

COMMUNICATION SKILLS IN ENGLISH - II

BC 201/CA 201/ CD 201 / ID 201/ MO 201 / TD 201

L	T	P
1	--	--

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

1. Vocabulary Building :	L
	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 Mis spelt	
2. Sentence Building:	4
2.1. Types of Sentences and their Transformation -	
2.1.1. Interchange of Affirmative and Negative sentences	
2.1.2. Interchange of Interrogative and Assertive sentences	
2.1.3. 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.

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.

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.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 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

AESTHETICS & WESTERN ART APPRECIATION**CODE CA 203**

L	T	P
2	1	-

RATIONALE

Art is a diverse range of creative Endeavour pursued by humans ever since the inception of mankind. And aesthetics is the value of beauty & appreciation of beauty in all forms. The intent of this subject is to introduce the beginner to the vivid world of aesthetics and art.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the students will have:

1. An effective knowledge of visual vocabulary appropriate for careers in the visual arts, architecture, visual studies, and the media.
2. Skill of constructing a portfolio of works that demonstrates their writing, and presentation skills through verbal and written exercises.

CONTENTS

	L	T
1. Aesthetics	6	3
1.1. What is aesthetics?		
1.2. Importance of Indian Aesthetics		
2. Famous western artist and their art works		16
2.1. Leonardo da Vinci		
2.2. Michelangelo		
2.3. Claude Monet		
2.4. Vincent van Gogh		
2.5. Pablo Picasso		
3. Influence of Nature and Religion on Art		4
		2

REFERENCE BOOKS

- | | |
|----------------------------------------|-------------------------------------|
| 1. What is Art ? | John Canaday, Hutchison & Co. |
| 2. Illustrated Dictionary of Art Terms | Kimberley Reynolds & Richard Sedder |
| 3. Crash Course in Art | Eva Howarth |
| 4. Kleppners Advertising Procedures | Thomas Russel |
| 5. भारतीय सौन्दर्य शास्त्र | डॉ. नगेन्द्र, अलीगढ़ प्रकाशन |

DESIGN PRINCIPLES

CODE CA 204

L	T	P
1	--	--

RATIONALE

A dish can't be made by pouring ingredients into a bowl. Similarly to create a design one has to have the knowledge of recipe dealing with design elements. This subject of Design Principles presents way to achieve an appealing design. Principles of Design and Rule of Third helps in good composition, Perspective Design present this 3D world into our 2D frame with illusion of same 3D view. These principles apply in all kind of visual composition.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the students will:

1. Develop and enhance their awareness and understanding of the visual world, particularly the natural world and the world of the visual arts, through a thorough study of design principals and observational practices.

CONTENTS

	L
1. Unity, Harmony, Contrast, Dominance, Rhythm, Proportion and their contribution to design.	4
2. Balance -	4
2.1 Symmetrical & Asymmetrical	
2.2 Radial	
2.3 Value balance	
2.4 Color balance	
3. Perspective Design -	3
3.1 Definition of Perspective Design	
3.2 Aerial Perspective and Linear Perspective	
3.3 Introduction to 1 point, 2 point and 3 point perspective	
4. Rule of Third in design.	2

REFERENCE BOOKS

- | | |
|---------------------------------------------|-----------------|
| 1. Design through Discovery | Marjorie Bevlin |
| 2 ^o कला के मूल तत्व और सिद्धान्त | पूर्णिमा पाण्डे |
| 3. Visual Studies | Young |
| 4. Graphic Design | Narendra Yadav |

GRAPHICS & PRINTING**CODE CA 205**

L	T	P
1	--	--

RATIONALE

Graphics is art with a purpose. It is an aesthetic expression of concepts & ideas using various graphic elements & tools. One age old technique of graphic expression of reproduction is screen printing through this subject the student will gain insight into vast dimensions of graphics & printing technique.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the students will be able:

1. To demonstrate critical thinking and problem-solving skills for design and creation.
2. To demonstrate an effective transference of ideas.

CONTENTS

1. Graphic Design :	2
1.1. Definition and Importance of Graphic Design.	
2. Layout:	2
2.1. Definition of Layout	
2.2. Steps of layout	
3. Corporate Identity:	4
3.1. Symbol	
3.2. Definition of Corporate Identity	
3.3. Logo and Logo Type	
3.4. Monogram	
4. Basics of Screen Printing	5
4.1. Introduction and historical background of screen printing	
4.2. Direct and Indirect method	
4.3. Tools & Materials used in screen printing.	

REFERENCE BOOKS

- | | |
|-----------------------------------|---------------------------------------------------------|
| 1. How to | Michael Bierut |
| 2. The Non-Designer's Design Book | Robin Williams |
| 3. A Smile in the Mind | Beryl McAlhone, David Stuart, Greg Quinton, Nick Asbury |

FIGURE DRAWING LAB**CODE CA 206**

L	T	P
--	--	8

RATIONALE

Figure drawing is drawing of the human form in of its varied sizes, shapes and postures. The degree of representation may range from highly detailed, anatomically correct rendering to loose and expressive sketches. Learning figure drawing instills a sense of proportion, fluidity of lines & expressions.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the students will be able:

1. To synthesize the use of drawing, two-dimensional design and colour.
2. Beginning with Figure Drawing and continuing throughout the program toward the development of advanced capabilities.

CONTENTS

1. The Figure:	64
1.1. Proportions of Male and Female (1sheet)	
1.2. Simplified geometric form of male and female (1sheet)	
1.3. Study of human figure in full & parts: - eyes, nose, lips, ears, arm, wrist leg, feet (8sheet)	
1.4. Portrait with facial expressions (1 sheet)	
1.5. Live figure with shading (1 sheet)	
2. Figure in Action: Rapid sketches of figures in action – Walking, Running, Relaxing, Dancing etc.	16
Practical submission: 2 sheets	
3. Drawing Techniques for shading	24
3.1. Hatching	
3.2. Highlight & Shading	
3.3. Blending	
3.4. Stippling	
3.5. Line and wash	
3.6. Mixed media	

Practical submission: Three sheet on above all topics.

NOTE : 1. Rough file of everyday sketches to be submitted with submission.

REFERENCE BOOKS

- | | |
|-----------------------------|--------------------------|
| 1. Free Hand Drawing | Self-taught Guptil |
| 2. Rendering with Pen & Ink | Diamond Book Publication |
| 3. Drawing Techniques | Octopus Books |
| 4. The Figure | Walt Reed |
| 5. Anatomy and Drawing | Victor Perard |

DIGITAL DESIGN – II LAB**CODE CA 207**

L	T	P
--	-	4

RATIONALE

An image speaks faster than words. In this world where everyone has a lot to say a brilliant image pops out to bracket eyes of our prospect. This subject has contents for education on image editing along with elementary knowledge of Photography. All designing professions deal with image editing, presenting opportunity for our students. These contents help students to execute their ideas on a visual platform.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the students will be able:

1. To use Photoshop confidently and effectively. Student will gain the skills and abilities to use Photoshop that are employable and rewarding.

CONTENTS

Unit 1 Photoshop / Open Source	36
1. Introduction to Photoshop / Open Source Software	
1.1. Image Size and Resolution	
1.2. Creating New Images	
1.3. Creating Workspace	
2. Tools	
2.1. Tool Box and Tool Options Box	
2.2. Tool Presets	
2.3. Selection Tool and Selection Menu	
2.4. Copying and Pasting a Selection	
3. Working with Layers	
3.1. Layers	
3.2. Adjustment Layer	
4. Painting and drawing tools	
4.1. Brush Presets	
4.2. Shape Tools	
5. Text and Filters	
5.1. Introduction to textbox	
5.2. Formatting Text	
5.3. Introduction to Filters	
Submissions: Newspaper Advertisement, Poster	
Unit 2 Introduction to Photography	16
1. Photography in Natural Light:	
1.1. Nature	
1.2. Portrait	

Note:

1. shoot 5 compositions of each of the above points
2. submit softcopy of the same and submit any two print

REFERENCE BOOKS

- | | |
|---------------------------------|----------------------------------|
| 1. Digital Designing | Jargon Buster, Alastair Campbell |
| 2. Coral Draw -Latest Version | Text Book |
| 3. Photoshop Computer Software- | Text Book |
| 4. Photography made simple: | S.Chand and sons |
| 5. Practical Photography: | A.H. Hashmi |



SEMESTER SCHEME 2020-21

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

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

- | | |
|------------------------------------------------------|---------------------------------------------|
| 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. |

* * * *

COMPUTER APPLICATIONS-II LAB

BC 209/CA 209/CD 209/ ID 209/MO 209/ TD 209

L T P
-- --- 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 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. |

DESIGN PRINCIPLES LAB

CODE CA 210

L	T	P
-	-	4

RATIONALE

A dish can't be made by pouring ingredients into a bowl. Similarly to create a design one has to have the knowledge of recipe dealing with design elements. This subject of Design Principles presents way to achieve an appealing design. Principles of Design and Rule of Third helps in good composition, Perspective Design present this 3D world into our 2D frame with illusion of same 3D view. These principles apply in all kind of visual composition.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the students will:

1. Develop and enhance their awareness and understanding of the visual world, particularly the natural world and the world of the visual arts, through a thorough study of design principals and observational practices.

CONTENTS**P****1. Principles of Design :**

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|----|
| 1.1 1 Compositions showing Symmetrical and Asymmetrical balance in which Color Balance and Value Balance is also highlighted. | 8 |
| 1.2 1 Composition Artistically Exhibiting Principles of Unity, Contrast, Dominance, Rhythm & Proportion. | 8 |
| 1.3 Perspective Design 1 Sheet - on Linear or Aerial Perspective Respectively. | 12 |

2. Composition and Applications of Various Elements and Principles of Design

- | | |
|----------------------------------------------|----|
| 2.1 Collage/Paper Craft (Submission 1 Sheet) | 8 |
| 2.2 3D Design (Submit 1 artwork) | 16 |

NOTE:

- The students should feel free to use and Experiment with various materials and mediums for pictorial expression.
- Layout file should be maintained and submitted along with the submission.

REFERENCE BOOKS

- | | |
|---------------------------------------------|-----------------|
| 1. Design through Discovery | Marjorie Bevlin |
| 2 ^o कला के मूल तत्व और सिद्धान्त | पूर्णमा पाण्डे |
| 3. Visual Studies | Young |
| 4. Graphic Design | Narendra Yadav |

GRAPHICS & PRINTING LAB**CODE CA 211**

L	T	P
--	-	4

RATIONALE

Graphics is art with a purpose. It is an aesthetic expression of concepts & ideas using various graphic elements & tools. One age old technique of graphic expression of reproduction is screen printing through this subject the student will gain insight into vast dimensions of graphics & printing technique.

SUBJECT LEARNING OUTCOMES (SLOS)

After studying the subject the students will be able:

1. To demonstrate critical thinking and problem-solving skills for design and creation.
2. To demonstrate an effective transference of ideas.

CONTENTS**P**

- | | |
|-------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Layout Design - 1 Submission on each of the following | |
| 1.1. Use of Set Square: Format (4:3, 16:9, 60cc, 200cm square, custom), Margin, Columns & Rows, and Gutters. | 4 |
| 1.2. Space division: Linear (Horizontal, Vertical), Radial, and Random | 4 |
| 1.3. Carry bag designing | 8 |
| 2. Symbol designing- | |
| 2.1. Logo Designing: Logo Mark, Logo Type | 4+8 |
| 2.2. Utilities, Monogram | 4+8 |
| 3. Screen Printing: | |
| 3.1. Layout designing for screen printing | 4 |
| 3.2. Calendar/ Greeting Card / Wedding Card printing | 8 |

NOTE:

- 1. 10 copies of Screen Printed submission with colour Printing.**
- 2. Field /industrial visit is compulsory. Report of the visit will be considered as a submission**

REFERENCE BOOKS

- | | |
|-----------------------------------|---------------------------------------------------------|
| 1. How to | Michael Bierut |
| 2. The Non-Designer's Design Book | Robin Williams |
| 3. A Smile in the Mind | Beryl McAlhone, David Stuart, Greg Quinton, Nick Asbury |
