

(Annexure H-14)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
Bachelor of Vocation (Hospitality and Tourism) Semester II
(Session 2024-25)
Course Title: Applications of Computer in Hospitality and Tourism
Course Code: BVHM-2663

Bachelor of Vocation (Hospitality and Tourism) Semester II										
S. N o.	Course Code	Course Type	Course Title	Hour s per week L-T-P	Cred its L-T-P	Max Marks				Examina tion time (in Hours)
						Tot al	Ext.		CA	
							L	P		
1	BVHM-2663	S	Applications of Computer in Hospitality and Tourism	1-0-2	1-0-1	50	20	20	10	3+3

Bachelor of Vocation (Hospitality and Tourism) Semester II

Session 2024-25

Applications of Computer in Hospitality and Tourism

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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 2024-25

Course Code: BVHM-2663

Applications of Computer in Hospitality and Tourism

(Theory)

Time: (3+3) Hours

L-T-P:

1-0-1

Maximum Marks: 50

Theory Marks: 20

Practical Marks: 20

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.

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's, 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 Media, Linked In, Twitter and Other Social Media Applications.

References:

- 1) Alexis Leon & Mathews Leon, Vikas Introduction to Computers - Leon, 1/e Publishing.
- 2) Pradeep K. Sinha, PritiSinha Computer Fundamentals (Sixth Edition), , Published by BPB Publications, 2007
- 3) Sanjay Saxena, introduction to Computers & MS Office, Vikas Publishing.
- 4) Pradeep K. Sinha, PritiSinha Computer Fundamentals (Sixth Edition), , Published by BPB Publications, 2007
- 5) Leon & Lion, Introduction to Computers, Vikas Publishing House, New Delhi
- 6) June Jamrich Parsons, Computer Concepts 7th Edition, Thomson Learning, Bombay.
- 7) White, Date Communications & Compute4r Network, Thomson Learning, Bombay.
- 8) Computers in Hotels – Concepts & Applications : Partho P Seal Oxford University Press
- 9) Gini Courter & Annette Marquis Ms-Office 2007 by BPB Publications

Web Links:

- 1) [https:// entrancegeek.com/five-generation-of-computer/](https://entrancegeek.com/five-generation-of-computer/)
- 2) <https://products.office.com/en-in/powerpoint>
- 3) [https:// www.businessdictionary.com/definition/internet.html](https://www.businessdictionary.com/definition/internet.html)

Bachelor of Vocation (Hospitality and Tourism) Semester II

Session 2024-25

Course Code: BVHM-2663

Applications of Computer in Hospitality and Tourism

(Practical)

Time: 3 Hours

L-T-P:

1-0-1

Maximum Marks: 50

Theory Marks: 20

Practical Marks: 20

CA-10

Practical:

WINDOWS OPERATIONS: Creating Folders, Creating Shortcuts, Copying Files/Folders, Renaming Files/Folders, Deleting Files, Exploring Windows, Quick Menus

MS-OFFICE (WORD): CREATING A DOCUMENT, Entering Text, Saving the Document, Editing a Document already saved to Disk, Getting around the Document, Find and Replace Operations, Printing the Document

SPECIAL EFFECTS: Print Special Effects E.g. Bold, Underline, Superscripts, Subscript, Changing Fonts, Changing Case

CUT, COPY AND PASTE OPERATION: Marking Blocks, Copying and Pasting a Block, Cutting and Pasting a Block, Deleting a Block, Formatting a Block, Using Find and Replace in a Block.

USING MS-WORD TOOLS: Spelling and Grammar, Printing Envelops and Labels, TABLES-Create, Delete, Format

PRINT OPTIONS: Previewing the Document, Printing a whole Document, Printing a Specific Page, Printing a selected set, Printing Several Documents, Printing More than one Copy.

MS-OFFICE (EXCEL): How to use Excel, Starting Excel, Parts of the Excel Screen, parts of the Worksheet, Navigating in a Worksheet, and Getting to know mouse pointer shapes.

MS-POWER POINT: Making a simple presentation, Using Auto content Wizards and Templates, Slides-Creating Slides, Re-arranging, modifying, Inserting pictures, objects, setting up a Slide Show.