b) Office wear
- c) Casual wear
- d) Party wear
- e) Indian traditional wear

Books Recommended:

1. Danae Lisa, "Adobe Photoshop CC Bible", Wiley
2. Faulkner Andrew, "Adobe Photoshop CC Classroom in a Book", Pearson Education
3. Gary David Bouton, "CorelDRAW X7: The Official Guide", McGraw Hill Education
4. Kogent Learning Solutions Inc. "CorelDraw X7 in Simple Steps", Dreamtech Press

Bachelor of Vocation (Nutrition Exercise & Health)
Semester VI
Session 2021-22

Computer (Database Concepts)

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory: 25
Practical: 15 CA- 10

Instructions for the Paper Setters: - Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Unit - I

Database Management System (DBMS): Meaning and need of a database, Advantages, Limitations of databases, Applications of Database, Meaning and need of DBMS, Database Components: Tables, Rows, Columns, Attributes, Queries, Record, Primary Key, Foreign Key, Creation and Relationship between tables.

Unit - II

MS ACCESS Database Basics: Databases, Records · Fields, data types, Introduction into Microsoft Access, Starting Up Microsoft Access, creating New, and Opening Existing Databases, creating a database using a wizard, creating a database without using a wizard.

Unit - III

Tables - What they are and how they work, create a table from scratch in Design view, Primary Keys, Switching Views, Entering Data, Manipulating Data, Linking multiple tables together.

Unit - IV

Forms -What they are and how they work. Reports - What they are and how they work. Creating a Report Using a Wizard.

Instructions for the practical examiner: -

Practical examination is to be based on topics covered in the syllabus.
Practical exam is to be set on the spot by the practical examiner.

Suggested readings: -

Access 2016 Bible, by Michael Alexander and Richard Kusleika, Wiley
MS ACCESS 2013 PLAIN & SIMPLE by Andrew Couch, PHI Learning Pvt. Ltd

Bachelor of Vocation (Hospitality and Tourism)
Semester-II (Session 2020-2021)
Application of Computers in Hospitality Industry
Course Code: BVHM-2125

Course Outcomes (CO):

Upon successful completion of the course, the students should be able to:

CO1: Manage files by using tools such as archiving, storage folders and message rules.

CO2: Create a word document and excel workbook and navigate your way around the basic applications

CO3: Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures

CO4: Recognize basics application of computer in tourism field

Bachelor of Vocation (Hospitality and Tourism)
Semester-II (Session 2020-2021)
Application of Computers in Hospitality Industry
Course Code: BVHM-2125

Time: 3 Hours
L-T-P: 1-0-1

Maximum Marks: 50
Theory Marks: 25
Practical Marks: 15
CA-10

INSTRUCTIONS FOR THE PAPER SETTER:

Eight questions of equal marks are to be set, two in each of the four sections (A-D). Questions of sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).

Candidates are required to attempt five questions, selecting at least one question from each section.

The fifth question may be attempted from any section.

Excel, MS Power Point, Role of Internet in travel and tourism

Contents:

UNIT – I

Introduction to Computers: Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotels, Familiarisation with Components of Computers – Hardware: Hardware elements – input, storage, processing & output devices. Block diagram of computer,

Unit II

Introduction to Computers Software: Types of Software, System Software, Application Software, Utility Software, Use of MS- Office: Basics of MS- Word. MS- Excel and MS-Power Point

Unit III

Internet & Applications: Introduction to Internet: Definition of networks, concepts of web page, website and web searching (browsing). Benefits, Application, Working, Hardware and Software requirements, World Wide Web, Web Browser, URL, Search Engines, Email

Unit IV

Social Media Applications and Hospitality: Introduction to Social Media, Its Role in Hospitality Promotion, Facebook – Creating Pages and Profiles, Merits/Demerits of Social

1. Sinha P.K.,” Computer Fundamentals”, BPB Publications
2. Norton Peter, “Introduction to Computers”, McGraw Hill Education
3. Bucki Lisa A, “Microsoft Office 2016 Bible”, Wiley Eastern Pvt Ltd Delhi
4. WeverkaPeter,”Office 2016 All in One for Dummies”, Wiley India Pvt.Ltd New Delhi
5. Internet for dummies - Pustakmahal, New Delhi a beginner's guide to html
6. “Understanding the Internet”, Kieth Sutherland, Buterworth–Heineman; 1st Edition