

COMMUNICATION SKILLS IN ENGLISH - I**BC 101 / CA 101/ CD 101/ ID 101/ MO 101 /TD 101****L T P**

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RATIONAL

For business purposes at every level of performance, language remains the most common and important means of communication. A diploma holder who wants to join an industry or organization needs to possess adequate knowledge and skills in language, its usage and presentation. Proficiency both in written and spoken language is required to be developed among the diploma holders

COURSE LEARNING OUTCOMES (SLOS)

After studying the subject the students will have the basic knowledge and skills related to syntax and semantics of English Language.

CONTENTS

	L
1. Grammar : :	6
1.1 Parts of Speech : Noun; Pronoun; Verb; Adverb; Adjective ; Preposition ; Conjunction ; Interjection	
1.2 Common errors in usage of parts of speech	
1.3 Articles, Modals in Conversational Usage, Tenses, Modals: Can, Could, Shall, Should, Will, Would, May, Might, Must, Need not, Darenot, ought to, Used to.	
2. Punctuation:	2
2.1 Full stop, Comma, Question mark, Exclamation mark, Inverted Commas, Capital letters.	
3. Letter Writing and Report Writing	3

REFERENCE BOOKS

1. Intermediate English Grammar	Raymond Murphy, Cambridge University Press
2. English Grammar, Usage & Composition	Tickoo & Subramanian, Pub: S. Chand and Co.
3. A Practical Eng. Grammar (and its Exercise Books)	Thomson and Martinet Pub: ELBS
4. High School English Grammar and Composition	Wren & Martin, Pub: S. Chand and Co.
5. ABC of Common Grammatical Errors	Nigel D Turton, Macmillan India Ltd.
6. Soft Skills	Dr. K. Alex, Pub: S. Chand and Co.

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COMPUTER APPLICATIONS-I

BC 102/CA 102/CD 102/ ID 102/MO 102/ TD 102

L	T	P
2	-	-

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 also focuses on basic application Software for office automation.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject, the students 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.

1. Introduction**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 Devices: 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, Non Impact Printers: Laser and Inkjet Printer

1.3.5 Memory Organization, Primary Memory, Secondary Memory

1.4 Software

1.4.1 System Software

1.4.2 Application Software

1.5 Relationship between Hardware and Software**2. Operating System****2.1** Concept of Operating System**2.2** Functions of Operating System**2.3** Creating Folder and Shortcut**2.4** Study of Popular Operating Systems: Windows, Androids.**2.5** Control Panel: Adding new hardware and software, Display, Adding new font, User account management**3. Office Automation Software****3.1** Word Processing

3.1.1 Copy, Paste, Find and Replace, Redo Undo, Change Case, Spell Check

3.1.2 Creating and Formatting Tables, Mail Merge

3.1.3 Character and Paragraph Formatting, Page Formatting, Header Footer

3.2 Spreadsheet

3.2.1 Creating, Saving and Editing a Workbook

3.2.2 Formatting cells: changing data alignment, different number formats, changing font, adding borders and colors

3.2.3 Sorting and Filtering, Charts and Graphs

3.3 Presentation Software

3.3.1 Creating, Opening, Saving presentations and Printing: Slides, Handout

3.3.2 Slide Layout, Presentation Views

3.3.3 Design Presentation, Running and Controlling a Slide Show

4. Applications of Mobile Phones

3

4.1 Importance of Mobile Phones

4.2 Different Features of Mobile phones like SMS, Instant Messaging Services and File sharing

4.3 Different applications of mobile phones in Education and Business.

REFERENCE BOOKS

- 1 Computer Fundamentals
2. Microsoft office for 2016

P.K. Sinha and P. Sinha,BPB publication.

Amy Kinser,Pearson education.

SEMESTER SCHEME 2020-21

DIETETICS**CODE BC 103**

L	T	P
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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.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the Learner will be able to:

1. Understand Relationship between diet and health
2. Design individual nutritional therapies to address specific health issue such as obesity, thyroid etc.
3. Know the difference between dietetics and nutrition.
4. Understand the importance of dietetics in beauty field

CONTENTS

	L	T
1. Food Nutrition and Health	6	3
1.1 Definition of Dietetics, Food and nutrition		
1.2 Basic study of following – definition. Sources , function and deficiency disease only		
1.2.1 Protein		
1.2.2 Carbohydrates		
1.2.3 Fats		
1.2.4 Mineral Salt		
1.2.5 Vitamins		
1.2.6 Water		
2. Calorie :	2	1
2.1 Definition		
2.2 Calorie needs for different Age Groups		
3. Diet planning :	10	5
3.1 Study of Food Groups (5 groups)		
3.2 Balance Diet (Definition and Need)		
3.3 Vegetarian		
3.4 Non – vegetarian		
3.5 Vegan		
3.6 Diet for Reducing or Putting on Weight.		
3.6.1 keto diet		
3.6.2 Intermittent diet		
3.7 Therapeutic Diet (Fever, thyroid, diabetes and B.P)		
4. Cooking methods to prevent destruction of nutrients	4	2
4.1 Dry heat (broiling, grilling, roasting)		
4.2 Moist heat (boiling, stewing, steaming cooking under pressure)		
4.3 Frying (shallow, deep, sautéing)		
4.4 Infra-Red and microwave radiation		

REFERENCE BOOKS

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

PERSONALITY GROOMING

CODE BC 104

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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.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the Learner will be able to:

1. Understand the inner with the outer beauty
2. Understand to maintain good appearance and behavior
3. Improving the personality
4. Know good life style

CONTENTS

	L	T
1. Personality	2	2
1.1 Definition.		
1.2 Characteristics of Impressive Personality		
2. Traits of Personality :	4	4
2.1 Good Manners		
2.2 Posture: Improving Poise.		
2.2.1 Good standing posture		
2.2.2 Good sitting posture		
2.2.3 Good walking posture		
2.3 Smart Time Management		
3. Communication Skill	3	3
3.1 Effective Speaking		
3.2 Professional Ethics		
3.3 Promoting on social media		
4. Wardrobe Planning:	2	2
4.1 Selection of Clothing		
4.2 Attractive Clothing as per Body shape.		
4.3 Accessories.		

REFERENCE BOOKS

- | | |
|--|----------------|
| 1. Personality development and soft skills : | Barun K. Mitra |
| 2. The Personality development Book: | Sourav Das |
| 3. Complete. personality development course | Surya Sinha |

BEAUTY THERAPY – I LAB**CODE BC 105**

L	T	P
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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.

SUBJECT LEARNING OUTCOMES (SLOS)

After completing the course the learner will be able to:

1. Differentiate between different types of skin and their care to keep skin in good condition.
2. Know about cosmetics and awareness of their effects.
3. Take care of nails, hands and feet for the beautiful impact
4. Knowledge of permanent and temporary superfluous hair removing techniques
5. Knowledge of body tattoo to compete in fashion world
6. Developing impressive, confident skills for employment

CONTENTS

1. Skin Care :	5
1.1 Introduction, Cosmetic knowledge, Procedure, benefits, precautions	
1.2 Analysis different Skin Types	
1.3 Daily Skin Care routine	
1.4 Basic Kit for Beauty services	
1.5 Brands available in Markets	
2. Manicure and Pedicure :	30
2.1 Introduction, Cosmetic knowledge, Procedure, benefits, precautions	
2.2 Manicure and pedicure massage Types	
2.2.1 Plain	
2.2.2 French	
2.2.3 Hot Oil	
2.2.4 Paraffin Wax	
2.2.5 Deluxe	
2.2.6 electric	
2.2.7 manicure and pedicure spa	
2.3 Different types of nail shapes	
2.4 Disorder and diseases of nails	
2.5 Harmful effects of cosmetics on nails & and it's cure	
3. Superflous Hair Removal :	20
3.1 Introduction, Definition Cosmetic knowledge, Procedure, benefits, precautions	
3.2 Epilation and Depilation Techniques	
3.2.1 Removal of hair from face and whole body parts	
3.3 Eye brow Shaping by different methods	
3.3.1 Threading	
3.3.2 Waxing	
3.3.3 plucker	
3.4 Arch and correct placing and shaping of eye brow Bleaching	
3.4.1 Face and Body Bleach	
3.4.2 preparation & procedure	

- 3.4.3 Working of bleach
- 3.4.4 Types of bleach
- 4. Body Tattoo by mehendi & temporary colours** **10**
 - 4.1 Introduction, Cosmetic knowledge, Procedure , benefits, precautions
 - 4.2 Study of different designs
 - 4.3 Formation of basic Mehendi designs for tattoo
 - 4.4 Tattoo by different means
- 5. 5. Plain facial** **12**
 - 5.1 Introduction, Cosmetic knowledge, Procedure, benefits, precautions
 - 5.1.1 Cleansing technique
 - 5.1.2 Basic and facial massage manipulation
 - 5.1.3 face pack applying technique
 - 5.1.4 plain facial for all types of skin

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 |

HAIR DRESSING – I LAB**CODE: BC 106**

L	T	P
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RATIONALE

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

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject course the learner will be able to –

1. Learn about hair shampooing procedure.
2. Learn about advanced hair cutting techniques.
3. Learn about various wet and thermal hair setting techniques.

CONTENTS

	P
1. Foundation of Hair Dressing:	10
1.1. Study of profile	
1.2. Hair analysis	
1.3. Kit for hair styling and cutting	
2. Hair Care	10
Home remedies	
2.1. for hair fall	
2.2. for dandruff	
2.3. for hair dryness	
3. Hair cutting and Shaping	20
3.1. Sectioning and Pattern making	
3.2. Guide lines for Hair-cut	
3.3. Preparing client for a hair cut	
3.4. Hair cuts	
3.4.1. Hair trimming	
3.4.2. Straight cut	
3.4.3. U cut	
3.4.4. Blunt cut	
3.4.5. Basic layer cut	
4. Hair Style with-	
4.1. Braids	
4.2. Rope	
4.3. puff	
4.4. Hair buns	
5. Head massage	17
5.1. Head massage	
5.2. Massage manipulation	
5.3. Hair Oiling	
5.4. Head Heena Application	

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

REFERENCES

- | | |
|-------------------------------------|-------------------|
| 1. Standard Textbook of Cosmetology | Milady staff. |
| 2. The Art of Modern Hair Styling | Anthony Collethi. |

BODY PERFECTION & YOGA-I LAB**CODE BC 107**

L	T	P
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RATIONALE

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

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the Learner will be able to-

1. Understand the basic of yoga and practice Yoga
2. Learn stretching exercise, improves posture and increases flexibility
3. Learn yoga techniques to reduce stress and to improve emotional regulation.
4. Learn aerobics techniques to boost up muscles which are required in today's life.

CONTENTS

1. Introduction to Yoga :	6
1.1. Advantages of Yoga	
1.2. Importance in Modern Living	
1.3. Definition of Asana	
1.4. Points to remember while doing Yogic Exercises.	
2. Light Yogic Exercise :	20
2.1. Methods and Benefits of Light Body Exercise (every part of body)	
3. Yogic Asana :	20
3.1. Padamasana	
3.2. Sarpasana	
3.3. Shalabhasana	
3.4. Dhanurasana	
3.5. Tarasana	
3.6. Mandukasana	
3.7. Pachimottanasana	
3.8. Pawanmuktasana	
3.9. Vajarasana	
3.10. Sukhasana	
4. Active Exercise: Aerobics	20
4.1. Introduction	
4.2. Exercise for different part of body with music	
4.3. Benefits	

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

REFERENCE BOOKS

- | | |
|------------------------|----------------------------------|
| 1. YogasanVigyan | DhirenderBramchari |
| 2. Yogasan and Sadhana | Dr. Satyapal, Dr. Dholendes Agra |
| 3. YogDipika. | B.K.S. Ayyangar. |
| 4. PatanjaliYogPradeep | Swami UmanandThirth |

COMMUNICATION SKILL IN ENGLISH – I LAB

BC 108 / CA 108/ CD 108/ ID 108/ MO 108 /TD 108

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RATIONAL

For business purposes at every level of performance, language remains the most common and important means of communication. A diploma holder who wants to join an industry or organization needs to possess adequate knowledge and skills in language, its usage and presentation. Proficiency both in written and spoken language is required to be developed among the diploma holders.

Subject Learning Outcomes (SLOs)

The first year syllabus will develop among students the basic knowledge and skills related to syntax and semantics of English Language.

CONTENTS

We envisage two successive stages for attaining skills in communication ability;

1. Listening
2. Speaking

We can club them together as shown below.

1. Listening:

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For improving listening skills, the following steps are recommended-

- 1.1. Listen to Prerecorded Tapes
- 1.2. Reproduce vocally what has been heard
- 1.3. Reproduce in Written form
- 1.4. Summarise the text heard
- 1.5. Suggest Substitution of Words and Sentences
- 1.6. Answer Questions related to the taped text
- 1.7. Summarise in Writing

2. Speaking:

7

Introducing English consonant-sounds and vowel-sounds

- 2.1. Remedial exercises 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. Body Language:

8

- 3.1. Personal Appearance
- 3.2. Posture
- 3.3. Gestures and Hand Movements
- 3.4. Eye Contact
- 3.5. Facial Expressions

Note:

1. The Medium of teaching and examination will be English.
2. At least one question will be set from each unit.
3. No theory question will be set from syllabus of practical.

REFERENCE BOOKS

1. Intermediate English Grammar Raymond Murphy, Cambridge University Press
2. English Grammar, Usage & Composition Tickoo & Subramanian, Pub: S. Chand and Co.
3. A Practical Eng. Grammar (and its Exercise Books) Thomson and Martinet, Pub: ELBS
4. High School English Grammar and Composition Wren & Martin, Pub: S. Chand and Co.
5. ABC of Common Grammatical Errors Nigel D Turton, Macmillan India Ltd.
6. Soft Skills Dr. K. Alex Pub: S. Chand and Co.

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COMPUTER APPLICATIONS-I LAB**CODE BC 109/CA 109/CD 109/ ID 108/MO 109/ TD 109**

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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 also focuses on basic application Software for office automation.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject, the students 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.

PRACTICALS

- | | |
|--|-----------|
| 1. Overview of Parts of Computer, Practice of using My Computer, creating, deleting folders and shortcuts. | 03 |
| 2. Practice on Control Panel/ Installing/Uninstalling/ Adding Devices | 03 |
| 3. Exercise on Word Processing | 09 |
| 3.1 Creating, Saving and Opening documents | |
| 3.2 Editing Documents-Cut, Copy, Paste, Undo, Redo, Copying one document to other, Change Case, Go to | |
| 3.3 Character and Paragraph Formatting, Numbering and Bullets | |
| 3.4 Page Formatting, Header and Footer, Page Break, Watermark | |
| 3.5 Spell Check, Find and Replace, Inserting Pictures and Clip-arts | |
| 3.6 Working with Tables | |
| 3.7 Mail-Merge. | |
| 4. Exercises on Spreadsheets: | 09 |
| 4.1 Creating, Saving and Opening worksheet. | |
| 4.2 Editing Worksheet. | |
| 4.3 Formatting Cells- Font, Number Formats Alignment and Borders. | |
| 4.4 Charts and Graphs. | |
| 4.5 Sorting and Filtering. | |
| 5. Exercises on Presentation Package: | 06 |
| 5.1 Creating, saving and Opening presentations . | |
| 5.2 Adding animation in slides | |
| 5.3 Running a Slide Show | |
| 5.4 Printing Slides and Handouts | |
| 6. Hands on Experience on usage of Mobile Phones | 03 |

REFERENCE BOOKS

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|------------------------------|--|
| 1 Computer Fundamentals | P.K. Sinha and P. Sinha,BPB publication. |
| 2. Microsoft office for 2016 | Amy Kinser,Pearson education. |
