

**ST. BEDE'S COLLEGE, SHIMLA**  
**ADD-ON /VALUE ADDED COURSES**  
**SESSION 2017-18**

- **[LIST OF COURSES OFFERED FOR FIRST YEAR \(2017-18\)](#)**
- **[TIME-TABLE FOR FIRST YEAR \(2017-18\)](#)**
- **[SYLLABUS FOR FIRST YEAR \(2017-18\)](#)**
- **[DATESHEET FOR FIRST YEAR \(2017-18\)](#)**

# **LIST OF COURSES OFFERED FOR FIRST YEAR (2017-18)**

[TOP](#)

- **LIST OF COURSES OFFERED FOR FIRST YEAR (2017-18)**

- ❖ INTERNET TECHNOLOGY AND WEB PAGE DESIGN
- ❖ COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT
- ❖ FRENCH
- ❖ BEAUTY AND FITNESS
- ❖ TALLY
- ❖ TRAVEL AND TOURISM

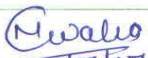
# **TIME-TABLE FOR FIRST YEAR (2017-18)**

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- **TIME-TABLE FOR FIRST YEAR (2017-18)**

**TIME TABLE FOR VALUE ADDED COURSES  
SESSION-2017**

COURSE	DAYS	TIMINGS	ROOM NO.
BEAUTY & FITNESS	MONDAY	3:10-4:10	D2
	TUESDAY	3:10-4:10	D2
	SATURDAY	1:00-3:00	D2
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	MONDAY	3:10-4:10	COMPUTER LAB1
	TUESDAY	3:10-4:10	COMPUTER LAB1
	SATURDAY	1:00-3:00	COMPUTER LAB1
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	MONDAY	3:10-4:10	B8
	TUESDAY	3:10-4:10	B8
	SATURDAY	1:00-3:00	B8
TALLY (GROUP I)	TUESDAY	2:20-4:00	COMPUTER LAB2
	WEDNESDAY	2:20-4:00	COMPUTER LAB2
TALLY (GROUP II)	FRIDAY	2:20-4:00	COMPUTER LAB2
	SATURDAY	1:00-3:00	COMPUTER LAB2
FRENCH	TUESDAY	3:10-4:10	D9
	SATURDAY	1:00-3:00	D9

  
 13/7/17  
 Coordinator

**TOP**

**TIMETABLE FOR VALUE ADDED COURSES**  
**SESSION-2017**

COURSE	DAYS	TIMINGS	ROOM NO.
TRAVEL AND TOURISM	MONDAY	3:10-4:10	D8
	TUESDAY	3:10-4:10	D8
	SATURDAY	1:00-3:00	D8

*Nwalia*  
**Coordinator**  
*25<sup>th</sup> July, 2017*

# **SYLLABUS FOR FIRST YEAR (2017-18)**

[TOP](#)

❖ INTERNET TECHNOLOGY AND WEB PAGE DESIGN

**INTERNET TECHNOLOGY & WEB PAGE DESIGN  
SYLLABUS**

**Unit-1:**

Brief about HTML and structure of HTML. Creating HTML document. Use of various HTML elements and lists. (7)

**Unit-2:**

Hyperlinks with the types of links. Basic of image. Using images as links. Creation of tables. Table attributes. Creating Frameset Document, rows and cols attribute with frame element. Forms: adding form controls. Marquee element. (13)

**Unit-3:**

Cascading style sheets, CSS rules, including CSS in html document, CSS properties. Div Element.(10)

Date: 18-July 2017

Kanika Kaushik

**TOP**



## ➤ COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

### COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

#### SYLLABUS

Communication.

Communication Skills.

Interpersonal and Intrapersonal Communication.

Personality.

Factors influencing Personality.

Personality Development.

Role of Communication in Personality Development.

Self- confidence.

Factors influencing Self-confidence.

Symptoms of positive and low Self-confidence.

Writing skills:-

1. Memo
2. Notice
3. Resume

Practical Grooming:- Dress, Etiquettes, Social skills.

*H. B. Shrivastava*

TOP

## ➤ TRAVEL AND TOURISM

### Travel & Tourism (2017-18)

#### SYLLABUS

- Concept of Tourism, Definition of Tourism, Traveler, Visitors, Excursionist, Transit Visitors, International and Domestic Tourist, Typologies of Tourist.
- Tourism Product: Features, Types (TOPs, ROPs, BTEs), Difference between Tourism Product and other products, Tourism Demand and Supply.
- History of Tourism, Types of Tourism.
- Concept of Travel Agency and Accommodation (in brief), Tour Itinerary.
- Presentation on UNESCO World Heritage Sites in India.
- Impacts of Tourism.

## ➤ TALLY

2017-18  
TALLY SYLLABUS

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Shubh  
19/7/17

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## ➤ BEAUTY AND FITNESS

### BEAUTY & FITNESS SYLLABUS

#### 1| Introduction

- Importance of beauty care
- Sterilization and sanitation
- Professional ethics.

#### 2 Eyebrow shaping

- Tweezing and threading
- Different types of threading
- Different types of eyebrows

#### 3. Nail art

- Factors affecting nail growth
- Types of nail polish
- Application and their methods.
- Different methods of nail art

#### 4. Mehendi

- Preparation of mehendi paste
- Mehendi cone preparation
- Different types & designs of mehendi

#### 5. Bleach & Facial

- Bleaching – Types of bleach
- Procedure and application
- Its advantages & disadvantages.
- Face Massage
- Techniques & procedure of facial
- Benefits of facial
- Product knowledge according to the skin

#### 6. Fitness:

- Health, Physical Education, Physical Training, Physical Fitness, Wellness.
- Components of Physical Fitness: Speed, Strength, Endurance, Flexibility and agility.

# **DATESHEET FOR ADD-ON COURSES**

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## DATE SHEET FOR VALUE ADDED COURSES

### SESSION-2017

DATED: SEPTEMBER 19, 2017

COURSE	DATE	TIMINGS	ROOM NO.
COMMUNICATON SKILLS AND PERSONALITY DEVELOPMENT (VIVA)	SEPTEMBER 23, 2017	3:10 PM-4:10 PM	B8
COMMUNICATON SKILLS AND PERSONALITY DEVELOPMENT (THEORY)	SEPTEMBER 25, 2017	3:10 PM-4:10 PM	B8
INTERNET TECHONLOGY AND WEB PAGE DESIGN (PRACTICAL)	SEPTEMBER 25, 2017	3:10 PM-4:10 PM	COMPUTER LAB1
INTERNET TECHONLOGY AND WEB PAGE DESIGN (THEORY)	SEPTEMBER 26, 2017	3:10 PM-4:10 PM	COMPUTER LAB1
TALLY (GROUP I)	SEPTEMBER 28, 2017	11:00 AM- 2:00 PM	COMPUTER LAB2
TALLY (GROUP II)	SEPTEMBER 29, 2017	11:00 AM- 2:00 PM	COMPUTER LAB2
INTERNET TECHONLOGY AND WEB PAGE DESIGN		3:10-4:10	COMPUTER LAB1

*A. Walia*  
September 19, 2017  
COORDINATOR

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**DATE SHEET FOR VALUE ADDED COURSES**  
**SESSION-2017**

**DATED: NOVEMBER 26, 2017**

COURSE	DATE	TIMINGS	ROOM NO.
TRAVEL AND TOURISM	NOVEMBER 29, 2017	3:10 PM-4:10 PM	D9

*Pravali*  
*November 26, 2017*

**COORDINATOR**

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**DATE SHEET FOR VALUE ADDED COURSES**  
**SESSION-2017**

**DATED: NOVEMBER 29, 2017**

COURSE	DATE	TIMINGS	ROOM NO.
BEAUTY AND FITNESS	DECEMBER 2, 2017	3:10 PM-4:10 PM	D9

G. Walia  
November 29, 2017  
**COORDINATOR**

**TOP**

**DATE SHEET FOR VALUE ADDED COURSES**  
**SESSION-2017**

**DATED: MARCH 15, 2018**

<b>COURSE</b>	<b>DATE</b>	<b>TIMINGS</b>	<b>ROOM NO.</b>
<b>FRENCH</b>	<b>MARCH 21, 2018</b>	<b>3:10 PM-4:10 PM</b>	<b>D9</b>

*Gwalior*  
*March 15, 2018*  
**COORDINATOR**

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