

COMMUNICATION SKILLS IN ENGLISH - II**BC 201/CA 201/ CD 201 / ID 201/ MO 201 / TD 201**

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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

	L
1. Vocabulary Building :	5
1.1. Prefixes and Suffixes	
1.2. Synonyms and Antonyms	
1.3. One Word Substitution	
1.4. Words Often Confused	
1.5. Words Often Misspelt	
2. Sentence Building:	4
2.1. Types of Sentences and their Transformation -	
2.2. Interchange of Affirmative and Negative sentences	
2.3. Interchange of Interrogative and Assertive sentences	
2.4. Interchange of Exclamatory and Assertive sentences	
3. Composition:	2
3.1. Unseen Passage, Précis Writing	
4. Essay Writing:	2
4.1. Essays on general topics and topics related to environmental problems.	

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-II

BC 202/CA 202/CD 202/ ID 202/MO 202/ TD 202

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 provides knowledge of internet, email, web browsing and E-commerce. It also gives overview of Cyber Security and Information technology Act.

SUBJECT LEARNING OUTCOMES (SLOS)

The student will be able to understand the concept of Networks, internet and importance of Cyber security in the present time.

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|--|----------|
| 1. Computer Network | 5 |
| 1.1 Need of networks | |
| 1.2 Data Transmission Media: Twisted pair, Coaxial, Optical Fiber | |
| 1.3 Types of Network-LAN, WAN, MAN | |
| 1.4 Topologies of LAN - Ring, Bus, Star, Mesh and Tree | |
| 1.5 Digital and Analog Transmission | |
| 1.6 Modem - Working and characteristics | |
| 2. Internet | 8 |
| 2.1 Introduction to Internet, Intranet, World Wide Web. | |
| 2.2 Internet Service Provider. | |
| 2.3 URL | |
| 2.4 Web Brower and its functions, Web Page, Search Engines | |
| 2.5 Protocol: Basic of http, https, FTP, SMTP, POP | |
| 2.6 Basic of E-mail: | |
| 2.7 E-mail Service Provider | |
| 2.8 Composing E-mail | |
| 2.9 Mailing List | |
| 2.10 Creating Label | |
| 2.11 Signature | |
| 2.12 Spam | |
| 3. E-Commerce and Cyber Security | 9 |
| 3.1 Introduction to E-Commerce | |
| 3.2 Type of E-Commerce | |
| 3.3 Advantages and Disadvantages of E-Commerce | |
| 3.4 Payment Gateways | |
| 3.5 Introduction to different types of Cyber Attacks: Phishing, Ransomware, SQL Injection, Web Jacking, Trojan Attacks, Denial of Service, Cyber Stalking, Password Cracking, Hacking, E mail Spoofing | |
| 3.6 Cyber laws in India: Introduction to IT (Information Technology) Act'2000 | |
| 3.7 Definition of Virus, Malware, Scanning & Removing Virus using Antivirus Program | |
| 4. Multimedia | 4 |
| 4.1 What is Multimedia? | |
| 4.2 Text and Graphics. | |
| 4.3 Animation, Audio, Images and Video. | |
| 4.4 Multimedia Application in Education and Entertainments. | |

REFERENCE BOOKS

1. Computer Fundamentals P.K. Sinha and P. Sinha, BPB publication.
2. Data Communications and Networking Forouzan TMH
3. Internet for Everyone Alexis Leon & Mathews Leon,
Vikas Publishing House, New Delhi.

SEMESTER SCHEME 2020-21

ANATOMY AND PHYSIOLOGY**CODE BC 203**

L	T	P
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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.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the learner will be able to-

1. Understand various human body systems, and their functions
2. Understand need and importance of anatomy and physiology in reference of beauty field
3. Easily understand many skin and hair treatment procedure
4. To know and overcome about the myths of skin and hair developing impressive skill

CONTENTS

	L	T
1. Introduction to Anatomy and Physiology	3	1
1.1. Definition of anatomy ,physiology, cell, tissue, organs, system		
1.2. Basic Cell structure and functions only		
2. Elementary knowledge of following systems and their function	4	4
2.1. Digestive system		
2.2. Circulatory system		
2.3. Female Reproductive System		
2.4. Excretory system		
3. Anatomy and Physiology of following systems	5	2
3.1. Respiratory system		
3.2. Lymphatic system		
4. Structure and functions of cutaneous system	4	2
4.1. Skin		
4.2. Hair		
4.3. Nail		
5. Study of following systems	10	4
5.1. Endocrine system		
5.1.1. Elementary knowledge of endocrine glands		
5.1.2. Hormonal secretions and effects on body		
5.2. Muscular System		
5.2.1. Name position and functions of muscles		
5.3. Skeletal system		
5.3.1. Names of bone, position and functions		
5.4. Motor nerve points of face		

REFERENCE BOOKS

- | | |
|-----------------------------------|------------------------------------|
| 1. Sharir Aur Sharir Kriya Vigyan | Evelyn Pearce |
| 2. Sharir Kriya Vigyan | Dr. Pramila Verma, Dr. Kanti Pandy |
| 3. Manav Sharir or kriyavighyan | Dr. Vrinda Singh |
| 4. Manav Sharir or kriyavighyan | Abrar Ahmed, Shadab Alam |

NATURAL COSMETOLOGY**CODE BC 204****L T P**
1 1 --**RATIONALE**

The students seeking admission to the diploma of Beauty Culture must have knowledge of natural things, which can help in cultivating beauty. To gain and preserve beauty has been a natural wish of every human being, since the beginning of beauty; people have learned how to use a wide variety of preparation to beautify body.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the Learner will be able to-

1. Understand the importance of eco-friendly natural ingredients
2. Learn about natural homemade beauty products which are required in today's scenario.
3. Learn to design customize natural homemade beauty products to address specific skin problems such as acne, allergy etc.

CONTENTS

1. Cosmetics	3	3	
1.1 Natural Cosmetics, Their Need and Importance			
1.2 Difference between natural and chemical cosmetics			
2. Composition and Functions of following for Skin	4	4	
2.1 Astringent			
2.2 Cleanser			
2.3 Toner			
2.4 Make up Remover			
2.5 Lip balm			
2.6 Waxes			
2.7 Body Massage Oil			
2.8 Face Scrub			
3. Composition and Function of different types of Face Packs	3	3	-
3.1 For Oily Skin			
3.2 For Dry Skin			
3.3 For Normal Skin			
3.4 For Acne and pigmentation Skin			
4. Composition and function of following for Hair	3	3	-
4.1 Hair Packs			
4.2 Herbal Hair OIL			
4.3 Herbal Shampoo			
4.4 Natural Tint			
4.5 Homemade Conditioner			

REFERENCE BOOKS

1. The Handbook of Natural Beauty
Pvt. Ltd.
- Castleton, Virginia, Publisher : PG Pub

BEAUTY THERAPY – II LAB**CODE BC 205**

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 studying the subject the Learner will be able to-

1. Uses of make-up cosmetic for different scenario.
2. Give body relaxation by body massage and communicate clearly and effectively in professional manner with client.
3. Apply bunch of amazing nail art technique with a variety of materials and establish all the skills need to be a smart and successful nail artist.
4. Apply Different culture mehandi and develop self employment skills

CONTENTS

1. Make up	30
Introduction, Cosmetic knowledge, Procedure, benefits, precautions	
1.1 Facial make up technique	
1.2 Preparation	
1.3 Implements and material used	
1.4 Different types of make up	
1.4.1 Day make up	
1.4.2 Evening make up	
1.4.3 Party make up	
1.5 make up removing technique	
2. Body massage	15
Introduction, Cosmetic knowledge, Procedure, benefits, precautions	
2.1 Body massage manipulations with pressure points	
2.2 Effect of each manipulation	
2.3 Use of Vibro massager	
3. NailArt	30
Introduction, Cosmetic knowledge, Procedure, benefits, precautions	
3.1 Different types of nail art	
3.1.1 Painting with a brush	
3.1.2 Stencil method	
3.1.3 Dots and stickers	
3.1.4 Water marble technique	
3.1.5 Acrylic nail art	
3.1.6 Nail enamel application	
3.1.7 Different kinds of additions on nail	
3.1.8 Gel polish application and removal	
3.1.9 Gel and acrylic extenstions	
4. Mehandi	16
Introduction, Cosmetic knowledge, Procedure, benefits, precautions	
4.1 Different types of mehandi designs	
4.1.1 Arabic mehandi	
4.1.2 Bombay style	
4.1.3 Rajasthani	
4.1.4 Shekhawati	

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 |

SEMESTER SCHEME 2020-21

HAIR DRESSING – II LAB**CODE BC-206**

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 hair dressing because hair designing in an important aspect of external beauty. Since ages, crowning glory is the subject of admiration.

CONTENTS**SUBJECT LEARNING OUTCOMES (SLOS)**

After studying the subject 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.

1. Hair care and shampooing:	11
1.1. Hair products knowledge of different brands	
1.2. Shampooing, conditioning, rinsing & use of serum	
1.3. Types of shampoo, conditioner, rinse & serum	
2. Hair cutting and Shaping	20
2.1. Cutting technique	
2.2. Multi-layer cut	
2.3. Feather cut	
2.4. Reverse graduations	
2.5. Removing split ends	
3. Hair Styling	20
3.1. Products knowledge	
3.2. Description of different types of hair styles	
3.2.1. Messy	
3.2.2. Hair style by buns	
3.2.3. Retro hair styles	
3.2.4. 3D hair styles	
3.2.5. Front Styles	
4. Wet hair styling	20
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	
4.2.6. Velcro rollers	
4.3. Pin curls	
4.4. Finger weaving	
4.5. Scrunching	
4.6. Comb out techniques	
4.6.1. Back combing & smoothing	
5. Thermal Hair Styling	20
5.1. Types of thermal machines	
5.2. Blow drying (In & out, soft & hard)	
5.3. Hair pressing (straight & curl)	
5.4. Curling iron (soft & hard)	
5.5. Hot rollers (diameter)	

5.6. Crimper (designs)

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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SEMESTER SCHEME 2020-21

BODY PERFECTION & YOGA –II LAB**CODE BC 207**

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 this 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 effectiveness of yoga in enhancing emotional well-being and resilienceto stress among society
2. Learn harmony between mind and body
3. Learn Pranayama, a breathing exercise, which is the art of building up and storing our life force energy
4. Learn techniques for Zumba the cardiovascular efficiency.
5. Helps in uniting individual spirit with universal spirit.

CONTENTS

1. Yogic Asana	20
1.1. Makarasana	
1.2. Ustrasana	
1.3. Halasana	
1.4. Uttanpadasana	
1.5. Vrakshasana	
1.6. Shavasana	
1.7. Shasankasana	
1.8. Katichakrasana	
1.9. Parvatasana	
1.10. Titliasana	
2. Ashtang Yoga:	30
2.1. Shatkarana	
2.2. Pranayam	
2.3. Mudras	
3. Navel Displacement	6
3.1. Testing the displaced navel	
3.2. Asanas to correct displaced navel	
4. Active Exercise: Zumba	22
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. YogasanVigyanDhirenderBramchari
2. Yogasan and Sadhana Dr. Satyapal, Dr. Dholendes Agra
3. YogDipika. B.K.S. Ayangar.
4. PatanjaliYogPradeep Swami UmanandThirth

COMMUNICATION SKILLS IN ENGLISH II-LAB**BC 208/CA 208/ CD 208 / ID 208/ MO 208 / TD 208****L T P**
-- -- 2**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

	P
1. Delivering Short Discourses :	8
1.1. About Oneself	
1.2. Describing a Place, Person, an Object	
1.3. Describing a Picture, Photo	
2. Group Discussion :	8
2.1. Developing skills to initiate a discussion [How to open]	
2.2. Snatching initiative from others [Watch for weak points, etc.]	
3. Interview Skills:	10
3.1. Desirable Qualities	
3.2. Preparation –	
3.2.1. Know the Company	
3.2.2. Know Yourself	
3.2.3. Review Common Interview Questions	
3.2.4. Prepare Questions You Want to Ask the Interviewer	
3.3. Using Proper Verbal and Non-Verbal Cues	
3.4. Exhibiting Confidence	
3.5. Tips for Success	

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 practicals.

REFERENCE BOOKS

- | | |
|--|---|
| 7. Intermediate English Grammar | Raymond Murphy, Cambridge University Press |
| 8. English Grammar, Usage & Composition | Tickoo & Subramanian, Pub: S. Chand and Co. |
| 9. A Practical Eng. Grammar (and its Exercise Books) | Thomson and Martinet, Pub: ELBS |
| 10. High School English Grammar and Composition | Wren & Martin, Pub: S. Chand and Co. |
| 11. ABC of Common Grammatical Errors | Nigel D Turton, Macmillan India Ltd. |
| 12. Soft Skills | Dr. K. Alex, Pub: S. Chand and Co. |

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COMPUTER APPLICATIONS-II LAB**BC 209/CA 209/CD 209/ ID 209/MO 209/ TD 209****L T P
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Use of Computer is increasing for precise and speedy work so it is useful to provide computer knowledge to the students. The course provides knowledge of internet, email, web browsing and E-commerce. It also gives overview of Cyber Security and Information technology Act.

The student will be able to understand the concept of Networks, internet and importance of Cyber security in the present time.

SUBJECT LEARNING OUTCOMES (SLOS)

The student will be able to understand the concept of Networks, internet and importance of Cyber security in the present time.

CONTENTS

	P
1. Study of different types of Networks and Network Topologies.	3
2. Visit to different Internet Sites.	3
3. Content Searching using Search Engines.	3
4. Downloading and uploading on Websites	3
5. Creating E-mail accounts, Composing and Sending E-mail.	3
6. Sending E-mail with attachments and signature.	3
7. Updating E-mail setting	3
8. Hands on Experience on Different types of E-commerce Websites	3
9. Exercise on Online shopping showing use of payment gateways	3
10. Identifying Cyber Attacks	6
11. Multimedia Applications	6

REFERENCE BOOKS

- | | |
|---------------------------------------|---|
| 1. Computer Fundamentals | P.K. Sinha and P. Sinha, BPB publication. |
| 2. Data Communications and Networking | Forouzan TMH |
| 3. Internet for Everyone | Alexis Leon & Mathews Leon,
Vikas Publishing House, New Delhi. |
