

**PRE-REQUISITE**

Intermediate: F.A/ F.Sc. / I.Com or equivalent

**LEARNING OUTCOMES:**

Upon completion of this course, students will:

- Be able to identify computer hardware and peripheral devices
- Be familiar with software applications
- Understand file management
- Accomplish creating basic documents, worksheets, presentations and databases
- Distinguish the advantages and disadvantages of networks
- Experience working with email and recognize email netiquette
- Explore the Web and how to conduct research
- Identify computer risks and safety

**CONTENTS**

This course is designed to familiarize students with computers and their applications. It will also emphasize the use of computers and technology throughout their high school, college, and future careers. Students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications, including word processing, spreadsheets, databases, and multimedia presentations. Students will also investigate Internet-based applications, working with email and learning how to browse the web. Coursework also includes activities that explore social and ethical issues related to computers.

**Module-1 Introduction to computer:**

Definition, types and classification of computers, Hardware, Input hardware, storage hardware; processing hardware, Output hardware, Software, application software, system software, software packages, Different types of Microprocessors & other Hardware Terminology

**Module-2 Use and Applications:**

Application & the uses of Information Technology in the Hospitality Industry Examples of use of Computers in Front/Outlets etc, Introduction to different Computer Related terms/concepts, Introduction to different kinds of OS used in case of stand alone PC/Network, Single user/multi user OS(DOS/UNIX), Windows. File Handling Concepts under DOS/WINDOW, Concept of Computer File & its storage, Ways of maintaining Files under DOS/Windows.

**Module-3 The Application of Microsoft Office:**

Overall windows operation, Introduction to different windows based packages,

Utilities / Application of MS-Word, Application of MS- Excel

**Module-4 Useful Program:**

- Adobe Photoshop. Editing photographs/Advertisement designing.
- Coral Draw. Layout and drawing.
- Macromedia Flash. Animation making/Drawing cartoons for newspapers and magazines. Graphics.
- Use of scanners.

## **Module-5 Introduction to Internet:**

Internet, e-mail; local area network, wide area network, configurations

## **Module-6 Computer Application (Practical):**

- Familiarize with a PC and identify the various components of a Computer.
- Identify the various Input and Output Devices.
- Introduction to Basic DOS commands.
- Introduction to Windows as an Operating System.
- Getting familiar to Windows Environment.
- Introduction to the various packages of MS-Office.
- Introduction to the Word Processor.
- MS-Word: Entering a document, Editing a Text. Inserting, replacing and deleting Characters. Saving a document. Opening an Existing Document, and changing Page Layout.
- Utilities / Application of MS-Word
- Application of MS- Excel

## **Module-7 Advance applications for Tourism & Hospitality:**

Property management system interfaces

- Point of sale systems (pos)
- Cash accounting systems (cas), guest information systems Food & beverage management applications
- Recipe management / sales analysis Food and beverage applications
- Pos order – entry units
- Key boards and monitors , touch screen terminals
- Pos software Accounts applications
- Accounts receivable module
- Payroll module inventory module

## **ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR**

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation.
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

## ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

## RECOMMENDED TEXT BOOKS/ SUGGESTED READINGS:

- Herrera, C. and D. Hajek (2019). Introduction to Computers, 2019 Edition, Independently Published.
- Page, R., & Gamboa, R. (2018). *Essential Logic for Computer Science*. MIT Press.
- Richard G, 2000, "Computer Simulate with Mathematics" and Spring-Verlag. Germany.
- Long L, Long N, 2000. Fundamentals of Computer, 6th ed.
- Courter G, Marquis A, 1999, Microsoft Office 2000, BPB Publications.