

The Kelkar Education Trust's
V.G. Vaze College of Arts, Science and Commerce
(Autonomous)



**The Kelkar Education Trust's
V.G. Vaze College of Arts, Science and
Commerce (Autonomous)**

Syllabus for FY BVOC

Semester I

Course Title: Communication Skills in English

Course Code	Paper Title	Credit
VGUVENG101	Communication Skills in English	03

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Teaching Scheme (Hrs/Week)				Continuous Internal Assessment(CIA): 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
04	01		03	20	10	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisite **1. Basic competence in English**
2. Basic interest in written and spoken communication

Course Objectives	
	1. To familiarize learners with various uses of English
	2. To enhance their language proficiency by providing adequate exposure in reading and writing skills
	3. To make the learners master various aspects business communication such as effective listening, official correspondence etc
	4. To enable the students to develop certain soft skills and interpersonal skills
	5. To increase the range of lexical resource through a variety of exercises

Course Content			
Unit No.	Module no.	Content	Lectures
1.	I, II	Basic Language Skills: A) Grammar <ul style="list-style-type: none"> • Articles, prepositions, conjunctions • Tenses • Subject-Verb agreement • Question Tags • Direct and Indirect Speech • Voice (Active/passive) 	15

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		B) Vocabulary Building <ul style="list-style-type: none"> • Antonyms, Synonyms • Suffixes, Prefixes, Root words • Homophones, Homonyms • Collocation • Changing the Class of Words 	
2.	I,II	Reading Skills: A) Comprehension (unseen passage) The following skills to be acquired: <ul style="list-style-type: none"> • Reading with fluency and speed • Skimming and scanning • Identifying relevant information • Understanding concepts and arguments B) Interpretation of technical data- <ul style="list-style-type: none"> • Interpreting maps 	15
3.	I,II, III	Writing Skills: A) E-mails <ul style="list-style-type: none"> • Inquiry • Persuasion • Expression of gratitude • Apology B) Paragraph Writing <ul style="list-style-type: none"> • Developing an idea • Writing topic sentence • using appropriate linking devices, etc • Cohesion and Coherence etc C) Creative Writing <ul style="list-style-type: none"> • Dialogue Writing • Travel Blogging 	15
		For internals <ul style="list-style-type: none"> • Situation based role play • Situation based writing task 	

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Semester I: Communication Skills in English: Paper Pattern (Marks:60)		
Q.1	Grammar	15
Q.2.	a. Comprehension Passage b. Map Reading	15
Q.3	a. Email Writing (1/ 2) b. Paragraph Writing (1/ 2)	15
Q.4	a. Dialogue Writing (1/2) b. Travel Blogging (1/2)	15

Course Outcome	
After the completion of the course, students will able to	
CO1	develop competence in using various registers and styles of English
CO2	gain command over spoken English
CO3	gain command over written English
CO4	use English effectively for various written and interpersonal tasks

Reference Books

Bellare, Nirmala. Reading Strategies. Vols. 1 and 2. Oxford University Press, 1998.

Bhasker, W. W. S & Prabhu, N. S.: English through Reading, Vols. 1 and 2. Macmillan, 1975. Blass, Laurie, Kathy Block and Hannah Friesan. Creating Meaning. Oxford: OUP, 2007.

Brown, Ralph: Making Business Writing Happen: A Simple and Effective Guide to Writing Well. Allen and Unwin, 2004.

Doff, Adrian and Christopher Jones. Language in Use (Intermediate and Upper Intermediate). CUP, 2004.

Doughty, P. P., Thornton, J. G, Language in Use. Edward Arrol, 1973. Freeman, Sarah: Written Communication. Orient Longman, 1977.

Glendinning, Eric H. and Beverley Holmstrom. Second edition. Study Reading: A Course in Reading Skills for Academic Purposes. CUP, 2004

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Grellet, F. Developing Reading Skills. Cambridge University Press, 1981.

Hamp-Lyons, Liz and Ben Heasley. Second edition. Study Writing: A Course in Writing Skills for Academic Purposes. CUP, 2006

Jakeman, Vanessa and Clare McDowell. Cambridge Practice Test for IELTS 1. CUP, 1996.

Maley, Alan and Alan Duff. Second Edition. Drama Techniques in Language Learning. CUP, 1983. Mohan

Krishna & Banerji, Meera: Developing Communication Skills. New Delhi: Macmillan India, 1990.

Mohan Krishna & Singh, N. P. Speaking English Effectively. Macmillan India, 1995.

Reading & Thinking in English, Four volumes. (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.

Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. A Course in Listening and Speaking I& II. Foundation Books, Cambridge House, 2006.

Savage, Alice, et al. Effective Academic Writing. OUP, 2005.

Widdowson, H. G.: English in Focus. English for Social Sciences. Oxford University Press, 1989.

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Syllabus for FY BVOC

Semester II

**Course Title: Business Communication in
English**

Course Code	Paper Title	Credit
VGUVBC201	Business Communication in English	03

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1.Syllabus as per Choice Based Credit System

- i) Name of the Programme : FY BVOC
- ii) Course Code : VGVUVBC201
- iii) Course Title: Semester I Business Communication in English
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references: Enclosed in the Syllabus
- vi) Credit structure : No. of Credits per Semester : 03
- vii) No. of lectures per Unit : 15
- viii) No. of lectures per week : 04
- ix) No. of Tutorial per week : 01

Scheme of Examination : Semester End Exam: 60 marks (4 Questions of 15 marks)

Internal Assessment 40 marks: Test 15 marks,Project/
Assignment 15 marks

Class Participation: 10 marks

3 Special notes, if any : No

4 Eligibility, if any: As laid down in the College Admission brochure / website5

Fee Structure: As per College Fee Structure specifications

6 Special Ordinances / Resolutions, if any : No

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Teaching Scheme (Hrs/Week)				Continuous Internal Assessment(CIA): 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
04	01		03	20	10	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisite **1. Basic competence in English**
2. Basic interest in written and spoken communication

Course Objectives

1. To develop awareness of the communication process among the learners
2. To make the learners master various aspects business communication such as effective listening, official correspondence etc
3. To develop effective spoken skills so as to enable students to express confidently interpersonally as well as in large groups
4. To develop effective writing skills so as enable students to write in clear, concise, persuasive and audience-centered ways

Unit No.	Module no.	Content	Lectures
1.	I, II, III, IV, V	Theory of Communication I. Communication: Definition, Process, Need, Feedback II. Communication at workplace: Channels— Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine, Methods – Verbal / Non-Verbal III. Problems in Communication /Barriers to Communication: Physical/ Semantic/ Language/ Socio-Cultural/ Psychological Barriers; Ways to Overcome these Barriers	15

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		<p>IV. Listening: Importance of Listening Skills, Obstacles to Listening, Cultivating good Listening Skills</p> <p>V. Business Ethics</p>	
2.	I, II, III, IV	<p>Group Communication</p> <p>I. Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</p> <p>II. Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</p> <p>III. Conference: Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Video and Tele-Conferencing</p> <p>IV. Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR</p>	15
3.	I, II, III, IV	<p>Writing Skills:</p> <p>I. Sales Letters</p> <p>II. Flyer</p> <p>III. Advertisement</p> <p>IV. Destination profile</p>	15
		<p>For Internals Designing brochure/ flyer Communication task based on Unit 1 and 2</p>	

Semester II: Business Communication: Paper Pattern (Marks: 60)		
Q1.	Essay from Unit 1 (1/3)	15
Q.2	Essay From Unit 2 (1/3)	15
Q.3	Sales Letter (2/4)	15
Q.4	Destination Profile OR Flyer/ Advertisement	15

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Course Outcome	
After the completion of the course, students will able to	
CO1	develop competence in using various register and styles of english used inthe business world
CO2	gain competence in group communication
CO3	gain command over formal correspondence
CO4	Improve their soft skills

Reference Books:

- Bangh, L. Sue, Fryar, Maridell and Thomas David A. (1998) *How to Write First Class Business Correspondence*, N.T.C. Publishing Group.
- Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office*, Prentice Hall.
- Majumdar, P.K. (1992) *Commentary on the Consumer Protection Act*, Prentice Hall. Ashley, A (1992) *A Handbook of Commercial Correspondence*, Oxford University Press. Aswalthapa, K (1991) *Organisational Behaviour*, Himalaya Publication.
- Balan, K.R. and Rayudu C.S. (1996) *Effective Communication*, Beacon. Barkar, Alan (1993) *Making Meetings Work*, Sterling Publications Pvt. Ltd. Basu, C.R. (1998) *Business Organisation and Management*, T.M.H.
- Benjamin, James (1993) *Business and Professional Communication Concepts and Practices*, HarperCollins College Publishers.
- Black, Sam (1972) *Practical Public Relations*, E.L.B.S.
- Bovee Courtland, L and Thill, John V (1989) *Business Communication Today*. McGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) *Management Today – Principles and Practices*. T.M.H.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook*, The Dartwell Co., Chicago.
- Drucher, P.F. (1970) *Technology, Management and Society*, Pan Books.
- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for Modern Business*, OUP. Eyre, E.C. (1985) *Effective Communication Made Simple*, Rupa and Co.
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Publishing House.

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French, Astrid (1993) *Interpersonal Skills*. Sterling Publishers.

Garlside, L.E. (1980) *Modern Business Correspondence*, McDonald and Evans Ltd. Ghanekar, A

(1996) *Communication Skills for Effective Management*. Everest Publishing House. Murphy, Herta

and Hilde Brandt, Herbert W (1984) *Effective Business Communication*, McGraw Hill

Stephenson, James (1988) *Principles and Practice of Commercial Correspondence*. Pilman and Sons
Ltd.

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Syllabus for FY B.Voc.
(June 2020 Onwards)

Program: B.Voc.

Semester 1

Course Title: Communication Skills in French

Course Code	Paper Title	Credit
VGVUVFCH101	Communication skills in French	03

1. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : F.Y.B.Voc
- ii) Course Code : **VGVUVFCH101**
Semester I
- iii) Course Title : **Communication Skills in French**
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus
- vi) Credit structure :
- No. of Credits per Semester : 03
- vii) No. of lectures per Unit : 15
- viii) No. of lectures per week : 04
- ix) No. of Tutorial per week : 01 (per batch of 25 students)
Semester End Exam: 60 marks (4 Questions of 15 marks)
Internal Assessment 40 marks:
- 2 Scheme of Examination : Assignment : 20 marks,

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Project & Presentation :10 marks

Class Participation: 10 marks

- 3 Special notes, if any : No
- 4 Eligibility, if any : As laid down in the College Admission brochure / website
- 5 Fee Structure : As per College Fee Structure specifications
- 6 Special Ordinances / Resolutions, if any : No

Programme: FYBCom

Semester: I

Course : Communication Skills in French– I

Course Code :VGVUVFCH101

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	1	-	2	20	10	10		-	60	
Max. Time, End Semester Exam (Theory) -2Hrs.									100	

- Prerequisite**
1. Basic competence in English
 2. Basic interest in written and spoken communication

Course Objectives

1. To acquire basic knowledge of the vocabulary in French
2. To acquire basic knowledge of grammatical structures in French.
3. To familiarize them with the various sounds of the foreign language
4. To acquire the necessary communication skills required for day to day social interaction.
5. To introduce them to tourist attractions in France and French speaking countries

Course Content

Unit No.	Module No.	Content	Lectures
1	I,II, III	Écouter et Parler I. Saluer II. Se présenter	15

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		III. Aborder quelqu'un	
2	I, II, III	Lire I. La description des personnes II. Les endroits dans la carte III. L'emplacement des lieux	15
3	I II III IV	Écrire I. Les articles, les noms et les prépositions II. Les phrases (3 formes) III. Les verbes et la conjugaison IV. Présenter une famille	15
		Total No. of Lectures	45

Beyond the Syllabus

Tutorial Activities: Students' Presentations, Group Discussions, role-plays.

List of Experiments

Sr. No.	Description
1	Module 1 Presentations, worksheets, , ICT-enabled sessions
2	Module 2 Presentations, worksheets, discussions, , ICT-enabled sessions
3	Module 3

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	Worksheets
Semester I: Communication Skills in French – Paper I (Paper Pattern)	
Duration: 2 hours	Marks: 60
Q.1 Les questions généraux	15 marks
Q.2 La grammaire	15 marks
Q.3 La traduction et le vocabulaire	15 Marks
Q.4 Écrivez une lettre / un courriel / la dialogue	15 marks
Course Outcome	
After the completion of the course, students will able to	
CO1	introduce themselves and others in French language
CO2	to gain knowledge about France
CO3	gain command over basic sentence formation in French
CO4	gain knowledge of basic vocabulary in French
CO5	

Recommended Resources

Text Books

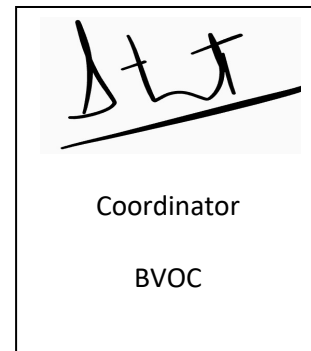
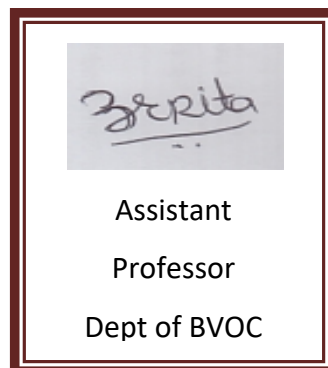
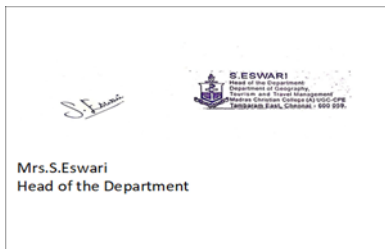
- Reference Books**
- Malini Gupta, Usha Ramchandran and Vasathi Gupta (2017)
Bon Voyage !, Goyal Publishers & Distributors Pvt. Ltd
 - Rajeshwari Chandrasekar, Rekha Hangal, Chitra Krishnan, Claude le Ninan and Asha Mokashi, (2006) *A Votre Service 1*, Goyal Publishers & Distributors Pvt. Ltd
 - Rajeshwari Chandrasekar, Rekha Hangal, Chitra Krishnan, Claude le Ninan and Asha Mokashi, (2006) *A Votre Service 2*, Goyal Publishers & Distributors Pvt. Ltd
 - Holt, Rinehart and Winston, *Holt French 1*
 - Holt, Rinehart and Winston, *Holt French 2*
 - Holt, Rinehart and Winston, *Holt French 3*
 - G. Mauger, (2014) *Nouveau cours de Langue et de*

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CivilisationFrançaises , Goyal Publishers & Distributors Pvt. Ltd
Collins French Grammar & Practice,(2011), HarperCollins Publisher
Rashmi Varma, Diego A. Agundez, (2011) *Get Ready – Writing Skills*,
Goyal Publishers & Distributors Pvt. Ltd

E-Resources

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Syllabus for FY B.Voc.
(June 2020 Onwards)

Program: B.Voc.

Semester 2

Course Title: Communication Skills in French

Course Code	Paper Title	Credit
VGUVFCH201	Communication skills in French	03

2. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : F.Y.B.Voc
- ii) Course Code : **VGUVFCH201**
- iii) Course Title : **Semester II
Communication Skills in French**
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus
- vi) Credit structure :
- No. of Credits per Semester : 03
- vii) No. of lectures per Unit : 15
- viii) No. of lectures per week : 04
- ix) No. of Tutorial per week : 01 (per batch of 25 students)
Semester End Exam: 60 marks (4 Questions of 15 marks)
Internal Assessment 40 marks:
- 2 Scheme of Examination : Assignment: 20 marks

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Project & Presentation: 10 marks
 Class Participation: 10 marks

- 3 Special notes, if any : No
- 4 Eligibility, if any : As laid down in the College Admission brochure / website
- 5 Fee Structure : As per College Fee Structure specifications
- 6 Special Ordinances / Resolutions, if any : No

Programme: FYBvoc
Course : Communication Skills in French – I

Semester: II
Course Code : VGVUVFCH201

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	1	-	2	20	10	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisite

1. Basic competence in English
2. Basic interest in written and spoken communication

Course Objectives

2. To acquire basic knowledge of the vocabulary in French
5. To acquire basic knowledge of grammatical structures in French.
6. To familiarize them with the various sounds of the foreign language
4. To acquire the necessary communication skills required for day to day social interaction.
6. To introduce them to tourist attractions in France and French speaking countries

Course Content

Unit No.	Module No.	Content	Lectures
1	I, II, III, IV	Raconter un voyage I. Organiser un voyage / une visite II. Le temps	15

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		III.Demander et donner le renseignement IV. Repérer les informationsdansune brochure	
2	I,II,III	Faire des achats I.Choisir un cadeau II. Choisir des vêtements III. Dans un marché	15
3	I II III IV	Écrire les messages I.Comprendre un message spécifique II. Proposer, accepter ourefuser un invitation III.Exprimer son intérêt/ opinion IV.Écrireunelettre et un courriel	15
		Total No. of Lectures	45

Beyond the Syllabus

Tutorial Activities: Students' Presentations, Group Discussions, Situation based role-plays.

List of Experiments

Sr. No.	Description
1	Module 1 Presentations, worksheets, , ICT-enabled sessions
2	Module 2 Presentations, worksheets,discussions, , ICT-enabled sessions
3	Module 3

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	Worksheets , presentations

Semester II: Communication Skills in French (Paper Pattern)	
Duration: 2 hours	Marks: 60
Q.1 Les questions généraux	15 marks
Q.2 La grammaire	15 marks
Q.3 La traduction et le vocabulaire	15 Marks
Q.4 Écrivez une lettre / un courriel / la dialogue	15 marks

Course Outcome	
After the completion of the course, students will able to	
CO1	acquire the necessary communication skills required for day to day shopping
CO2	to gain knowledge about seasons in France
CO3	send and receive messages and emails
CO4	express their interests
CO5	gain knowledge about tourist brochures

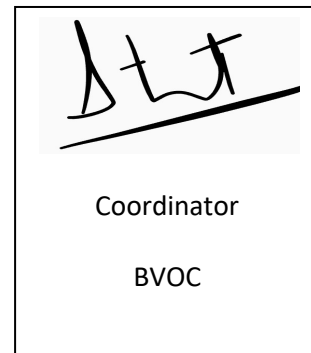
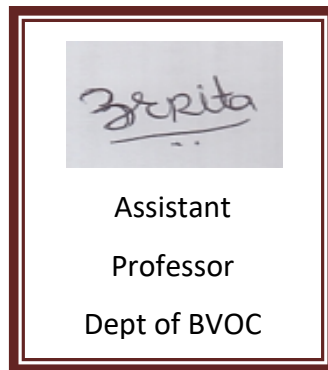
Recommended Resources	
Text Books	
Reference Books	<p>Malini Gupta, Usha Ramchandran and Vasathi Gupta (2017) <i>Bon Voyage !</i> , Goyal Publishers & Distributors Pvt. Ltd</p> <p>Rajeshwari Chandrasekar, Rekha Hangal, Chitra Krishnan, Claude le Ninan and Asha Mokashi, (2006) <i>A Votre Service 1</i>, Goyal Publishers & Distributors Pvt. Ltd</p> <p>Rajeshwari Chandrasekar, Rekha Hangal, Chitra Krishnan, Claude le Ninan and Asha Mokashi, (2006) <i>A Votre Service 2</i> , Goyal Publishers & Distributors Pvt. Ltd</p> <p>Holt, Rinehart and Winston, <i>Holt French 1</i></p> <p>Holt, Rinehart and Winston, <i>Holt French 2</i></p> <p>Holt, Rinehart and Winston, <i>Holt French 3</i></p> <p>G. Mauger, (2014) <i>Nouveau cours de Langue et de Civilisation Françaises</i> , Goyal Publishers & Distributors Pvt. Ltd</p>

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Collins French Grammar & Practice,(2011), HarperCollins Publisher

Rashmi Varma, Diego A. Agundez, (2011) *Get Ready – Writing Skills*,

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B. Voc.		Semester – I	
Course Name: Introduction To Computers		VGUVVIC101	
Periods per week (1 Period is 50 minutes)		5 + 2	
Credits		3	
		Hours	Marks
Evaluation System	Theory Examination	2	60
	Internal	--	40

Course Objective
To let the learner
1. Aware of basics of computers.
2. Understand the basics of creating documentations using Microsoft Word.
3. Understand the basics of creating Excel Sheet containing data and formatting it.
4. Aware of the database concepts.
5. Understand the basics of Powerpoint presentations.

Unit	Details	Lectures
I	<p>Introduction What is Computer? Software, Hardware, Operating system, Software Applications, Computer Terminology, Starting and stopping computer, using mouse, working with files and directories, Working with windows environment, introduction to LAN and Internet</p> <p>Microsoft Word: Introduction to MSWord, Menus shortcuts</p> <p>Working with documents: opening (new and existing) and saving file, editing file, inserting and deleting (text, symbols etc) cut copy paste undo redo, find search replace, using toolbars ruler, using help</p> <p>Formatting Document: setting font style, setting paragraph style, setting page style</p> <p>Creating tables: Inserting tables, borders alignments, merging, splitting, sorting, insertion and deletion of rows and columns</p> <p>Drawing and tools: inserting pictures, cliparts and wordart, formatting</p>	11



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	<p>and editing pictures, cliparts and word art, word completion, spell check, mail merge</p> <p>Practical To be performed :</p> <p>1. Create a word document and perform following</p> <ul style="list-style-type: none"> i. Add some text to it ii. Format the text iii. Change the font and colour of the text iv. Change the alignment v. Insert a picture vi. Illustrate cut, copy, paste vii. Change paragraph setting viii. Illustrate find and replace <p>2. Create a word document and do the following</p> <ul style="list-style-type: none"> i. Insert table ii. Add data to table iii. Illustrate - Adding new row / column, Deleting row /column, merging rows/columns iv. Illustrate - Splitting row /column v. Illustrate sorting 	
II	<p>Microsoft Excel: Introduction: Opening and saving files, Menus and toolbars, using help, Shortcuts</p> <p>Working with Spreadsheets: setting margins, Rows , columns and cells, referring cell and selecting cell, entering and editing cell data, cut copy paste undo redo, find search replace, filling continuous rows and columns, inserting column, row and spreadsheet, setting formula, Finding total in a row or column, Mathematical operations(addition, subtraction, multiplication , division , exponentiation)</p>	11



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	<p>Formatting Spreadsheets: Formatting cell, row, column: alignment, font border</p> <p>Worksheets: sheet name, row, column headers, row height, column width</p> <p>Working with sheets: Sorting, filtering, subtotal, validation</p> <p>Creating charts: Selecting charts, Formatting charts, label, scaling etc. printing worksheets</p>	
III	<p>Microsoft PowerPoint: Introduction:</p> <p>Opening and saving presentation (new / old), Selecting presentation layout, setting background, presentation templates</p> <p>Creating Presentation: Adding text to presentation, setting the font and style.</p> <p>Formatting Presentation: Adding style, gradient fill, headers and footers, Setting background, slide layout</p> <p>Adding Graphics to Presentation: adding pictures movies, tables to presentation.</p> <p>Adding effects to Presentation: Setting animation effects</p> <p>Internet: What is internet? Browsers, Email, Electronic commerce, search engines, GPS and its uses</p> <p>Practical to be performed : Create a presentation which illustrate animation, use of pictures, videos etc.</p>	11
IV	<p>Microsoft Access: Introduction: Database concepts</p> <p>Opening and saving the database files: Creating and modifying tables, entering data into table, importing data</p> <p>Creating Queries: Simple SQL statements for inserting deleting, updating and displaying information.</p> <p>Creating forms: GUI, Forms</p> <p>Practicals to be performed : 1. Create an Excel document and perform the following</p>	12



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	<p>i. Add student data like name, address, email marks of 5 subjects etc</p> <p>ii. Change the name of the sheet to Student</p> <p>iii. Add new sheet and change its name to college</p> <p>iv. Add college information to college sheet (name, address, phone number, courses offered)</p> <p>v. Sort the data of college sheet by college name in chronological order.</p> <p>vi. In students sheet use formula to calculate the percentage of student and store it in separate column.</p> <p>vii. Illustrate filtering.</p> <p>viii. Add some relevant data to excel sheet and illustrate the creation of charts from these data.</p> <p>ix. Illustrate various mathematical operations.</p> <p>x. Change the font and colour of the text contained in cells.</p> <p>2. Create an employee database containing three tables employee, salary, Department</p> <p>Employee (eno, name, email, phone, deptno)</p> <p>Salary (eno, basic, TA, DA, special allowance)</p> <p>Department(deptno, name)</p> <p>i. Insert few records into each table.</p> <p>ii. Fire few insert queries.</p> <p>iii. Fire few select queries.</p> <p>Create a form for getting employee data.</p>	
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Course Outcome	
Learner will be able to	
CO1	Understand the concepts in Microsoft word, Excel, Powerpoint, MS access.
CO2	Create a meaningful word document.
CO3	Create an excel sheet and format it.
CO4	Create a presentation in effective manner.
CO5	Handle the database and create a form for communicate with database.

Sr. No.	Title	Author/s	Publisher
1.	MS-OFFICE 2010 Training Guide	Prof. Satish Jain, M. Geetha, Kratika	BPB
2.	Microsoft office 2010 All in One for dummies	Peter Weverka	Wiley
3.	Microsoft Office Professional 2010 step by step	Joyce Cox, Joan Lambert, Curtis Frye	Microsoft Press
4.	Introduction to Information Technology	V. Rajaraman	PHI Learning Pvt. Ltd.
5.	Introduction to GPS	Ahmed El-Rabbany	-



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Evaluation Scheme:

1. Internal Evaluation (40Marks).

- i. 20 marks live activity.
- ii. 20 marks practical.

A Certified copy journal is essential to appear or the practical examination.

1.	Practical Question 1	5
2.	Practical Question 2	5
3.	Journal	5
4.	Viva Voce	5

OR

1.	Practical Question	10
2.	Journal	5
3.	Viva Voce	5

2. External Examination: (60marks)

	All questions are compulsory	
Q1	(Based on Unit 1) Attempt <u>any two</u> of the following:	10
a.		
b.		
c.		
d.		
Q2	(Based on Unit 2) Attempt <u>any two</u> of the following:	10
Q3	(Based on Unit 3) Attempt <u>any two</u> of the following:	10
Q4	(Based on Unit 4) Attempt <u>any two</u> of the following:	10
Q5	(Based on ALL UNITS) Attempt <u>any two</u> of the following:	20



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Syllabus for FY B VOC
(June 2020 Onwards)

Program: B VOC.

Semester 2

Course Title: – Principles of Management

Course Code	Paper Title	Credit
VGUVPM201	Principles of Management	03

1. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : F.Y.B.Com
- ii) Course Code : **VGUVPM201**
Semester 2
- iii) Course Title : **Principles of Management**
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus
- vi) Credit structure :

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No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	01 (per batch of 25 students) Semester End Exam: 60 marks (4 Questions of 15 marks) Internal Assessment 40 marks: Assignment 20 marks, Project/ presentation 10 marks
2 Scheme of Examination	:	Class Participation: 10 marks
3 Special notes, if any	:	No As laid down in the College
4 Eligibility, if any	:	Admission brochure / website As per College Fee Structure
5 Fee Structure	:	specifications
6 Special Ordinances / Resolutions, if any	:	No

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Programme: FYBCom

Semester: 2

Course : Principles of management

Course Code : VGVUVP201

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	20	10	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisite

1. Basic knowledge of Management and principles of management
2. Basic interest in Principles of management theories and practices

Course Objectives

1. To develop awareness of the principles of management among the learners
2. To make the learners to understand various aspects of principles of management, various theories, classical and modern thoughts of management.
3. To develop effective and managerial decision making by different management functions.
4. To enable the learners to understand how to resolve the conflict, how to overcome stress, and manage over all organisation's performance.
5. To enable to get thorough knowledge about theories of management and what are actual practices utilized in organization.

Course Content

Unit No.	Module No.	Content	Lectures
1		a) Evolution of Management theories and approaches historical background. School of Management thoughts. b) Traditional and modern management. c) Contemporary management thoughts. d) Management processes and practices	15

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2	<p>a) Planning: concept, importance, process, decision making, MBO</p> <p>b) Organizing: concepts, significance, centralization, decentralization, departmentation, structures.</p> <p>c) Staffing: sources, selection process.</p> <p>d) Directing: meaning, steps.</p> <p>e) Motivation: concept, theories.</p> <p>f) Coordination: communication, budgeting, and controlling.</p>	15
3	<p>a) Leadership concept: qualities, styles of leadership.</p> <p>b) Leadership and its effects on business.</p> <p>c) Practical application.</p>	15
Total No. of Lectures		45

Beyond the Syllabus

Tutorial Activities: Students' Presentations, Group Discussions, Interviews, Mock Meetings / Conferences, Case studies, Book Review

List of Experiments

Sr. No.	Description
1	Module 1 Presentations, discussions, case studies, ICT-enabled sessions
2	Module 2 Presentations, discussions, case studies, ICT-enabled sessions
3	Module 3 Presentations, discussions, case studies, ICT-enabled sessions

Semester II: – Principles of Management (Paper Pattern)

Duration: 2 hours

Marks: 60

Q.1 MCQs (Unit 1,2,3,) 15 marks

Q.2 (Unit 1, 2) 15 marks

Q.3 (2/3)(Unit 3)15 Marks

Q.4. short notes (unit 1,2,3) 15 Marks

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Course Outcome	
After the completion of the course, students will be able to	
CO1	It gives awareness to students about management and its functions.
CO2	It make understand to student about various management theories and practices
CO3	Enhance to get maximum result from the available resources
CO4	Improve their talent and human skills.
CO5	Principles of management give the base of management and help in decision making.

Recommended Resources
Text Books
Reference Books
<ol style="list-style-type: none">1. Essentials of Management, Koontz II and W, Mc. Graw Hill, New York2. Principles of Management text and cases Dr. M Mulugan, New Age Publication.3. Principles of Management, Ramasamy, Himalaya Publication, Mumbai4. Management concept and OB, P S Rao and N V Shah, AjabPustakalaya5. Management Text and cases, VSP Rao, Excel Books, Delhi

Syllabus Prepared by:
<ol style="list-style-type: none">1. Mrs. Seema Pawar: Chairperson, Syllabus Committee Head, Dept of SFC, V G Vaze College, Mulund East, Mumbai
<ol style="list-style-type: none">2. Miss. Khursheed Y. Shaikh : Member, Syllabus Committee Assistant Pofessor, Dept. of SFC, V G Vaze College, Mulund East, Mumbai

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Syllabus for FYBVOG (Travel & Tourism)
(June 2020 Onwards)

Program: BVOG

Semester I

Course: FOUNDATION COURSE I: GENERAL AWARENESS AND ETIQUETTE

Course Code	Course Title	Credit
VGUVFC101	FOUNDATION COURSE I: GENERAL AWARENESS AND ETIQUETTE	03

Syllabus as per **Choice Based Credit System**

- i) Name of the Program : F.Y.B.VOC. TRAVEL AND TOURISM
- ii) Course Code : **VGUVFC101**
Semester I - (FOUNDATION COURSE I: GENERAL AWARENESS AND ETIQUETTE)
- iii) Course Title : FOUNDATION COURSE I: GENERAL AWARENESS AND ETIQUETTE
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus

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vi) Credit structure :
 No. of Credits per Semester : 03

vii) No. of lectures per Unit : 15

viii) No. of lectures per week : 04

Scheme of Examination

Semester End Exam: 60 marks (4 Questions of 15 marks)
 Internal Assessment 40 marks:
 Assignment 20 marks
 Presentation 10 marks
 Class Participation 10 marks

Eligibility, if any : As laid down in the College Admission Prospectus / website

Programme: FYBVOG (T & T)

Semester: I

Course Code:

Course : Ancillary: FOUNDATION COURSE I: GENERAL AWARENESS AND ETIQUETTE

VGVUVFC101

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	20	10	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites 1. Basics of concepts related to Tourism Industry

2. Basic knowledge of English

3. Current trends in the world in general and also specific to Tourism Industry

Course Objectives:

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1. To create general awareness amongst the students about the nation and the world.
6. To help the students to understand the nature of Indian society.
7. To develop an understanding of the global issues.
8. To develop the students' personalities to prepare them for the job market.
9. To acquaint students with workplace mannerism, etiquettes to be implemented in the professional life.

UNITS	MODULES	LECTURES
Unit I: Overview of Indian Society	(a) Introduction- Definition of Culture, Types of Cultural Assets, Influences (b) Multi-cultural nature of Indian Society: Regional, linguistic and religious diversities (c) Understanding Disparities: Gender, Urban - Rural divide and Tribal society	15
Unit II: Global Perspectives	(a) Environmental Awareness: Definition, Meaning and Functioning, relations between Man and environment (b) Globalization and Indian Society: Concepts of Liberalization, Privatization and Globalization, Impact of Globalization on industry, employment and migration (c) Language and Communication Techniques: Verbal and Non-verbal communication in major regions of the world	15
Unit III: Workplace Etiquette	(a) Professionalism, Attire and Voice Modulation (b) Body language, Posture, Meeting	15

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	and Greeting (c) Table Manners and meal etiquette	
Total No. of Lectures		45

Beyond the Syllabus
Book reviews, tapping digital resources, PPTs & discussions, field visits, organising visits etc.

Semester I Foundation Course Paper I Part A: (Paper Pattern)	
Duration: 2 hours	Marks: 60
Q.1 Essay (Unit 1) 15 Marks	
Q.2 Essay (Unit 2) 15 Marks	
Q.3 Essay (Unit 3) 15 Marks	
Q.4. Short notes (Unit 1,2,3) 15 Marks	

Internal Assessment	
Sr. No.	Description
1	Unit 1 Test, Assignments and PPTs.
2	Unit 2 PPTs, field visits.
3	Unit 3 Class Presentations, Role play.

Course Outcomes:	
Students should be able to	
CO1	Define and describe the nature of Indian society.
CO2	To be able to co-elate the global challenges faced by humanity and also global trends with respect to the Indian society.
CO3	Explain techniques of communication prevalent globally.

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CO4	Develop a global personality within the framework of indigenous needs.
CO5	Disseminate knowledge gained, comprehend and express lessons learnt in the form of answers, apply the information acquired in assignments and presentations, examine critically what they have learnt, establish a connect with present situations and be in a position to evaluate the value of information acquired.

Recommended Resources	
Reference Books In English	<ol style="list-style-type: none">1. Ghurye, Govind Sadashiv, PhD Indian Costume Popular Prakashan, Bombay, 19662. Majumdar, R.C., (ed) History and Culture of Indian People , Vols 1-11, Bharatiya Vidya Bhavan,

Syllabus prepared by:

Dr. Satwant Balse, Assistant Professor, Dept. of History, Co-Ordinator for Foundation Course & Chairperson, BOS, Vaze College. (Autonomous)

Ms. Arpita Joshi, Assistant Professor, Dept. of B.VOC (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Mr. Vikram Darve, Visiting faculty & Industry Partner, Dept. of B.VOC (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Mrs. Shraddha Darve, Visiting faculty & Industry Partner, Dept. of B.VOC (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Ms. Dhanalaxmi Medida, Visiting faculty, Dept. of English (Travel and Tourism), & Member, BOS, Vaze College. (Autonomous)

Ms. Meera Surve, Visiting faculty, Dept. of French, (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Ms. Mohini Bhole, Visiting faculty, Dept. of IT, (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Ms. Nanda Rupnar, Visiting faculty, Dept. of IT, (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

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Syllabus for FYBVOG (Travel & Tourism)
(June 2020 Onwards)

Program: BVOG

Semester II

Course: FOUNDATION COURSE II -CULTURAL AWARENESS

Course Code	Course Title	Credit
VGUVFC201	FOUNDATION COURSE II -CULTURAL AWARENESS	03

Syllabus as per **Choice Based Credit System**

- i) Name of the Program : F.Y.B.VOC. TRAVEL AND TOURISM
- ii) Course Code : VGUVFC201
- iii) Course Title : SEMESTER II- FOUNDATION COURSE II -CULTURAL AWARENESS
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus

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vi) Credit structure : VTTFC201

No. of Credits per Semester : 03

vii) No. of lectures per Unit : 15

viii) No. of lectures per week : 04

Scheme of Examination

Semester End Exam: 60 marks (4 Questions of 15 marks)
 Internal Assessment 40 marks:
 Assignments 20 marks,
 Project/ presentation 10 marks
 Class Participation: 10 marks

Eligibility, if any : As laid down in the College Admission Prospectus / website

Programme: FYBVOG (T & T)

Semester: II

Course Code :

Course : FOUNDATION COURSE II -CULTURAL AWARENESS

VGVUVFC201

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	20	10	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites

1. Basics of concepts related to Tourism Industry
2. Basic knowledge of English
3. Current events happening globally as well as in the Tourism sector

Course Objectives:

2. To introduce to the students meaning and determinants of culture.

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11. To brief students about factors determining evolution of culture.
12. To introduce the students to types of cultural evidence and its role in tracing the cultural systems.
13. To highlight social norms that portray cultural aspects.
14. To develop cultural sensitivity as a soft skill for promotion of the tourism.

UNITS	MODULES	LECTURES
Unit I: Introduction to Cultural Awareness	(a) Meaning of Culture; determinants of Culture (b) Role of Mythological and Historical Background in the development of culture (c) Cultural diversities in the World - regional, racial and religious	15
Unit II: Cultural Evidence	(a) Natural evidence of culture: Caves and other formations (b) Manmade evidence of culture: Monuments, Structures and their Architecture (c) Art: Sculptures and Paintings	15
Unit III: Intangible Culture	(a) Fairs and Festivals (b) Music and Dance (c) Cuisine, Textiles and Handicrafts	15
Total No. of Lectures		45

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Beyond the Syllabus
Book reviews, tapping digital resources, PPTs & discussions, field visits, organising visits etc.

Internal Assessment	
Sr. No.	Description
1	Unit 1 Test, Assignments and PPTs.
2	Unit 2 PPTs, Case studies.
3	Unit 3 Class Presentations, Case studies.

Semester I Foundation Course Paper I Part A: (Paper Pattern)	
Duration: 2 hours	Marks: 60
Q.1 Essay (Unit 1) 15 Marks	
Q.2 Essay (Unit 2) 15 Marks	
Q.3 Essay (Unit 3) 15 Marks	
Q.4. Short notes (Unit 1,2,3) 15 Marks	

Course Outcomes:	
Students should be able to	
CO1	Explain the indigenous cultural trends and diversity across the globe.
CO2	Explore different evidences as narratives of cultural diversity.
CO3	Use the evidence of culture to popularize the tourism sector.
CO4	Describe and generate commercial benefits out of the intangible cultural aspects.
CO5	Disseminate and utilise cultural awareness in tourism, comprehend and express lessons learnt in the form of answers, apply the information acquired in assignments and presentations, examine critically what they have learnt, establish a connect with present situations and be in a position to evaluate the value of information acquired as well as develop the required skill set for working as a professional in the tourism industry.

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Reference Books In English	Ghurye, Govind Sadashiv, PhD Indian Costume Popular Prakashan, Bombay, 1966 Majumdar, R.C., (ed) History and Culture of Indian People, Vols 1-11, Bharatiya Vidya Bhavan, E-resources, as and when required.
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Syllabus prepared by:

Dr. Satwant Balse, Assistant Professor, Dept. of History, Co-Ordinator for Foundation Course & Chairperson, BOS, Vaze College. (Autonomous)

Ms. Arpita Joshi, Assistant Professor, Dept. of B.VOC (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Mr. Vikram Darve, Visiting faculty & Industry Partner, Dept. of B.VOC (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Mrs. Shraddha Darve, Visiting faculty & Industry Partner, Dept. of B.VOC (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Ms. Dhanalaxmi Medida, Visiting faculty, Dept. of English (Travel and Tourism), & Member, BOS, Vaze College. (Autonomous)

Ms. Meera Surve, Visiting faculty, Dept. of French, (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

Ms. Khursheed Sheikh, Visiting faculty, Dept. of SFC (Travel and Tourism) & Member, BOS, Vaze College. (Autonomous)

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Syllabus for F.Y.B.Voc
(June 2023 Onwards)

Program: B.voc

Semester 1

Course Title: – Tourism & Hospitality

Course Code	Paper Title	Credit
VGUVSC101	Tourism & Hospitality	18

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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	F.Y.B.VOC
ii) Course Code	:	VGUVVSC101
iii) Course Title	:	Certificate course in Tourism & Hospitality
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	18
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	05
ix) No. of Tutorial per week	:	01 (per batch of 25 students)
		Semester End Exam: 100 marks (50 Questions 2 mark for each)
		5 Internal Assessment 25 marks each (125 marks)
		Class Participation: 25 marks
		Project presentation: 50 marks
2 Scheme of Examination	:	Practical exam : 200 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure / website

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5 Fee Structure	:	As per College Fee Structure specifications
6 Special Ordinances / Resolutions, if any	:	No

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Programme: F.Y.B.VOC
 Course : B.Tourism & Hospitality

Semester: 1
 Course Code : VGVUVSC101

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 200 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	LAB	Written + Practical	
5	-	-	-	40	40	40	40	40	100 +200	500

Max. Time, End Semester Exam (Theory) – 1 Hrs.

Prerequisite 1. Basic interest in Tourism & Hospitality

Course Objectives

1. Understand different types of Tourism
2. Plan the travel itinerary as per customer's requirement
3. Estimating cost of the tour
4. Gathering resources required to prepare the itinerary
5. Arrange the tour package in coordination with service providers and partners
6. Understand the impacts of Tourism

Course Content

Unit No.	Module No.	Content	Lectures
1		Introduction to Travel & Tourism 1.The meaning of Tourism 2.The principle sectors of Tourism 3.Tourism related concepts 4.Five A's of Tourism	10
2		Types of Tourism 1.Travel Motivators 2.Leisure or Holiday Tourism 3.Visiting Friends and Relatives 4.Cultural Tourism	04

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		<ul style="list-style-type: none"> 5.Adventure Tourism 6.Sports Tourism 7.Religious Tourism 8.Business Travel 9.Health Tourism 	
3		<p>Tourist Infrastructure</p> <ul style="list-style-type: none"> 1.Transportation 2.Accommodation 3.Food and beverage 4.Attractions 5.Telecommunication 6.Essential services 	14
4		<p>Tourism Organization</p> <ul style="list-style-type: none"> 1.Need for Tourism Organization 2.International Organization 3.Governmental Organization in India 4.Private Sector Organizations in India 5.Non-governmental Organizations 6.Other Important Tourism Organization 	06
5		<p>The Travel Agent and the Tour Operator</p> <ul style="list-style-type: none"> 1.The Travel Agent 2.Types of Travel agencies 3.Functions of Travel agency 4.Sources of income for Travel Agency 5.The tour operator 6.Types of tour operator 7.Types of Package Tours 8.Guides and Escorts 9.Types of Tours (package tours, independent tours, escorted tours) 	12
6		<p>Travel Documents</p> <ul style="list-style-type: none"> 1.Passport 2.Visa 3.Health regulations for international travel 4.Customs regulations 5.Travel insurance 	10
7		<p>Itinerary Planning</p>	08

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		1.Information needed while planning itinerary 2.Planning the itinerary (P.R.I.D.E) 3.Resources for planning itinerary 4.Costing of a Tour	
8		Impacts of Tourism 1.Economic Impacts 2.Environmental impacts 3.Sociocultural Impacts of Tourism 4.Cultural Impacts 5.Political Impacts 6.Measures to regulate tourism impacts	06

Beyond the Syllabus

Role plays, Presentations by students, Group Discussions, Industrial visits

Semester I: – Tourism & Hospitality (Paper Pattern)

Duration: 2 hours

Marks: 60

Q.1 MCQs (60 Questions 1 mark for each)

Course Outcomes

CO 1 Understand different types of tourism like Leisure, Cultural, Adventure, Medical, Religious etc.

CO 2 Get good knowledge of Tourism infrastructure like Terminals, Roadways, Railways, Waterways, Accommodation

CO 3 Planning of itineraries by using guidelines like pace, Routing, Interest, Details &Energy.

CO 4 Familiarisation with travel documents like passports, visas, travel insurance

CO 5 Preparing quotations for the clients going for domestic tours

CO 6 Understand the impacts of Tourism

Syllabus Prepared By

Mr Vikram Darve : Industry Partner

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Syllabus for F.Y.B.Voc

(June 2023 Onwards)

Program: B.voc

Semester 2

Course Title: – Tourism & Hospitality

Course Code	Paper Title	Credit
VGUVSC201	Tourism & Hospitality	18

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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	F.Y.B.VOC
ii) Course Code	:	VGUVVSC201
iii) Course Title	:	Diploma in Tourism & Hospitality
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	18
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	07
ix) No. of Tutorial per week	:	01 (per batch of 25 students)
		Semester End Exam: 100 marks (50 Questions 2 mark for each)
		5 Internal Assessment 25 marks each (125 marks)
		Class Participation: 25 marks
		Project presentation: 50 marks
2 Scheme of Examination	:	Practical exam : 200 marks
3 Special notes, if any	:	No

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4 Eligibility, if any	:	As laid down in the College Admission brochure / website
5 Fee Structure	:	As per College Fee Structure specifications
6 Special Ordinances / Resolutions, if any	:	No

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Programme: F.Y.B.voc

Semester: 2

Course : Tourism & Hospitality

Course Code : VGVUVSC201

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	LAB	Written + Practical	
5	-	-	-	40	40	40	40	40	100 + 200	500
Max. Time, End Semester Exam (Theory) -1Hrs.										

Prerequisite **1. Interest in Tour Production**

Course Objectives

Students should be able to

1. Select Tour Components
2. Customize Individual Tours
3. Develop special interest tours
4. Understand MICE department
5. Get familiar to Tourist destinations in India

Course Content

Unit No.	Module No.	Content	Lectures

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1	<p>Tour Production, Group and Luxury Travel</p> <ol style="list-style-type: none"> 1.Tour Production 2.Selecting Tour Components 3.Identifying benefits of Tours 4.Customizing individual Tours 5.Tour Proposals and Confirmation 6.Documents 7.Issuing Tour documents 8.Tour Pricing Presentation sales 9.Group Travel 10.Luxury Travel 	16
2	<p>Special Interest Travel and Tour Production</p> <ol style="list-style-type: none"> 1.Special Interest Tours 2.Advantages & Disadvantages of 3.special interest tours 4.Production of inclusive tours for 5.special interest groups 6.Developing a successful tour itinerary 7.Tour Negotiations with Airlines 8.Hotels Transporters & Cruises 9.Terms and Conditions of special interest tours 	14

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3		Meetings Incentive Conferences & Event 1.Knowing the customers requirement 2.Analyzing the culture and environment surrounding the event 4.Skills of a great planner 5.Venue search inspection and selection 6.Food and Beverage 7.Travel and Transport 8.Onsite support and services 9.The workflow of planning a event or meeting	10
4		Tourism destinations in India 1.Andaman 2.Goa 3.Himachal Pradesh 4.Karnataka 5.Kerala 6.Rajasthan 7.Uttarakhand 8.North East 9.Kashmir	20

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		10. Leh Ladakh 11. Madhya Pradesh 12. Andhra Pradesh 13. Maharashtra 14. Delhi 15. Uttar Pradesh	
5		THC/N9901: Communicate with customer and colleagues	02
6		THC/N9902: Maintain customer-centric service orientation	02
7		THC/N9904: Follow gender and age sensitive service practices	02
8		THC/N9906: Maintain health and hygiene	02
9		THC/N9905: Maintain IPR of organization and customer	02

Beyond the Syllabus

Role plays, Presentations by students, Group Discussions, Industrial visits

Semester I: – Tourism & Hospitality (Paper Pattern)

Duration: 2 hours

Marks: 60

Q.1 MCQs (60 Questions :1 mark for each question)

Course Outcomes

CO 1 Production of tours, Groups and Luxury travel

CO 2 Production of special interest tours

CO 3 Arrange Meetings & Conferences and Incentive travel

CO 4 Familiarisation with the famous tourist destinations within India

Syllabus Prepared By

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Mr Vikram Darve : Industry Partner