COMMUNICATION SKILLS IN ENGLISH

CODE BC 121   **L   T   P**
CA 121/CD 121/ ID 121/ TD 121   1   –   2

RATIONALE

The students seeking admission to the diploma courses do not have the required proficiency in English. It has, therefore, been decided to introduce English and Communication Techniques to help them attain proficiency in the subject.

CONTENTS

		L
1.	Narration, Voice, Basic Sentence Patterns. (Nine basic sentence patterns)	**5**
2.	Transformation of Sentences, Determiners, Preposition. (a) Interchange of degree of comparison (b) Interchange of Affirmative and negative sentences (c) Interchange of Interrogative and Assertive sentences (d) Interchange of Exclamatory and Assertive sentences	**7**
3.	Tenses, Common errors (Noun, Pronoun, Articles, Adverb, Punctuation, Preposition etc.)	**7**
4.	Modals in Conversational Usage and punctuation:	
	Modals: Can, Could, Should, Will, Would, May, Might, Must, Need not, Dare not, ought to, Used to.	4
	Punctuation: Full stop, Comma, Question mark, Exclamation mark, Inverted Commas, Capital letters	
5.	Composition - 1. Unseen Passage, Précis Writing	2
6.	Letter Writing, and Report Writing	3
7.	Essay Writing - Essays on general topics and topics related to environmental problems.	2

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PRACTICALS

We envisage two successive stages for attaining skill in communication ability;
1.   Listening
2.   Speaking
    We can club them together as shown above.

                                                                                           P

1.   Listening: **6**
        1.1   For improving listening skills the following steps are recommended,
                1.1.1   Listen to Prerecorded Tapes

      1.1.2   Reproduce Vocally what has been heard
      1.1.3   Reproduce in Written form
        1.1.4   Summarise the text heard
        1.1.5   Suggest Substitution of Words and Sentences
        1.1.6   Answer Questions related to the taped text
        1.1.7   Summarise in Writing

2.   **Speaking:**   **6**
      2.1   Introducing English consonant-sounds and vowel-sounds.
        2.1.1   Remedial excercises where necessary
      2.2   Knowing Word stress
            Shifting word stress in poly-syllabic words
            [For pronunciation practice read aloud a para or page regularly while others monitor]

3.   **Vocabulary:**   **10**
      3.1   Synonyms. Homonyms. Antonyms and Homophones
      3.2   Words often confused, as for example,
            [I-me; your-yours; its-it's; comprehensible-comprehensive; complement-compliment]
      3.3   Context-based meanings of the words, for example,
        3.3.1   man[N] man[vb]; step[|N| ,step[vb]
        3.3.2   conflict _____Israel Palestinian conflict
                             Emotional conflict,
                             Ideas conflict
        3.3.3   learn ——— 1 learn at this school
            I learnt from the morning news

4.   **Delivering Short Discourses:**   **15**
      4.1.   About oneself
      4.2   Describing a Place, Person, Object
      4.3   Describing a Picture, Photo.

5.   **Group Discussion :**   **15**
      5.1   Developing skill to initiate a discussion [How to open]
      5.2   Snatching initiative from others [Watch for weak points, etc.]

6.   **Expand a topic-sentence into 4-5 sentence narrative.**   **8**

Note:
1. The Medium of teaching and examination will be English.
2. The Question on Essay Writing (Unit-7) will be compulsory.
    The student will have to attempt one essay out of two, touching upon given
    points .
3. At least on question will be set from each unit.
4. No theory question will be set from syllabus of practicals.

REFERENCE BOOKS:

1. Intermediate English Grammar   Raymond Murphy,
                                      Pub: Foundation Books,
                                      New Delhi
2. Eng. Grammar, usage & Composition   Tickoo & Subramanian
                                        Pub: S.Chand and Co.
3. A Practical Eng. Grammar   Thomson and Martinet.
    (and its Exercise Books)   Pub : ELBS
4. High School English Grammar   Wren & Martin.
    and Composition

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COMPUTER APPLICATIONS

L   T   P

BC122/CA 122/CD 122/ ID 122/ TD 122   2   --   3

RATIONALE

Use of Computer is increasing for precise and speedy work so it is useful to provide computer knowledge to the students. The course content is designed to give an overview and understand working of computer components and Operating System. The course provides knowledge of internet, email, web browsing and E-commerce. The course also focuses on basic application Software MS-Office.

The student will be able to appreciate the role of Computer Technology, more specifically computer hardware, software and its application in the present social and economic scenario.

L

1. Introduction   6

1.1 Characteristics of Computers
1.2 Application of Computer
1.3 Component of Computer
    1.3.1 Block Diagram of Computer
    1.3.2 ALU and CU
    1.3.3 Input Device: Keyboard, Mouse,Joystick ,Scanner ,Optical Mark Reader, Bar-code Reader, Magnetic Ink Character Reader, Web Camera
    1.3.4 Output Device: Monitor, Impact printer –Dot Matrix and Drum, Non Impact Printer: Laser and Inkjet Plotter
    1.3.5 Memory Organization, Primary Memory,Secondary Memory
1.4 Languages and Translators
    1.4.1 Low Level and High Level Language
    1.4.2 Compiler and Interpreter

2. Operating System   6

2.1 Concept of Operating System
2.2 Functions of Operating System
2.3 Relationship between Hardware and Software
2.4 Software
    2.4.1 System Software
    2.4.2 Application Software
2.5 Creating Folder and Shortcut
2.6 System Tool: Disk cleanup, Disk Fragmentation, System Restore
2.7 Control Panel: Adding new hardware and software, Display, Adding new font, User account management
2.8 Accessories: Calculator, Notepad, Paint, WordPad, Snipping Tool

3. Computer Network   6

3.1 Need of networks
3.2 Data Transmission Media: Twisted pair, Coaxial, Optical Fiber, Satellite transmission
3.3 Types of Network-LAN, WAN, MAN
3.4 Topologies of LAN - Ring, Bus, Star, Mesh and Tree
3.5 Digital and Analog Transmission
3.6 Serial and Parallel data transfer
3.7 Modem - Working and characteristics

4. Internet   8

4.1 Introduction to Internet and Intranet
4.2 Internet Service Provider.
4.3 URL and DNS
4.4 Web Brower and its functions, Web Page, Search Engines
4.5 Protocol: Basic of http, https, FTP, SMTP, POP
4.6 Basic of E-mail:
    4.6.1 E-mail Service Provider
    4.6.2 Composing E-mail
    4.6.3 Mailing List
    4.6.4 Creating Label
    4.6.5 Signature
    4.6.6 Spam

5. Word Processing   8

5.1 Introduction to MS Word
5.2 Opening, saving in different format and Printing Document.
5.3 Copy, Paste, Find and Replace, Go to, Redo Undo, Change Case, Spell Check
5.4 Creating and Formatting Tables
5.5 Inserting Clipart, Hyperlink, Symbol
5.6 Character and Paragraph Formatting
5.7 Page Formatting: Header Footer, Page break, Watermark
5.8 Mail merge

6. Power Point Presentation   7

6.1 Introduction to Power Point
6.2 Creating, Opening,Saving presentations and Printing: Slides ,Handout
6.3 Slide Layout, Presentation Views
6.4 Insert Sound, Smart Art, Chart
6.5 Design Presentation using Animation and Custom Animation

      6.6 Running and Controlling a Slide Show

7. Spreadsheet   **12**

    7.1 Introduction to Spreadsheet
    7.2 Creating, Saving and Editing a Workbook.
    7.3 Inserting, Deleting Work Sheets and Printing worksheet
    7.4 Copying and Moving data from selected cells
    7.5 Formatting cells: changing data alignment, different number formats, changing font,
       adding borders and colors
    7.6 Sorting and Filtering
    7.7 Working with Formulas: Mathematical, Logical, Text
    7.8 Charts and Graphs

8. E-Commerce and Security   **7**

    8.1 Introduction to E-Commerce
    8.2 Type of E-Commerce
    8.3 Advantage and Disadvantage of E-Commerce
    8.4 Payment Gateway
    8.5 Definition of Virus, Malware, Trojan Horse
    8.6 Scanning & Removing Virus using Antivirus Program

PRACTICALS

1. Study of Computer Components.	3
2. Practice of using My Computer, creating, deleting folders and shortcuts.	3
3. Practice on Paint, WordPad, Notepad, Calculator and Snipping tool.	3
4. Practice on System Tools-Disk Cleanup, Disk Fragmenter, System Restore.	3
5. Practice on Control Panel.	3
6. Study of different types of Networks and Network Topologies.	3
7. Visit to different Internet Sites.	3
8. Content Searching using Search Engines.	3
9. Creating E-mail accounts, Composing and Sending E-mail.	3
10. Sending E-mail with attachments and signature.	3

11. Exercise on MS-WORD: 21
    11.1 Starting MS-Word, Creating, Saving and Opening documents
    11.2 Editing Documents-Cut, Copy, Paste, Undo, Redo, Copying one document to other,
       Change Case, Go to
    11.3 Character and Paragraph Formatting, Numbering and Bullets
    11.4 Page Formatting, Header and Footer, Page Break, Watermark
    11.5 Spell Check, Find and Replace, Inserting Pictures and Clip-arts

      11.6 Print Preview and Printing documents

11.7   Working with Tables

11.8   Creating Hyperlink

11.9   Saving documents in different formats- PDF, XPS, Web page

11.10   Mail-Merge.

12. Exercise on MS-PowerPoint: 15

   12.1 Starting MS-PowerPoint, Creating, Saving and Opening presentations   .

   12.2 Adding animation in slides

   12.3 Running a Slide Show

   12.4 Printing Slides and Handouts

   12.5 Designing Custom animation

13. Exercise on MS-EXCEL: 21

   13.1 Starting MS-Excel, Creating, Saving and Opening worksheet.

   13.2 Editing Worksheet.

   13.3 Formatting Cells- Font, Number Formats Alignment and Borders.

   13.4 Implementing Mathematical, Logical and Text Formulas.

   13.5   Charts and Graphs.

   13.6   Sorting and Filtering.

   13.7 Printing Workbooks.

14. Study of E-Commerce and Payment Gateways.   3

REFERENCE BOOKS :

1 Computer Fundamentals   P.K. Sinha and P. Sinha,
                                            BPB publication.

2. Microsoft office for 2016   Amy Kinser
                                            Pearson education.

3. Data Communications and Networking   Forouzan TMH

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PERSONALITY GROOMING

CODE BC 123   **L   T   P**
                                                                        1   1   -

RATIONALE

The students seeking admission to the diploma of Beauty Culture must have knowledge of Personality Development., which can help them in improving the personality of a person. The personality of a person plays an important role in creating effective impression on others.

CONTENTS

		L	**T**
1.	**Personality and Importance of Grooming**	**3**	**3**

1.1 Definition.
1.2 Characteristics of Impressive Personality
1.3 Self Analysis
1.4 Self Strength and Weakness

2.	**Basics of good Grooming :**	**3**	**3**

2.1 Personal Hygiene
2.2 Oral Hygiene
2.3 Upkeep of Skin,,Hair and nails

		6	**6**
3.	**Traits of Personality :**		

3.1 Setting Goals
3.2 Good Manners
3.3 Posture : Improving Poise.
3.4 Gesture
3.5. Smart Time Management
3.6 Record keeping

4.	**Communication Skills:**	**6**	**6**

4.1 Effective Speaking
4.2 Professional Ethics
4.3 Client Communication.
4.4 Telephonic Etiquettes
4.5 Barriers of communication and how to overcome
4.6 Resume making and interview skills

5.	**Wardrobe Planning :**	**3**	**3**

5.1 Selection of Clothing
5.2 Attractive Clothing as per Body shape.
5.3 Care of Clothes.
5.4 Accessories.

6	**Social Media**	3	3

6.1 Networking
6.2 Marketing for Business
6.3 Promoting myself on social media

7   **Interaction**   6   6
   7.1 Mock Sessions
   7.2 Personality Games
   7.3 Group Discussions
   7.4 SWOT Analysis

REFERENCE BOOKS :

1.Personality development and soft skills :   Barun K. Mitra
2.The Personality development Book: Sourav Das
.

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ANATOMY & PHYSIOLOGY

CODE BC 124

L T P
2 1 --

RATIONALE

The students seeking admission to the Beauty Culture diploma course must have knowledge of Anatomy and Physiology of human body because most of the subjects in this diploma require such background knowledge.

CONTENTS

		L	**T**
1.	**Introduction to Anatomy and Physiology :**	**10**	**5**

1.1   Basic Cell and Elementary Tissues
1.2   Elementary knowledge of various Systems
        of the Body

| **2.** | **Anatomy and Physiology of following systems relevant to beauty culture field:** | **15** | **7** |

2.1   Muscular System
2.2   Skeletal system
2.3   Reproductive System

| **3.** | **Anatomy and Physiology of following systems relevant to beauty culture field** | **15** | **8** |

3.1   Cutaneous (skin,,hair and nail)
3.2   Lymph
3.3   Motor nerve points of human body

| **4.** | **Elementary knowledge of following systems (Physiology):** | **20** | **10** |

4.1   Digestive system
4.2   Circulatory system
4.3   Respiratory system
4.4   Excretory system
4.5   Endocrine system

REFERENCE BOOKS :

1.   Sharir Aur Sharir Kriya Vigyan   Evelyn Pearce
2.   Sharir Kriya Vigyan   Pramila Verma

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DIETETICS

CODE BC 125   **L   T   P**
                                                                                           2   1   --

RATIONALE

The students seeking admission to the diploma of Beauty Culture must have thorough knowledge of elements of food and nutrition, as nutrition is the internal base of beauty. Healthy food makes one slim and smart and makes the body and hair healthy.

CONTENTS	**L**	**T**

1.   Definition of Dietetics.   **20   10**

    1.1   Food Nutrition and Health
    1.2   Basic Ingredients of Normal Diet
    1.3   Basic study of following (Metabolism not included)
        1.3.1   Protein
        1.3.2   Carbohydrates
        1.3.3   Fats
        1.3.4   Mineral Salt
        1.3.5   Vitamins
        1.3.6   Water
    1.4   Study of Food Groups.

2.   Beauty Diet :   **10   05**

    2.1   Diet to lose weight
    2.2   Diet to gain weight
    2.3   Weight management diet(after weight loss)
    2.4   Diet to Maintain Normal Health and Weight.
    2.5   Therapeutic Diet (Fever, diabetes and B.P)

3.   Definition of a Calorie :   **04   02**

    3.1 Definition
    3.2 Calculation of diet in terms of Calories
    3.3 Calorie needs for different Age Groups

4.   Diet planning :   **20   10**

    4.1   Vegetarian
    4.2   Non - vegetarian
    4.3   Vegan
    4.4   Diet for Reducing or Putting on Weight
    4.5   Diet to be taken During Summer, Winter and Rainy Season.
    4.6   Preparing Diet charts for different age groups

5.   Balanced Diet :   **06   03**
    5.1   Definition and Need
    5.2   Balance Diet for a Client in terms of Cost
    5.3   Effect of Food on Various Systems of the Human Body
    5.4   Cooking methods to prevent destruction of nutrients.
        Note: In Theory Examination Calorie chart should be Provided with Question Paper.

REFERENCE BOOKS :

1.   Hand book of food and Nutrition   M. Swaminathan.
                                                    * * * * *

BEAUTY THERAPY – I

CODE BC 126   **L   T   P**
                                                                                   --   -   7

RATIONALE

The students seeking admission to the diploma of Beauty Culture must be well versed with knowledge and practical of Beauty Therapy as this particular subject gives maximum standing for professionalism in this field.

CONTENTS

1.   Skin Care :   **10**

1.1   Analysis and Skin Types
1.2   Daily Skin Care Regime
1.3   Basic Kit for Beauty services
1.4   Brands available in Markets

2.   Manicure and Pedicure :   **45**
2.1   Introduction
2.2   Types
      2.2.1   Plain
      2.2.2   French
      2.2.3   Hot Oil
      2.2.4   Paraffin Wax
2.3   Nail Art
      2.3.1   Nail enamel application
      2.3.2   Different kinds of additions on nail
      2.3.3   Gel polish application and removal
      2.3.4   Gel and acrylic extenstions

3.   Superflous Hair Removal :   **21**

3.1   Definition
3.2   Epilation and Depilation Techniques
3.3   Eye brow Shaping by different methods
      3.3.1   Threading
      3.3.2   Waxing

3.4   Bleaching
      3.4.1   Face and Body Bleach (procedure)
      3.4.2   Working of bleach
      3.4.3   Types of bleach
.

4.   Mehndi and Body Tattoo   **30**

4.1   Study of different designs
4.2   Formation of basic Mehndi designs
4.3   Bridal Mehndi
4.4   Tattoo by different means

5.   Make-up :   **44**

    5.1   Study of different Cosmetics

5.2   Tools of Makeup

5.3   Basic Makeup Techniques

    5.3.1   Day Makeup

    5.3.2   Evening Makeup

    5.3.3   Corrective Makeup

    5.3.4   Party Makeup

6.   Face and Body Massage :   **60**

6.1   Basic Massage manipulations

6.2   Plain Facial

6.3   Reflexology

6.4   Body Massage

Note :The Essential Theory should be taught during the Practicals.

REFERENCE BOOKS :

1	Standard Text Book of Cosmetology	Milady staff
2	Principles and Practice of Beauty Culture	Florence wall
3	Manual for Skin Care, Cosmetics application and Corrective Make-up	Madame Korner
4	Beauty Specialist	Ann Gallant

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HAIR DRESSING – I

CODE BC 127   **L   T   P**
                                                                          --   --   7

RATIONALE

The students seeking admission to the diploma of Beauty Culture must be well versed with knowledge and practical of hairdressing because hair designing in an important aspect of external beauty. Since ages, crowning glory is the subject of admiration.

CONTENTS

1.   Foundation of Hair Dressing: **10**

    1.1   Study of profile
    1.2   Hair analysis
    1.3   Facial Shapes
    1.4   Kit for hair styling and cutting
    1.5   Counselling with customers

2   Hair cutting and Shaping   **50**

    2.1   Sectioning and Pattern making
    2.2   Guide lines for Hair-cut
    2.3   Preparing client for a hair cut
    2.4   Geometry of haircutting
    2.5   Hair cuts
            2.5.1   Blunt
            2.5.2   Layer
            2.5.3   Variations of blunt and layer cut by use of different implements

3   Hair Care   **20**
    3.1   Products of different brands
    3.2   Shampooing , conditioning and rinsing
    3.3   Types of shampoo ,conditioner, mask and serum

4 .   Wet Hair Styling   **30**

    4.1   Product knowledge
    4.2   Roller Setting
            4.2.1   On base
            4.2.2   Half base
            4.2.3   Off base
            4.2.4   Ringlet
            4.2.5   Spiral
    4.3   Pin curls
    4.4   Finger waving
    4.5   Scrunching
    4.6   Comb out techniques
            4.6.1   Back Combing and smoothing
            4.6.2   Product knowledge

5.   Thermal Hairstyling   **30**

    5.1   Types of thermal machines
    5.2   Blow drying (in and out , soft and hard)
    5.3   Hair pressing (Straight and curl)

5.4   Curling Iron (soft and hard)
5.5   Hot rollers (diameter)
5.6   Crimper (designs)

6   **Hair Styling**   **45**

6.1   Description of different types of Hair Styles according to Built, Age, and Occasion
6.2   Braids
6.3   Buns
6.4   Twists
6.5   Messy hair styles
6.6   Rolls and Shells
6.7   Retro Hair styles
6.8   3-D Hair styles

8   **Scalp Massage**   **25**

8.1   Massage manipulations
8.2   Oil Massage
8.3   Hair spa

Note :The Essential Theory should be taught during the Practicals.

REFERENCE BOOKS :
1   Standard Textbook of Cosmetology   Milady staff.
2   The Art of Modern Hair Styling   Anthony Collethi.

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BODY PERFECTION & YOGA - I

CODE BC 128   **L   T   P**
                                                                          --   --   6

RATIONALE

The students seeking admission to the diploma of Beauty Culture must have knowledge of different kinds of exercises as these plays an important part in maintaining a beautiful body and mind. This subject is demand of the day.

CONTENTS

1. **Introduction to Yoga :**   10
    1.1   Advantages **of** Yoga
    1.2   Limbs of Yoga
    1.3   Importance in Modern Living
    1.4   Definition of Asana
    1.5   Points to remember while doing Yogic Exercises.

2. **Yogic Suksham Vyayam or Light Yogic Exercises :**   30

    2.1   Methods and Benefits of Yogic Suksham Vyayam
    2.2   Navel displacement
           2.2.1   Testing the displaced Navel
           2.2.2   Self treatment for the displaced Navel
           2.2.3   Asanas to correct displaced navel

3. **Yogic Asana :**   40

    3.1   Padmasana   3.9   Makarasana
    3.2   Sarpasana   3.10   Tarasana
    3.3   Shalabhasana   3.11   Shavasana
    3.4   Dhanurasana   3.12   Mandukasana
    3.5   Sarvangasana   3.13   Paschimottanasan Asana
    3.6   Gomoukhasana   3.14   Pavan Muktasana
    3.7   Sukhasana   3.15   Vajrasana
    3.8   Halasana   3.16   Ustrasana

4. **Ashtang Yoga :**   40

    4.1   Shatkarma
    4.2   Pranayam
    4.3   Mudras
    4.4   Chakra

5. **Posture for Body Perfection :**   30

    5.1   The Spine
    5.2   Good Posture
    5.3   Posture Correction
    5.4   Posture Exercise
    5.5   Causes of Bad Posture
    5.6   Correct   Standing and Sitting Postures
    5.7   Correct Stooping Techniques
    5.8   Taking Measurements
    5.9   Measurement Chart
           5.9.1   Height and Weight Chart
           5.9.2   Body Mass Index
           5.9.3   Measurement of Body Temperature, Blood Pressure and Pulse rate and

5.9.4 Standard values of Body Temperature, Blood Pressure and Pulse rate of a Healthy person

6.   Active exercises : Aerobics, Zumba and Pilates   60

6.1   Introduction
6.2   Exercises for different Parts of the Body with Music
6.3   Benefits

Note :The Essential Theory should be taught during the Practicals.

REFERENCE BOOKS :

1	Yogasan Vigyan	Dhirender Bramchari
2	Yogasan and Sadhana	Dr. Satyapal,
		Dr. Dholendes Agra
3	Yog Dipika.	B.K.S. Ayangar.
4	Patanjali Yog Pradeep	Swami Umanand Thirth

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CODE BC 106 : List of Equipments : (for 20 students)

1.	Dermo scope	02	
2.	Facial Bed	03	
3.	Facial Steamer	03	
4.	Oxylation unit	02	
5.	Peeling machine	02	
6.	Electric Manicure unit	02	
7.	Pedicure Massager station	02	
8.	Wax Heater	04	01
9	Vibrator	04	
10.	Geyser	01	
11.	Manicure set	03	
12.	Pedicure set	03	

CODE BC 107 : List of Equipments : (for 20 students)

1.	Scissor	06
2.	Razor	06
3.	Crimping Scissor	03
4.	Blow Dryer	06
5.	Hair Styler	06
6.	Hot Rollers	02
7.	Electric Heat Cap.	01
8.	Steamer	01
9.	Hood Hair Dryer	01
10.	Curling Iron (Diff. Dia)	06
11.	Pressing Comb (Hair straighter)	02
12.	Crimper	02
13.	Hair Dressing Chair	06
14.	Shampoo Basin with Chair	02
15.	Equipment Trolly	02
16.	Neck Tray	02
17.	Electric Clipper	02
18.	Hair Dummy	06
19.	Thermal Hair Brush	02 set.

CODE BC 108 : List of Equipments : (for 20 students)

1.	Sphygmomanometer (B.P. Instruments)	02
2.	Jelneti lota (pot)	10
3.	Weighing machine	02
4.	Height measuring scale	01
5.	T.V.	01
6.	DVD Player	01
7.	Music System	01
8.	Exercise Mat. 2½ x 5"	20
9.	Dumbles	6 sets.