

PCTE INSTITUTE OF HOTEL MANAGEMENT

COURSE – PLAN (Jul 10 – Dec 10)

SUBJECT:	Application of Computers
CODE:	BH – 201
CLASS:	BHMCT – 3 rd Sem.
TEACHER:	Mr. Gursharan Singh (GS)

Course Description:

This course includes introduction to MS-PowerPoint that help you to organize, design, and deliver powerful presentations. Presentation is very important in the field of hospitality and management. This course also focuses on brief introduction to computer networks.

More specifically, we will cover the following topics:

- Making a Simple Presentation
- PowerPoint Views
- Creating, Re-arranging and Modifying Slides
- Creating an Organizational Chart
- Network Topology
- Types of Networks
- Network Configuration Hardware
- Network Software

Course Goals:

The basic objective of the course is to introduce the students to MS-PowerPoint so that they can create their own powerful presentation slides. PowerPoint is one of the simplest computer programs to learn and is used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional.

You will also learn fundamentals of computer networks that introduce you to the basic concepts of networking, their characteristics and classification. This course makes you familiar with Novell Netware and Microsoft Windows NT which are considered as networking operating systems.

The main objectives of this course are:

- Become acquainted with the PowerPoint Program.
- Describe the basic features of the Power Point Program.
- Create and Select a presentation style.
- Create a short five slide Presentation.
- Solve basic network design problems using knowledge of common network architectures.
- Apply knowledge of computers, software, networking technologies, and information assurance to an organization's management, operations, and requirements.
- Troubleshoot and repair basic computer and network hardware and software problems.

Grading:

Assignments:	15%
Tests:	25%
Viva:	20%
MSEs:	25%
Attendance:	15%

Rules for Assignments:

Purpose:

The assignments will primarily be practice problems for the exams. Thus, you should not collaborate on it with others by splitting the work and sharing answers. You will gain the most benefit from doing it by yourself. You can, of course, ask me for help. If someone in the class asks you for help on assignments, handle the situation as if you are a course instructor. Don't just give them an answer, but make sure they know how to find the answer on their own. *If I feel that people have submitted answers that are merely copies of each other, I will grade the one solution and divide the credit for it equally among the copies.*

Due Date:

As indicated in the course break-up below.

Late Policy:

You must do your work on time because we'll be correcting/discussing it in class. ***No assignment will be accepted after the due date.*** If you know that you have a specific time conflict, make arrangements with me in advance for a separate assignment for late submission.

Format:

All assignments should be done according to the following format:

- Assignment must have a cover page including *title of assignment, subject, date of submission, students name, class, roll no. and submitted to.*
- For a sample of cover page, visit my website <http://www.eazynotes.com>.
- Use loose sheets with one side plain and other side lined.
- Write questions/headings with black pen and other text with blue pen.
- Draw diagrams (if necessary), neat and clean with pencil on plain side of paper.
- Pages should be numbered.
- Mention ***Contents*** at the beginning and ***References*** at the end of each assignment.

Tests:

Tests can be oral/written/open book. Open book test is so that you can look up formulas or data from the text or lecture notes. You need to be sufficiently familiar with the material in the book to know where to look up the information that you need. The purpose of the exams is for you to demonstrate that you have attained an operational level of understanding of the material.

The tests will be conducted on the dates mentioned in the course break-up. No extra test will be conducted for the absentees. If you have any time conflict for the test, contact me in advance so that we can make sufficient arrangements. Keep in mind that there will be no improvement test at the end of the semester. Therefore, its your responsibility to give test on time.

Class Participation:

A large component of your learning takes place in class. The actual concepts of PowerPoint are fairly simple. Thus, I tend to give lectures to explain these concepts, and pose questions for discussion that are meant to draw out these implications. I will guide discussion, and add information here and there as necessary to carry the discussion forward or to lead it into a digression that adds depth in a different direction.

I will frequently have in-class exercises that you will do as individual/groups. Thus, it is very important that you attend class regularly. I will keep attendance throughout the semester. Please let me know in advance of any scheduled absences.

Classroom Policies:

Following are the classroom policies and they are meant to be strictly followed:

- Be punctual for the class; try to minimize your disturbance if you are late. I may reject students who come after 15 minutes from the scheduled time.
- Student coming late will be considered as *late arrival* and I will record late arrivals on the day's attendance.
- Three late arrivals equals to one absent. And then entry will be permitted only if you sign an application from the director.
- Mobile phones are not allowed in the classroom. If any student found using the mobile phone, he/she has to pay Rs. 200 as fine in the account office.
- During lecture delivery, if you have any kind of query, just raise your hand. Queries are important for the understanding of the concepts. So, do ask queries but make sure they are relevant to the subject.

SYLLABUS

Application of Computers

BH – 201

Max. Marks: 50

Internal Assessment: 20

External Assessment: 30

MS Office 97

MS PowerPoint – Practical

- Making a Simple Presentation
- Using Auto Content Wizards and Templates
- Power Points Five Views
- Slides
- Creating Slides, Re-arranging, Modifying
- Inserting Pictures, Objects
- Setting Up a Slide Show
- Creating an Organizational Chart

Networks – Theory

- Network Topology
 - Bus
 - Star
 - Ring
- Networks Applications
- Types of networks
 - LAN
 - MAN
 - WAN
- Network Configuration Hardware
 - Server
 - Nodes

- Channel
 - Fiber Optics
 - Twisted
 - Co-Axial
 - Hubs
 - Network Interface Card
 - Arc Net
 - Ethernet
- Network Software
 - Novel
 - Window NT

COURSE BREAK-UP

Subject: Application of Computers

Code: BH – 201

Class: BHMCT

Semester: III

No. of Lect.: 31

No. of Assignments: 2

No. of Tests: 2

No. of Viva Voce: 2

Teacher: Mr. Gursharan Singh

Proposed Week	Lect. No.	Lect. Content	Assignments	Tests	Actual Date of Delivery
1	1.	Introduction to Course Plan			
	2.	Introduction to Computers			
	3.	Practical			
2	4.	Introduction to MS-PowerPoint <ul style="list-style-type: none"> • Features of PowerPoint • Making a Simple Presentation 			
	5.	Elements of PowerPoint Package <ul style="list-style-type: none"> • Templates • Using Auto Content Wizard 			
	6.	Practical	Assign-1		
3	7.	PowerPoint Views: <ul style="list-style-type: none"> • Slide View • Outline View • Slide Sorter View • Notes View • Slide View 			
	8.	Slides: <ul style="list-style-type: none"> • Starting a Slide Show • Inserting & Deleting Slides • Printing Slides 			
	9.	Practical			
4	10.	Formatting & Enhancing Slides <ul style="list-style-type: none"> • Inserting Pictures, Objects • Setting Up a Slide Show 			
	11.	Creating an Organizational Chart <ul style="list-style-type: none"> • Creating a Graph • Adding Graphics Objects 			

	12.			Test-1	
5	13.	Introduction to Computer & Communication <ul style="list-style-type: none"> • Computer Networking • Modes of Networks 			
	14.	Topologies of Networks: <ul style="list-style-type: none"> • Bus • Mesh • Tree 			
	15.	Practical			
6	16.	Network Applications			
	17.	Types of Networks: <ul style="list-style-type: none"> • LAN • MAN • WAN 			
	18.	Practical: VIVA			
7	19.	Overview of Modem, E-mail, Fax			
	20.	Single User, Multi User, Workstation	Assign-2		
	21.	Practical			
8	22.	Network Configuration Hardware: <ul style="list-style-type: none"> • Server • Nodes • Channel 			
	23.	<ul style="list-style-type: none"> • Fiber Optics • Twisted • Co-Axial 			
	24.	<ul style="list-style-type: none"> • Hubs • Network Interface Card 			
9	25.	Arc Net, Ethernet			
	26.	Basic Services of Internet			
	27.			Test-2	
10	28.	Network Software: <ul style="list-style-type: none"> • Novell • Windows NT 			
	29.	Practical			
	30.	Practical: VIVA			
11	31.	Discussion of Previous Question Papers			

ASSIGNMENT QUESTIONS

Short answer type questions:

(2 ½ marks)

PowerPoint:

1. Which software is used for presentation?
2. Differentiate between template and wizard.
3. What are the different views of PowerPoint and why they are used?
4. What is the role of PowerPoint component of office in daily life?
5. Discuss the different menus available in PowerPoint starting screen.
6. Describe the procedure of creating a new slide with text and figures.
7. How can you start the PowerPoint?
8. Differentiate between standard and formatting toolbar.
9. How can you spell check and correct the grammar in slides?
10. What are the various presentation options in PowerPoint?
11. What is the difference between paste, paste special and paste as hyperlink?
12. How can you set the slide's timing?
13. What do you know about zoom-in and zoom-out?
14. Explain the procedure of automating a slide show.
15. What are the various options on the format menu?
16. How can you set the line spacing?
17. Write the procedure to set the header and footer.
18. How can you change the case of text?
19. What is slide transition?
20. How can you add titles, axes and legends to a chart?
21. How can you add sound to the presentation?
22. Explain all the chart types.

Networks:

1. What is computer network?
2. What is data communication?
3. Difference between half-duplex and full-duplex.
4. Difference between e-mail and fax.

5. Difference between twisted-pair cable and co-axial cable.
6. What is modem?
7. Difference between single-user and multi-user?
8. What are the various communication channels?
9. Difference between LAN, MAN and WAN?
10. What are the services of Internet?
11. What is NIC?
12. Difference between Arc Net and Ethernet.
13. What is hub? What are different types of hubs?

Long answer type questions:**(5 marks)****PowerPoint:**

1. Discuss the various elements of PowerPoint package.
2. How can you create a presentation?
3. Write a brief note on slide show menu.
4. How can you insert an organization chart in the slide show?
5. How can you add title, text and art in the slides?
6. What are the features of PowerPoint?
7. List the different views available in PowerPoint package. Explain.
8. What are the various formatting features?
9. What is slide transition? How can you choose and apply a transition to a slide?
10. How can you create a draft in a slide?
11. What are the different visual effects that can be added to a presentation?

Networks:

1. Describe various topologies with their advantages and disadvantages.
2. What are the various communication channels? Explain.
3. What is the difference between LAN, MAN and WAN. Explain in detail.
4. What are the services available in internet?
5. What is an e-mail? Why it is preferred by many to paper mail, telephone and fax services?