Name of Faculty	:	Faculty of Hospitality & Tourism
Name of Program	:	Diploma in Hotel & Tourism Management (DHTM)
Course Code	:	1DHT04
Course Title	:	Business Software Applications
Type of Course	:	Skill Enhancement (SE)
Year of Introduction	:	2023-24

Prerequisite	:	Completion of an introductory computer literacy course or equivalent knowledge and skills in basic computer operations, file management, and familiarity with common software applications such as word processing, spreadsheets, and presentations.
Course Objective	:	Equip students with the essential knowledge and practical skills necessary to effectively utilize various office productivity applications, including word processing, spreadsheet, presentation, email, and calendar tools. By the end of the course, students will be proficient in utilizing these applications to enhance productivity, streamline business processes, and improve communication, collaboration, and time management within a professional setting.
Course Outcomes	:	At the end of this course, students will be able to:
	CO1	Demonstrate an understanding of office productivity applications and effectively utilize word processing applications to create and format business documents. Utilize the features available in the "References" tab of MS Word for citations, references, and creating a table of contents.
	CO2	Analyze and manipulate data using spreadsheet applications to perform calculations, organize information, and create data visualizations.
	CO3	Create engaging and impactful presentations using presentation applications by incorporating effective slide design, visual elements, and engaging delivery techniques.
	CO4	Effectively utilize email applications for professional communication, manage contacts and organize emails, and efficiently schedule and collaborate on events using calendar applications.
	CO5	Employ productivity tools, manage tasks, and apply time management strategies

Teaching and Examination Scheme

Teaching Scheme (Contact Hours)			Credits	Examination Marks				
				Theory Marks		Practical Marks		Total Marks
L	T	P	C	SEE	CIA	SEE	CIA	
2	0	2	3	70	30	30	20	150

*Legends: L-Lecture; T–Tutorial/Teacher Guided Theory Practice; P–Practical, C – Credit, SEE – Semester End Examination, **CIA** - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.))*

Course Content

Unit No.	Topics	Teaching Hours	Weightage	Mapping with COs
1	**Introduction to Office Productivity Applications** Chapter 1: What are Office Productivity Applications? Chapter 2: Importance of Office Productivity Applications in Business Chapter 3: Basic Functions of Word Processing Applications Chapter 4: Creating and Formatting Documents with Word Processing Applications Chapter 5: Utilizing the "References" Tab in MS Word	8	25%	CO1
2	**Spreadsheet Applications** Chapter 6: Introduction to Spreadsheet Applications Chapter 7: Understanding Cells, Rows, and Columns Chapter 8: Formulas and Functions in Spreadsheets Chapter 9: Data Analysis and Visualization with Spreadsheets	8	25%	CO2
3	**Presentation Applications** Chapter 10: Introduction to Presentation Applications Chapter 11: Creating Effective Slides and Visuals Chapter 12: Adding Transitions and Animations Chapter 13: Delivering Engaging Presentations	6	20%	CO3
4	**Email and Calendar Applications**	4	13%	CO4

	Chapter 14: Using Email for Effective Communication Chapter 15: Managing Contacts and Organizing Emails Chapter 16: Scheduling and Managing Events with Calendar Applications Chapter 17: Collaborating and Sharing Calendars			
5	**Productivity Tools and Time Management** Chapter 18: Overview of Productivity Tools Chapter 19: Document Collaboration and File Sharing Chapter 20: Task Management and To-Do Lists Chapter 21: Time Management Strategies and Techniques	4	17%	CO5

Suggested Distribution of Theory Marks Using Bloom's Taxonomy						
Level	Remembrance	Understanding	Application	Analyse	Evaluate	Create
Weightage	**20**	**35**	**20**	**10**	**10**	**5**

NOTE: This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Suggested List of Practicums

Sr. No.	Name of Practicum	Teaching Hours
1	Introduction to Office Productivity Applications	8
2	Spreadsheet Applications	8
3	Presentation Applications	6
4	Email and Calendar Applications	4
5	Productivity Tools and Time Management	4

Suggested Learning Websites

Sr. No.	Name of Website
1	https://support.microsoft.com/
2	https://edu.gcfglobal.org/
3	https://support.microsoft.com/en-us/office/training-4d7cfa5c-4f9a-4022-a3c3-9b41d20282a8
4	https://www.linkedin.com/learning/
5	https://www.techsmith.com/learn/
6	https://www.khanacademy.org/

Reference Books

Sr. No.	Name of Reference Books
1	"Microsoft Office 365 & Office 2022: Introductory" by David W. Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, and Elizabeth Eisner Reding (Cengage Learning, 2022).
2	"Excel 2022 Bible" by Michael Alexander and Richard Kusleika (Wiley, 2022).
3	"PowerPoint 2022 For Dummies" by Doug Lowe (For Dummies, 2022).
4	"Word 2022 For Dummies" by Dan Gookin (For Dummies, 2022).
5	"Outlook 2022 For Dummies" by Faithe Wempen (For Dummies, 2022).
6	"Effective Business Communication" by Herta A. Murphy, Herbert W. Hildebrandt, Jane P. Thomas, and Elizabeth J. Murray (McGraw-Hill Education, 2021).