

As Per NEP 2020

University of Mumbai



Syllabus for Basket of Minor	
Ad-hoc Board of Studies in Information Technology	
UG First Year Programme	
Semester	II
Title of Paper	Credits
I) Applied Information Technology (PR) (For facilitating programs like Culinary Arts, Hospitality Studies, Marine Studies etc on the fundamentals of IT.)	Credits 2
From the Academic Year	2024 -25

Syllabus

(Sem.- II)

MINOR

APPLIED INFORMATION TECHNOLOGY		
Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	Introduction to information technology is course which enhance the computer knowledge of the students and develop basic computer skills required by the hospitality professions.IT will help the students to prepare PPTs and create the employee's database of employees and handle official mail etc.
2	Vertical	Minor
3	Types	Practical
4	Credit	2 Credits (1 Credit = 30 Hours for Practical in Semester)
5	Hours Allotted	60 Hours
6	Marks Allotted	50 Marks (Internal Exam - 20 Marks,/ External Exam - 30 Marks)
7	OBJECTIVE Objective of this course is	<ul style="list-style-type: none">• To develop basic computer skills required by the hospitality professions• Learn to use Excel's powerful functions to calculate, analyze, and extract insights from data.• Learn how to use create impactful visualizations, including charts, graphs• To create documents from scratch or use a template and configure the layout and content styles of documents.• To edit and review tools to work with others on documents.• To prepare PPTs and animation effect.• To handle official mails.

8	<p>COURSE OUTCOME</p> <ul style="list-style-type: none"> • After completion of the above unit students shall be able to prepare PPTs and animation effect. • After completion of the above unit students shall Effectively organize and manage large datasets, including sorting, filtering, and using Excel's various data management tools. • After completion of the above unit students shall be create impactful visualizations, including charts, graphs • After completion of the above unit students shall be able to create documents from scratch or use a template and configure the layout and content styles of documents. • After completion of the above unit students shall be able handle official mails.
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9	Topics	Total Hrs - 60
Practical	<p>Topic</p> <p>Introduction to Computer Fundamentals and Applications</p> <ol style="list-style-type: none"> 1. Components of computers <ul style="list-style-type: none"> • Hardware (different types of hardware components) • Software (System Software, Application Software, E-accessibility Software) (Open source, freeware and proprietary software) • Functional Block diagram of Computer 2. Computer Memory 3. Operating System 4. Networking 5. Internet :- Intranet, Internet & Extranet 	
	<p>MS Word</p> <p>Overview of Word Processor, Basics of Font type, size, color, effects like bold, italic, underline, Subscript and superscript, case changing options, Inserting, deleting, undo and redo, Copy and Moving (cutting) text within a document, formatting paragraphs and List setting line spacing; single page setting and margins including header and footer, Table and its options; Working with pictures, Using Drawing and WordArt, Mail Merge</p>	

	<p>MS- Excel</p> <p>Introduction to data, Cell address, Introduction to formatting, number, text and date formatting, Understanding formulas, operators in excel, Common excel functions like sum, average, min, max, date, transpose, sqrt, power, upper, lower, Lookup and Reference functions, Types of Graphics: Word Art, Auto shapes, images, Introduction to Charts, Overview of different types of charts</p>	
	<p>PowerPoint</p> <ol style="list-style-type: none"> 1. Design a PPT using different types of templates. 2. Design a PPT of an employee performance chart. 3. Link the different slides of your PPT by using action buttons. 4. Create a PPT by using slide transition and animation effects. <p>Learning Outcome After completion of the above unit students shall be able to prepare ppts and animation effect.</p>	
	<p>Outlook</p> <ol style="list-style-type: none"> 1. Create new contact with name “XYZ”, company name “ABC”, and business fax No “22337568” 2. Create contact with name “DEF”, company name” GHI” and web page address as www.yahoo.com/DEF 3. Create a task “completion of paper checking” with due date as “15th Nov 2017” in a outlook 4. In outlook add a task “business meeting” in as task list. 5. Set an appointment “Meeting of staff” from date”15th Dec 20XX” to “30th Dec 20XX” at 9 AM. 6. Set an appointment in the calendar as “Meeting of Staff”at 8 AM, “Meeting with President” at 10AM and “Meeting with Principal” at 12 PM on date 15th Nov 20XX. 	

10	<p>Text Book :- <u>APPLIED INFORMATION TECHNOLOGY</u></p> <ol style="list-style-type: none"> 1) Information technology by – Jarom canter 2) Fundamentals of Information Technology, Bharihoke,Deepak, Excel Book 3) Introduction to Information Technology, Rajaraman, V., PHI 4) Sinha P.K., Computer Fundamentals, BPB Publishing 5) O’LearyTimothy, O’Leary Linda, Microsoft Office2007, TMH Publication
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11	Reference Books :- <u>APPLIED INFORMATION TECHNOLOGY</u> 1. Management Information System, Joshi, Oxford Pub 2. Management Information System, Jaiswal, Mahadeo, Oxford 3. Hospitality information systems and E-commerce, Tesone, D V, John Wiley 4. Computer fundamentals: concepts, systems and applications, Pradee Sinha, Priti, BPB Publication 5. Price Michael, Office 2010 in easy steps, TMH Publications																		
12	Internal 40% & External 60%, Semester End Examination Individual Passing in Internal and External Examination : 40%																		
13	Format for Practical Examination Pattern : for the final examination PRACTICAL EXAMINATION PATTERN :- APPLIED INFORMATION TECHNOLOGY (PRACTICAL) Conduct of Practical (50 marks) <ul style="list-style-type: none"> Assessment will be done as follows – <table border="1" data-bbox="272 856 1458 1262"> <thead> <tr> <th colspan="3">Internal Evaluation</th> <th colspan="2">External Evaluation</th> <th></th> </tr> <tr> <th>Journal</th> <th>Personal Grooming</th> <th>Work Sheets</th> <th>Lab Activity</th> <th>Viva - Voce</th> <th>Total Marks</th> </tr> </thead> <tbody> <tr> <td>05</td> <td>05</td> <td>10</td> <td>15</td> <td>15</td> <td>50</td> </tr> </tbody> </table>	Internal Evaluation			External Evaluation			Journal	Personal Grooming	Work Sheets	Lab Activity	Viva - Voce	Total Marks	05	05	10	15	15	50
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**Sign of the BOS
 Chairperson
 Dr. R. Srivaramangai
 BOS in Information
 Technology**

**Sign of the
 Offg. Associate Dean
 Dr. Madhav R. Rajwade
 Faculty of Science &
 Technology**



**Offg. Dean
 Prof. Shivram S. Garje
 Faculty of Science and
 Technology
 University of Mumbai**