

**Course Content for UGC Sponsored Community College Scheme at Derozio Memorial College,
Affiliated to West Bengal State University**
Course No. 1: Photographic Video Production (1-year Diploma Course) Level - 5 (Diploma Standard)
Total Hours of teaching: 1000 Hrs as per UGC Norm
Skill Component: 600 Hrs. & General Components: 400 Hrs.

Sl. No.	Study Components	Component	Total Hours	Credit	End term Examination (MARKS)
1.	Photography and Videography	Skill Component	200	100	100
2.	Documentary/Still Photography/VFX/Animation (Practical)	Skill Component	150	75	200
3.	Viva On Project Work	Skill Component	200	100	50
4.	Still Photography	General Component	50	50	50
5.	Videography and Digital Post Production (Theory)	General Component	50	50	50
6.	Film Appreciation	General Component	50	50	50
7.	Film (Practical)	General Component	50	25	50
8.	Communication Skill (Theory)	General Component	50	50	50
9.	Communication Skill (Practical)	General Component	150	75	50
10.	Internal assessment (Internal Evaluation & Evaluation by Partner Industries)	Skill Component			20
11.	Attendance	Skill Component			10
12.	Participation in Workshop / Seminars	Skill Component			20
13.	Industrial Visit and Internship	Skill Component	50	25	100
			Total: 1000 Hrs.	Total: 600 Credits	Total Marks: 800

• **PHOTOGRAPHY AND VIDEOGRAPHY (THEORY)**

1. Importance & Benefits of Visual Communication
2. Processes of Visual Communication
3. Barriers in Visual Communication
4. Important Do's & Don'ts for Effective Visual Communication
5. Visual forms in the process of communication
6. Critical skills and visual communication
7. Film Crew – Writer, Producer, director, production
8. Cameras, film speeds, projection, aspect ratios
9. Staging – Setting, lighting, costumes
10. Lighting — techniques, types, shadows, silhouettes, contours
11. Shots and shot relationships
12. Lenses — perspectives, wide- angle, normal, telephoto, depth of field
13. Special effects — process shots, front projection, green screening
14. Framing — angle, level, height, distance, mobile, panning
15. History of Photography: Definition and origin of Photography, The birth of Camera and its evolution,
16. Modernization of Photography and its use in Mass Media, Invention of Digital Photography
17. Exposure – Speed, Aperture, Flash
18. Composition – Focal Point, Rule of Thirds, Framing, Background, Depth, Symmetry
19. Editing: Photo editing software: Microsoft Office Picture manager, Adobe Photoshop Elements
20. Colour sensitivity of film, types of filter, filter factors, contrast and density of filters and its definitions. General- ND, 803, 81A, 85B, CC, IR, Polarized, Heat filter, dichroic, graduated, fog, contrast and correction their classification, working principles, uses and available models.
21. Strobe light Photography, Multiple exposures & Press Photography and its Ethics.
22. What is framing? Balancing frames, Placement of different objects in Frame. What is shot? Detailed explanation of different types of shots- Close-Up, Mid shot, Long shot, Extreme Close-up, Extreme Long shot. Rule of line of Axis in Camera movement, when to use different Camera shots.
23. Different types of Camera angle —Subjective, Objective, Point of View shot, Low angle and High angle shot. Camera Movements-Panning & Tilting, Zoom in & Zoom out, Tracking shot.

• **DOCUMENTARY / STILL PHOTOGRAPHY / VFX / ANIMATION (PRACTICAL)**

DOCUMENTARY:

In this Project work on Documentary Production students will have to produce One Documentary film of minimum 10-15 minutes of duration.

Production Pipeline of Film Making: It includes all three development stages in the Film Production process: Pre-Production, Production and Post-Production. Pre-Production will include development of the Concept, Research, and Identification of the Key Movement, Location, and Duration, writing script and Screenplay and Story-boarding. Production - Process will include video shooting of all the scenes and shots. The Post Production - Process will include editing of the Film, adding visual effects, creating foley sounds, Voice-over, Re-dubbing and adding background music to the Film, finally preview presentation and submission of Films in Broadcast quality.

Unit-1: Writing concept, story, screenplay for the short film

Unit-2: Making budget for Short film

Unit-3: Conceptualization of Visual Effects (VFX) and Special Effects (SFX) according the film; Making story board for shot selection and division,

Unit-4: Scheduling process and production process,

Unit-5: 10-15-minute documentary film production

VFX / ANIMATION:

Using the animation methods, we have discussed prior, student will develop a 30 second HD animated piece which incorporates at least three distinct forms of motion graphic. Following the lead of class-examples, student will make an HD kinetic typography animation of no more than 30 seconds and no less than 15. The source text can be anything you wish, but student can choose a text with which they resonance. Using all the effects learned; prepare a 30 second HD motion graphic/ special effect as per choice.

STILL PHOTOGRAPHY

In this project work on Still Photography students will have to prepare a photo story with 10-12 images, exclusively taken by the own. Do mention the EXIF details of each of the Photographs and also provide a caption for each of the images. You can use any photographic device to take the pictures but do remind the Photo story must be a meaningful one. Excessive post-processing or editing is not allowed. The project must be a Printed One.

• VIVA ON PROJECT WORK (PRACTICAL)

• STILL PHOTOGRAPHY

1. History of Photography: Definition and origin of Photography, The birth of Camera and its evolution,
2. Modernization of Photography and its use in Mass Media, Invention of Digital Photography
3. Exposure – Speed, Aperture, Flash. Exposure Types, Function and use (methods of using incident and reflected type meters)-Selection of shutter speed and aperture- Manual exposure setting Method-Selection of exposure in case of Varying/Combined illumination.
4. Lighting: The different types of lighting - Natural lighting and Artificial Lighting, the reflection of light, recommended equipment for outdoor lighting, Introduction to indoor lighting and photographing.
5. Types of Photography and Photo journalism: News Photography, Sports Photography, Nature photography, Portrait photography, Fashion photography and advertisement photography. The basics of photojournalism and importance of context in photojournalism
6. Composition – Focal Point, Rule of Thirds, Framing, Background, Depth, Symmetry
7. Equipment's of Photography: Cameras, Lenses, Tripods, Monopods, Camera bags, Digital storage
8. Editing: Photo editing software: Microsoft Office Picture manager, Adobe Photoshop Elements, correcting imperfect images: Picture orientation, Cropping, Levels, Altering brightness and contrast, Red eye.
9. Introduction to Digital Photography. Understanding film and paper photography. Advantages and disadvantages of digital photography over film photography. How photos are used today. Digital Retouching & Image Enhancement
10. Image Size-Resolution-Selection tools and techniques- History -Retouching tools- Layers-Photo Mounting Techniques-Incorporation of text into picture.
11. Digital Manipulation
12. Colour sensitivity of film, types of filter, filter factors, contrast and density of filters and its definitions.
13. Type of object lighting: Daylight, Artificial light and their Combination-Angle
14. Definition, camera lens, additional equipment, filter, light, film, accessories, positioning, depth of field, Exposure and precaution for: Photo macrography-Photo micrography-High Speed Photography with motor driven Camera-Underwater Photography-Medical Photography-Astronomical Photography- Intra Red (IR) Photography-Ultra Violet (OV) Photography-Forensic Photography Strobe Light Photography Multiple exposures.
15. Press Photography and Ethics.

• Videography and Digital Post Production (Theory)

1. Identify parts and the various functions of a digital video camera.
2. Identify and complete the necessary steps in each of the 3 stages of production.
3. Use a digital video camcorder to capture desired footage.
4. Use the basic functions of editing software to create a 2-5 minute short.
5. Editing: Using Digital editing software to Create a Short Film/ Silent film

6. Utilize the basic functions of Digital editing software Express editing software.
7. Utilize appropriate transitions for desired effect (wipes, cuts, and fades).
8. Demonstrate the differences between insert and assemble editing and know when to use each.
9. Log footage and generate an edit decision list based on previewed footage.
10. Create titles, lower thirds, and credits for inclusion in video projects.
11. Export final projects to a compressed version for authoring.
12. Adjust audio levels for desired effect.
13. Pre-Production: Story Development, Storyboarding & Production Planning
14. Develop story for a film short (2-5 minutes) which fits a three act story structure and includes a conflict and resolution.
15. Create a detailed shot list or storyboard of necessary shots to be captured.
16. Create a production calendar which included necessary talent, props and a shooting schedule.
17. Production: Shooting
18. Use recording equipment (video and audio) to capture desired footage
19. Post-Production: Editing, Screening & Critiquing
20. Use Digital editing software to edit footage.
21. Import royalty free music and sound effects for the creation of a soundtrack.
22. Create title sequences and credits.
23. Choose and insert transitions for a desired effect.
24. Manually adjust audio levels.
25. Export final film into a compressed file.
26. Design the final film (complete with titles, buttons and still frame graphics).

● **Film Appreciation (Theory)**

1. Introduction of Film
2. Early film history, development of film as a form, narrative structure in film making from the point of view of specific film clips.
3. Technological innovations in cinema, directorial interventions, development of narrative. Films of Lumiere Brothers, George Melies, D.W. Griffith, Orson Welles
4. Film development in India-a history: Contribution to cinema in India-Dada Saheb Phalke, Hiralal Sen
5. Survey of European Film Movements: Soviet Montage: Battleship Potemkin (1925) Sergei Eisenstein, Strike (1925) Sergei Eisenstein German Expressionism: The Cabinet of Dr Caligari (1920), Robert Weine, Nosferatu 1922 F.W. Murnau Italian Neo-Realism: Bicycle Thieves 1948 Vittorio de Sica, Shoeshine 1946 Vittorio de Sica French New Wave Cinema: The 400 Blows 1959 Francois Truffaut, Breathless 1960 Jean Luc Goddard
6. Film Aesthetics: The Language of Cinema: Cinematography/Mise-en-scene: Framing and Composition, Shots, Establishing Shot (Citizen Kane, Rebecca, Hugo, Phone Booth) iconic opening scenes can be used Angles, Camera Movement, POV shot, 180 Degree rule, Diegetic, Non-diegetic sound.
7. Demonstrate various compositional techniques, angles and camera movement using a digital video camcorder.
8. Film as Art: Creativity, Technology, and Business
9. The Significance of Film and Narrative Form
10. Film Styles 4. Film Genres
11. Critical Analysis of Film
12. Cultural, Social, and Global Impact of Film.

● **Film (Practical)**

● **Film analysis:**

Three films (not more than one per category) are to be analysed through viewing of select scenes followed by detailed discussion based on the perspective suggested in the heading. Learners are expected to watch the entire films on their own.

❖ **Auteur Films:**

In the Mood for Love (2000) Dir Wong Kar Wai (Hongkong)

The Dark Knight (2008) Dir Christopher Nolan
The Last Lear 2007 Dir Rituparno Ghosh (Bengali queer auteur director)

❖ **Psychoanalytical Perspective:**

Black Swan (2010) Dir Darren Aronofsky
15 Park Avenue (2005) Dir Aparna Sen

❖ **Gendered Perspective:**

The Day I Became a Woman (2000) Dir Marzieh Meshkini (Iranian)
Kahani (2012) Sujoy Ghosh
Nude (2018) Dir Ravi Jadhav

Three films (not more than one per category) are to be analysed through viewing of select scenes followed by detailed discussion based on the perspective suggested in the heading. Learners are expected to watch the entire films on their own.

❖ **Narrative Study:**

Parasite (2019) Dir Bong Joon-ho
Spirited Away (2001) (anime) Dir Hayao Miyazaki
Drishyam (2015) Nishikant Kamat

❖ **Postmodern Perspective:**

Pulp Fiction (1994) Dir Quentin Tarantino
Dil Chahta Hai (2001) Dir Farhan Akhtar

❖ **Caste**

Article 15 (2019) Dir Anubhav Sinha
Palasa 1978 (2020) Dir Karuna Kumar

❖ **Marxist:**

Zindagi Na Milegi Dobara (2011) Dir Zoya Akhtar
Super 30 (2019) Dir Vikas Bahl
V for Vendetta (2005) Dir James McTeigue

❖ **Disability Studies:**

Margarita with a Straw (2014) Dir Shonali Bose
Yellow (2014) Dir Mahesh Limaye

In this Project work on Feature Film/Silent Film Production students will have to produce One Feature Film with Dialogue and a silent film of minimum 30-45 minutes of duration.

It includes all three development stages in the Film Production process: Pre-Production, Production and Post-Production. Pre-Production will include development of the Concept, Research, and Identification of the Key Movement, Location, and Duration, writing script and Screenplay and Story-boarding. Production - Process will include video shooting of all the scenes and shots. The Post Production - Process will include editing of the Film, adding visual effects, creating foley sounds, Voice-over, Re-dubbing and adding background music to the Film, finally preview presentation and submission of Films in Broadcast quality.

● **Communication Skill (Theory)**

Communication: An Introduction: Definition, Nature and Scope of Communication,
Importance and Purpose of Communication

Process of Communication

Types of Communication

Non-Verbal Communication: Personal Appearance Gestures, Postures, Facial Expression,
Eye Contacts, Body Language (Kinesics), Time language

Silence, Tips for Improving Non-Verbal Communication

Essentials of Effective Communication

Communication Techniques, Barriers to Communication

VERBAL COMMUNICATION (ORAL-AURAL)

Listening Skills-I Purpose of Listening, Listening to Conversation (Formal and Informal), Active Listening-
an Effective Listening Skill, Benefits of Effective Listening, Barriers to Listening, Listening to

Announcements- (railway/ bus stations/ airport /sports announcement/● commentaries etc.)

Listening Skills-II Academic Listening (Listening to Lectures)• Listening to Talks and Presentations• Note Taking Tips• Unit-9: Oral Communication Skills (Speaking Skills)-I Importance of Spoken English• Status of Spoken English in India• International Phonetic Alphabet(IPA) Symbols• Spelling and Pronunciation• Unit-10: Oral Communication Skills-II(Communication in Context-I) Asking for and giving information• Offering and responding to offers• Requesting and responding to requests• Congratulating people on their success• Expressing condolences• Asking questions and responding politely• Apologizing and forgiving
Oral Communication Skills-III (Communication in Context-II) Giving instructions• Seeking and giving permission• Expressing opinions(likes and dislikes)• Agreeing and disagreeing• Demanding explanations• Asking for and giving advice and suggestions• Expressing sympathy•
Reading Skills Purpose, Process, Methodologies• Skimming and Scanning• Levels of Reading • Comprehension• Academic Reading Tips

● **Communication Skill (Practical)**

Main Forms of Written Communication• Paragraph Writing (Linkage and Cohesion)• Letter Writing (formal and informal)• Essay writing• Notices, Summarising • Précis Writing• Note-making
Remedial English Grammar and Usage-I Articles• Parts of Speech• Tenses•
Remedial English Grammar and Usage-II Prepositions and words followed by prepositions• Concord (Agreement of the Verb with the Subject)• Error Analysis (Correction of Errors in a given sentence - errors in the use of words -• errors of Indian-ism - use of slang - errors in punctuation)

COMMUNICATION AS A SKILL FOR CAREER BUILDING

Preparing for a Career Identifying job openings• applying for a job• Preparing Cover letters• Preparing a CV/Resume and Effective Profiling• Presentation Skills: Preparing a PowerPoint Presentation• Greeting and introducing• Presenting a Paper• Group Discussions• Preparing for and Facing a Job Interview•
Business Communication: Preparing Agenda and Minutes for Meetings• Writing Notices and Memos• Drafting an E-mail, Press Release• Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies, Telephone Skills • Basics of Telephone communication • How to handle calls- telephone manners • Leaving a message • Greeting and Leave Taking over phone (etiquette)
Soft Skills for Leadership and Team Management: Qualities of a Good Leader• Leadership Styles• Decision Making• Intrapersonal skills• Interpersonal skills• Problem solving• Critical thinking• Negotiation skills

Participation in Workshop / Seminars	Industrial Visit and Internship
Internal assessment: (Continuous Internal assessment and evaluation done by Partner Industries)	
Attendance: Marks will be given as per the record of attendance.	

**Course Content for UGC Sponsored Community College Scheme at Derozio Memorial College,
Affiliated to West Bengal State University**

Course No. 1: Web Design & Development (1 year Diploma Course) Level - 5 (Diploma Standard)

Total Hours of teaching: 1000 Hrs as per UGC Norm

Skill Component: 600 Hrs & General Components: 400 Hrs

Sl. No.	Study Components	Component	Total Hours	Credit	End term Examination (MARKS)
1.	Web Development (Theory)	Skill Component	200	100	100
2.	HTML, Advanced web development	Skill Component	150	75	200
3.	Viva on Projects work	Skill Component	200	100	50
4.	Computer Basics	General Component	50	50	50
5.	Software Basics (Practical)	General Component	50	25	50
6.	Hardware & Networking (Theory)	General Component	50	50	50
7.	Internet Techniques(Theory)	General Component	50	50	50
8.	Communication Skill (Theory)	General Component	50	50	50
9.	Communication Skill (Practical)	General Component	150	75	50
10.	Internal assessment (Internal Evaluation & Evaluation by Partner Industries)	Skill Component			20
11.	Attendance	Skill Component			10
12.	Participation in Workshops/ Seminars	Skill Component			20
13.	Industrial Visit and Internship	Skill Component	50	25	100
			Total: 1000 Hrs.	Total: 600 Credits	Total Marks: 800

**Detailed Syllabus for UGC Sponsored Community College Scheme at
Derozio Memorial College
Affiliated to West Bengal State University
Course: Web Design & Development (1-year Diploma Course) Level - 5 (Diploma
Standard)**

1. Web Development (Theory): (Skill Component)

- Introduction to HTML
- Creating web pages from raw HTML.
- Using web design tools.
- Publishing on the web.
- Incorporating images, links, rollovers, sound/video, lists, frames, javascript.
- Using style sheets
- Web style guidelines.
- Checking pages using W3C validation process.
- Incorporating basic accessibility principles.
- HTML Documents
- HTML Tags:
- Formatting HTML Documents
- Managing links, images in html
- Frames
- Tables in HTML documents
- Hypertext and Link in HTML Documents
- Special effects in HTML documents
- Counters
- Inserting audio files
- Inserting video files
- Screen control attributes (WIDTH, HEIGHT, ALIGN).
- Start control attributes (START, FILEOPEN, LOOP, LOOPDELAY, MOUSEOVER).
- Managing forms
- Dreamweaver
- CSS
- Browser Compatibility
- W3C Validation
- Bootstrap

2. HTML, Advanced Web Development : (Skill Component)

- INTRODUCTION TO AJAX
 - Introduction
 - AJAX Http Requests
 - The XMLHttpRequest Object
 - Components of Ajax
 - The Ajax example
- PHP
 - PHP

- Introduction
- Basic PHP Development
- String Manipulation
- Control Structures
- Functions
- Working With the File System
- Working with Forms
- Working with Regular Expressions
- Classes and Objects
- Introduction to Database
- CURL manipulations
- Image & Graphics Library
- Cookies
- Session
- Advance PHP techniques
- Frame Works
- CMS
- OsCommerce (Open Source Shopping Cart)
- Payment system integration using Payment Gateways

- MySQL

- RDBMS
- Creating a Database
- Starting and stopping MySQL service
- Users And Privileges
- MySQL command line interface
- Creating a Table
- Column Types-String
- Altering a Table
- Keys and Indexes
- Arithmetic Operators
- Joining Tables
- Encryption
- PHP ODBC

- Wordpress

- Introduction to Wordpress
- Platform setting up
- Wordpress blogs,
- configuration of Wordpress blogs,
- Installing wordpress themes and plugins

- Basic Photoshop

- Basic photoshop tools
- Designing of small logo banner
- Editing Photos and web layout

- Important aspects of Web development
 - Domain Registration
 - Different types of Hosting Server
 - Domain name integration with hosting server
 - Hosting Security
 - Email-security
 - Hosting cPanel maintenance
 - Some Idea about SEO
 - Working with IIS / Wampserver and page directives
 - Basic Configuration of Apache Server – rewrite modules, localhost configuration, etc.
 - Error handling
 - Security, Authentication, IP address
 - IP Tracking , IP Blocking
 - Domain and Hosting Suspension
 - Online Script Install
 - FTP
 - Secure by SSC and client certificates

3. VIVA on Project Work. : (Skill Component)

4. Computer Basics : (General Component)

Classification of Computers
Binary arithmetic and logic gates
Assembly language, high level language, compiler and assembler (basic concepts)
Basic architecture of Computer and detailed Study
Introduction to Operating system (Windows & Linux operating systems) Customizing Windows : Change the desktop background Change the Screen saver Change the theme to make multiple changes to the desktop appearance. Customize the taskbar Customize the start menu Windows Sidebar Set the date and time Show how to have multiple users on Windows
File Management : What is a file Naming conventions File Extensions File pathway Windows Explorer window

Viewing files

File property dialogue box (Explain file size –bytes, kilo, mega, giga, tera- and abbreviations used)

Create a Folder

Move a file (multiple files) into a folder

Delete files and folders

Recovering deleted files

Renaming files

Searching for files

Creating and deleting shortcuts on desktop

How programs may save files in specific location by default. How to find where file is being saved.

How windows creates a directory for each user.

Installing application software

Operating System – LINUX

Introduction to Linux

Linux basic commands

File System Hierarchy

Users, Group & Permissions

Editors & Text processing Tools

Disk Management

Managing Packages

System Administration

Troubleshooting

Server Configuration

Utility program

Control panel and device driver

study – Installing Device Driver for Printer, Scanner and other peripheral devices.

Installation of O.S

Choosing your OS (Windows, Linux)

Creating the environment

Detailed Windows OS installation

Detailed Linux OS installation

Dual Booting

Mother Board

- Detailed study of the mother board,
- Connectivity among associative slots and circuitry and ports.
- How to change the CMOS battery.
- Knowing every slots in detail
- Hands on experience.

CPU

- Study of CPU slot.
- Process of connectivity of wires and cooling system
- Hands on experience.
- Study of cores

Graphics Card

- What is graphics card?
- What is the need of it?
- Detailed study of graphics card slots and peripheral devices?
- Installing graphics driver.
- Choosing the right graphics driver for your system.

Different Ports

- Detailed study of the different kind of ports available in computer system.
- How to plug in a peripheral device into a specific port?
- Different types of connectivity of ports.

Memory/ RAM

- Detailed study of memory.
- Differentiate among various kind of RAM.
- How to install RAM on to its given slot.
- Choosing the right kind of memory for your system.
- Knowing your memory frequency and many other features.
- Hands on practice.

Hard Disk

- Detailed study of secondary devices.
- Knowing the hard disk structure.
- Differentiate between SATA and PATA HDD.
- How to plug in the device to its corresponding slot.
- How to format a hard disk, create partition, and manage partition etc.

Other Peripheral Devices

- Connecting different devices like printers, scanners.
- Installing proper driver software
- Managing the devices properly.

NIC

- Installing the Ethernet driver.
- Connecting the cable to its port.
- Managing the network.

5. Software Basics (Practical) : General Component**Introduction to Word Processors****Creating Basic Document**

- The Word Environment, The Ribbon, etc.
- Get Help using Word
- Enter Text
- Save a new Document
- Preview a Document
- Print a Document
- Templates available in Word

Editing a Document

- Navigate in a Document
- Insert Text
- Select Text
- Move & Copy Text
- Delete Blocks of Text
- Undo Changes
- Find and Replace Text

Formatting Text

- Change Font and Size
- Apply font Styles and Effects
- Change Text Colour
- Highlight Text
- Copy Formats
- Clear Formatting

Formatting Paragraph

- Set Tabs
- Change paragraph Alignment
- Indent Paragraphs
- Add Borders and shading
- Apply styles
- Create lists
- Change spacing between paragraphs and lines

Proofing a Document • Use the Thesaurus • Check spelling and Grammar • Check Word Count
Adding Tables • Create a Table • Enter Data in a Table • Auto format a Table
Inserting Graphic Elements • Insert a clip art pictures • Insert Symbols and special Character • Add a watermark
Controlling Page Appearance • Set page Orientation • Change page margins • Add Headers and Footers
Introduction to Spreadsheets Create a simple spreadsheet • Moving around a worksheet • Selecting cells • Columns, Rows and Ranges • The zoom feature • Entering and Deleting Data • Using Undo and Redo • Autofill and Complete • Dragging and Dropping Cells • Cut, Copy and paste cells • Insert and Delete cells, Rows and Columns • Creating a New Workbook • Opening a workbook • Saving a Workbook • Closing a Workbook
Printing your Spreadsheet • Opening print preview • Using the print preview • Quick printing • The print Dialogue • Using page setup

Functions and Formulas

- Basic Mathematical Operators
- Working with Basic Formulas
- Using Formulas with Multiple Cell Reference
- Relative and Absolute cell reference
- Fixing formula errors
- Displaying and Printing Formulas
- What are Functions?
- Some useful and simple functions
- Using Autosum

Editing Your workbook

- Changing the size of Rows or columns
- Adjusting cell alignment
- Rotating Text
- Creating Custom Number and date formats
- The format painter
- Cell merging and autofit
- Adding patterns and colors
- Adding borders
- Working with styles

Viewing your Workbook

- Using the view Ribbon
- Using normal view
- Using full screen view
- Using page layout view
- Page break preview
- Managing a single window
- Creating a new window
- Freezing a pane
- Managing multiple windows
- Switching between open workbooks
- Arranging workbooks
- Comparing workbooks side by side
- Synchronous scrolling, resetting a window, and saving a workspace

PC Applications: Database:

- Open, close, create, and update a database.
- Revise and save records.
- Create, use, and revise a data entry form.
- Create and refine a query.
- Select and sort data.

Create and edit a report

6. Hardware & Networking (Theory) : (General Component)

- **Unit - I Introduction to Computer Networking**
 - Data Communication,
 - Networks – Distributed Processing,
 - Network Criteria,
 - Applications; Protocols and Standards,
 - Standard Organization,
 - Line Configuration – Point to Point, Multi Point;
 - Topology – Mesh, Star, Tree, Bus, Ring, Hybrid; Transmission mode,
 - Categories of Network – LAN, MAN, WAN, Inter Networks,
- **UNIT – II -Transmission of Digital Data**
 - Analog and Digital,
 - digital data transmission – parallel transmission, serial transmission,
 - DTE-DCE interface – data terminal equipment, data circuit terminating equipment, standards.
 - Modems- Transmission rate, Modem standards.
- **UNIT — III- The OSI Model**
 - ISO organization
 - The model – Layered architecture
 - Functions of the layers -Physical layer, Data Link layer, Network layer, Transport layer, session layer, Presentation layer, Application layer
- **UNIT – IV TCP/IP Model & Protocols**
 - The TCP/IP reference model
 - Comparison of TCP/IP & OSI,
 - Introduction to Internet – ARPANET, Architecture of Internet, Client server model, www
 - IP Address Classes, Protocols: IP, HTTP, TCP. FTP, ARP.
- **UNIT – V Network Security**
 - Introduction of Network Security and it's importance.

7. Internet Techniques(Theory): (General Component)

Introduction to the Internet and the Web
● What is the Internet? ● What is the Web ? ● How do I access the Internet? ● WiFi, Hotspots, wireless Aircard or Internet Stick, Mobile devices, etc. ● What is a URL? ● What is a hyperlink
Basic parts of the Web browser Window
● Address Bar

- Search bar
- back and forward button
- scroll bars, tabs

How do I find information on the Internet

- What is a search engine?
- How does a search engine work?
- How to refine a search to get what you need?

Key Web Browser Features

- Create and organize favorites
- Changing your home page
- How to delete your browsing history and cookies
- How to increase the security of your browser
- Identify when you are on a secure website
- How to view and use your history
- Find feature. Show how to find specific information on a web page using the find command.
- Tool bars. How to view / remove.
- Menu, Favorites, command, status.
- “In private browsing” when and how you would use this feature
- Pop up blockers. When and how to use this feature

Areas that might be of interest :

- Outlook
- Photo editing software, e.g. Picasa
- Online movies, e.g. Netflix
- Online music
- Online News sites – RSS feeds
- Online shopping sites, e.g. eBay, Kijiji
- Remote access to computers
- Twitter or other social media sites
- Drop box, Bit Torrent Sync

8. **Communication Skill (Theory)**

Communication: An Introduction: Definition, Nature and Scope of Communication, Importance and Purpose of Communication

Process of Communication

Types of Communication

Non-Verbal Communication: Personal Appearance Gestures, Postures, Facial Expression, Eye Contacts, Body Language (Kinesics), Time language

Silence, Tips for Improving Non-Verbal Communication

Effective Communication,

Essentials of Effective Communication

Communication Techniques,

Barriers to Communication

VERBAL COMMUNICATION (ORAL-AURAL)

Listening Skills-I Purpose of Listening, Listening to Conversation (Formal and Informal), Active Listening- an Effective Listening Skill, Benefits of Effective Listening, Barriers to Listening, Listening to Announcements- (railway/ bus stations/ airport /sports announcement/• commentaries etc.)

Listening Skills-II Academic Listening (Listening to Lectures)• Listening to Talks and Presentations• Note Taking Tips• Unit-9: Oral Communication Skills (Speaking Skills)-

I Importance of Spoken English• Status of Spoken English in India• International Phonetic Alphabet(IPA) Symbols• Spelling and Pronunciation• Unit-10: Oral Communication Skills-II(Communication in Context-I) Asking for and giving information• Offering and responding to offers• Requesting and responding to requests• Congratulating people on their success• Expressing condolences• Asking questions and responding politely• Apologizing and forgiving

Oral Communication Skills-III (Communication in Context-II) Giving instructions• Seeking and giving permission• Expressing opinions(likes and dislikes)• Agreeing and disagreeing• Demanding explanations• Asking for and giving advice and suggestions• Expressing sympathy•

Reading Skills Purpose, Process, Methodologies• Skimming and Scanning• Levels of Reading• Reading Comprehension• Academic Reading Tips

9. **Communication Skill (Practical)**

Effective Writing Skills-I Elements of Effective Writing (What is Writing?) The Sentence, Phrases and Clauses• Types of Sentences•

Effective Writing Skills-II Main Forms of Written Communication• Paragraph Writing (Linkage and Cohesion)• Letter Writing (formal and informal)• Essay writing• Notices

Effective Writing Skills-III Summarizing• Précis Writing• Note-making

Understanding and Applying Vocabulary Words Often Confused-Pairs of words• One Word Substitutes• Synonyms and Antonyms• Word Formation: Prefixes, Bases and Suffixes (Derivational•& Inflectional). Remedial English Grammar and Usage-I Articles• Parts of Speech• Tenses•

COMMUNICATION AS A SKILL FOR CAREER BUILDING

Preparing for a Career Identifying job openings• applying for a job• Preparing Cover letters• Preparing a CV/Resume and Effective Profiling•

Presentation Skills: Preparing a PowerPoint Presentation• Greeting and introducing• Presenting a Paper• Group Discussions• Preparing for and Facing a Job Interview•

Business Communication: Preparing Agenda and Minutes for Meetings• Writing Notices and Memos• Drafting an E-mail, Press Release• Correspondence with Govt./Authorities, Office Orders, Enquiries and Replies)
Telephone Skills • Basics of Telephone communication • How to handle calls- telephone manners • Leaving a message
Soft Skills for Leadership and Team Management: Qualities of a Good Leader• Leadership Styles• Decision Making• Intrapersonal skills• Interpersonal skills• Problem solving• Critical thinking• Negotiation skills

Participation in Workshop/ Seminars	Industrial Visit and Internship
Internal assessment: Continuous Internal assessment and evaluation done by Partner Industries)	
Attendance: Marks will be given as per the record of attendance.	