

Resolution No. AC/II/(23-24).2.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 2024-25)

(Choice based Credit System)

Course Code : RUVSECTTMO101

Course Title: Computer Applications - I

Type of Course: Skill Enhancement Course

Semester I

Academic Year 2024-25

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	Gain knowledge of computer operating systems

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title	2 Credits/ 30 Hours
RUVSECTTMO101	I	Computer Fundamentals: <ul style="list-style-type: none"> • Characteristics and components of Computers • Basic Applications and classifications of Computers – The user interface 	15
	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 • Tables & Charts 	15

Course Code: RUVSECTTME111

Course Title: Computer Applications - II

Type of Course: Skill Enhancement Course

Semester II

Academic Year 2024-25

COURSE OUTCOMES:

COURSE OUTCOME	DESCRIPTION
	A student completing this course will be able to:
CO 1	Learn the operating system through Excel, PowerPoints etc.
CO 2	Understand the working of Internet and Web with the importance of social networking

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title	2 Credits/ 30 Hours
RUVSECTTME111	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
	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: Skill Enhancement Course

A) Internal Assessment- 40%- 20 Marks

Sr No	Evaluation type	Marks
1	Class Test	20
	TOTAL	20

B) External Examination (Semester End)- 60%- 30 Marks

Semester End Theory Examination:

1. Duration – The duration for these examinations shall be of **1 hour**.
2. Theory question paper pattern:
 - i. There shall be **1** question on each unit. Total 2 questions of **15** marks each.
 - ii. All questions shall be compulsory with internal choice within the questions.

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