

SARDAR PATEL UNIVERSITY
N. S. PATEL ARTS COLLEGE, ANAND
BACHELOR OF VOCATION
COURSE: - HOSPITALITY AND TOURISM
SEMESTER - I
SYLLABUS WITH EFFECT FROM: 2014-15

COURSE TYPE	NAME OF COURSE	CORSE CODE	CREDIT	THEORY (Hours)	PRACTICAL (Hours)	TUTORIAL/ SELF STUDY (Hours)	Exam Duration in hrs	Component of Marks		
								Internal Total/ Passing	External Total/ Passing	Total Total/ Passing
Skill Component	Meet and Greet Officer	UM1BVSHT01	18	150	240	-		10/40	24/60	40/100
General Education	Introduction to Hospitality	UM1BVGHT01	3	30	15	-	02	10/40	24/60	40/100
	Micro Economics	UM1BVGHT02	3	45	-	-	02	10/40	24/60	40/100
	Business English - I	UM1BVGHT03	3	30	30	-	02	10/40	24/60	40/100
	Use of ICT - I	UM1BVGHT04	3	30	30	-	02	10/40	24/60	40/100

**Practical in Each skill Component Paper Conduct Field Tour/ FAM Tour

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COURSE: - HOSPITALITY AND TOURISM
SEMESTER - II
SYLLABUS WITH EFFECT FROM: 2014-15

COURSE TYPE	NAME OF COURSE	CORSE CODE	CREDIT	THEORY (Hours)	PRACTICAL (Hours)	TUTORIAL/ SELF STUDY (Hours)	Exam Duration in hrs	Component of Marks		
								Internal	External	Total
								Total/ Passing	Total/ Passing	Total/ Passing
Skill Component	Front Office Executive	UM2BVSHT01	18	150	240	-		10/40	24/60	40/100
General Education	Macro Economics	UM2BVGHT01	4	60	-	-	02	10/40	24/60	40/100
	Business English - II	UM2BVGHT02	4	30	60	-	02	10/40	24/60	40/100
	Use of ICT - II	UM2BVGHT03	4	30	60	-	02	10/40	24/60	40/100

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BACHELOR OF VOCATION
COURSE - HOSPITALITY AND TOURISM
SEMESTER - III
SYLLABUS WITH EFFECT FROM: June - 2019

COURSE TYPE	NAME OF COURSE	CORSE CODE	CREDIT	THEORY (Hours)	PRACTICAL (Hours)	TUTORIAL/ SELF STUDY (Hours)	Exam Duration in hrs	Component of Marks		
								Internal Total/Passing	External Total/Passing	Total Total/Passing
Skill Component	Guest Relation Manager - I	UM3BVSHT01	18	150	240	-		10/40	24/60	40/100
General Education	Housekeeping Department	UM3BVGHT01	3	45	-	-	02	10/40	24/60	40/100
	Climate Change & Sustainable development	UM3BVGHT02	3	45	-	-	02	10/40	24/60	40/100
	Functional English for Executives	UM3BVGHT03	3	30	30	-	02	10/40	24/60	40/100
	Management Information System	UM3BVGHT04	3	30	30	-	02	10/40	24/60	40/100

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COURSE: - HOSPITALITY AND TOURISM
SEMESTER - IV
SYLLABUS WITH EFFECT FROM: June - 2019

COURSE TYPE	NAME OF COURSE	CORSE CODE	CREDIT	THEORY (Hours)	PRACTICAL (Hours)	TUTORIAL/ SELF STUDY (Hours)	Exam Duration in hrs	Component of Marks		
								Internal Total/ Passing	External Total/ Passing	Total Total/ Passing
Skill Component	Guest Relation Manager - II	UM4BVSHT01	18	150	240	-		10/40	24/60	40/100
General Education	Tour Operations	UM4BVGHT01	3	45	-	-	02	10/40	24/60	40/100
	Entrepreneurship Development Programme	UM4BVGHT02	3	45	-	-	02	10/40	24/60	40/100
	Soft Skills and Personality Development	UM4BVGHT03	3	30	30	-	02	10/40	24/60	40/100
	Accounting Applications	UM4BVGHT04	3	30	30	-	02	10/40	24/60	40/100

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SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: III
Paper-1 Climate Change & Sustainable development (UT03BVGE01)

Unit	Description in detail	weightage
01	Understanding Global Environmental Change Understanding relationship between Society, Economy, Environment - Causes and Effects of Environmental change - Water, Energy, Agriculture and Biodiversity -projections and Impact - Role of Individual in prevention of pollution Climate Change Greenhouse Gases-Emissions-Mitigation-Policies and Protocols	50%
02	Water, land and Bio-diversity Management Water Crisis - Demands and Trends - Resource Management - Sustainable Land Management- Bio-diversity - Water conservation - Rainwater harvesting Watershed management Sustainable Development Sustainable Urban future-Rural Development-Business Responsibility - One Case Study	50%

Basic Text & Reference Books:

Text book of Environmental Studies for undergraduate Courses: Erach Barucha, Publisher University

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-1 Entrepreneurship Development Programme (UT04BVGE01)

Unit	Description in Detail	Weightage (%)
1	.Understanding Entrepreneurship: Meaning of Entrepreneurship - characteristics, skills, functions and types of entrepreneurship - Intrapreneur - Role of entrepreneurship in economic development. Entrepreneurial success and failures. Concept of Entrepreneur, Entrepreneurial Motivation, Entrepreneurial Process. Factors affecting entrepreneur growth, economic and non-economic. Entrepreneurship development programmes – need, objectives, phases and evaluation. Institutional support to entrepreneurs.	50%
2	. Finance Management in current operations and expansion of capital. Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance. Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology.	50%

Reference Books:-

1. Entrepreneurship Development Small Business Enterprises- Charantimath, Pearson
2. Entrepreneurial Development- C.B.Gupta & N.P. Srinivasan
3. Entrepreneurship in the new Millennium- Kuratko & Hodgetts, Cengage
4. Entrepreneurship & New Venture Creation- Sahay & Sharma, EB
5. Entrepreneurial Development- Dr.S.S. Kharkha, S. Chand
6. Entrepreneurship- Roy, Oxford

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: IV
Paper-2 Soft Skills and Personality Development (UT04BVGE02)

Unit	Description in Detail	Weightage(%)
1	Attitude, Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication & Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation & projection and Multi-cultural skills	50%
2	Introduction to Personality- Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self-confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self-hypnotism, Self-acceptance and Selfgrowth. Co-ordination while working in a team, Leadership styles, Leader & Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.	50%

Practical: To evaluate presentation skills and team work of students.

References:

1. Personality Development by Rajiv K. Mishra, Rupa &Co
2. An Approach to Communication Skills by Indrajit Bhattacharya, Delhi : Dhanpat Rai
3. Business Communication Skills by Varinder Kumar, Bodh Raj, Manocha, Kalyani Publishers, New Delhi
4. Introduction to Psychology by Atkinson and Hilgard's, Edward E. Smith, Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
5. Communication Today & Tomorrow by Ravi Aggarwal, Sublime Publications, Jaipur

SARDAR PATEL UNIVERSITY
Programme: - Bachelor of Vocation(Hospitality & Tourism)
Semester: II
Title of Paper : Business English II
Course Code - HT02BVGE02

Unit	Description in detail	Weightage(%)
I	Inter cultural Competence:- key concept, Cultural and inter cultural Communication, Cultural Diversity, Dialect, Global Village, Social network, intercultural communication, symbolic communication	40 %
II	Developing Oral Communication Skills for Business: Effective Listening, Business Presentations and Public Speaking, Conversations, Interviews, Meeting and Conferences, Group Discussions and Team Presentations, Team Briefing	40%
III	Business Vocabulary II General Vocabulary(GSL) Business Vocabulary	20 %

Practical

Unit	Description in detail
I	Simulation II: Negotiation skill, Meeting and Conferences, , Team Briefing
II	Presentation Skill II: Interviews, Group Discussions and Team Presentations

Text book & Reference Books:-

- ✓ Business Communication (with CD) 2nd Edition by Minakshi Raman(Oxford University Press, New Delhi, 2012)
- ✓ Technical Communication 'Principles and Practice' by Meenakshi Raman and Sangeeta Sharma(Oxford University Press, New Delhi, 2004)
- ✓ *Intercultural Competence: Interpersonal Communication Across Culture* by Myron W Lustig, 6th Edition
- ✓ Teach Business English by Sylvie Donna(Cambridge Handbooks For Language)
- ✓ Business English the writing skills you need for Today's workplace by Andrea B Geffner (Barron's Educational Series, 2010)

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocational (Hospitality and Tourism)
Semester: I
Paper- 2 Business English - I (UT01BVGE02)

(Theory/Practical)

Unit	Description in detail	Credit:4
I	Understanding Business Communication: Nature and Scope of Communication, Non-Verbal Communication, Cross-cultural Communication, Technology- enabled Business.	40%
II	Business Correspondence-I: Business Writing, Business Correspondence, Instructions, Business Reports and Proposals, Careers and Resumes	40%
III	Business Vocabulary-I General Vocabulary (GSL) Business Vocabulary	20%

Practical

Unit	Description in detail
I	Simulation I:- situational conversation/ Role play
II	Presentation Skill I: Presentation

Text book & Reference Books:-

- Business Communication (with CD) 2nd Edition by Minakshi Raman(Oxford University Press, New Delhi, 2012)
- Technical Communication ‘Principles and Practice’ by Meenakshi Raman and Sangeeta Sharma(Oxford University Press, New Delhi, 2004)
- Intercultural Competence: Interpersonal Communication Across Culture by Myron W Lustig, 6th Edition
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