ST. BEDE'S COLLEGE, SHIMLA

ADD-ON /VALUE ADDED COURSES SESSION 2018-19

LIST OF COURSES OFFERED FOR FIRST YEAR (2018-19)

- **LIST OF COURSES OFFERED FOR FIRST YEAR (2018-19)**

❖ INTERNET TECHNOLOGY AND WEB PAGE DESIGNING

❖ COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

❖ FRENCH

❖ TRAVEL AND TOURISM

❖ BEAUTY AND FITNESS

❖ TALLY ACE

LIST OF COURSES OFFERED FOR SECOND YEAR (2018-19)
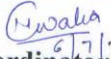
- **LIST OF COURSES OFFERED FOR SECOND YEAR (2020-21)**

- ❖ TALLY WITH GST
- ❖ FRENCH
- ❖ ADVANCED BEAUTY AND FITNESS
- ❖ CORE JAVA
- ❖ ADVANCED WEB TECHNOLOGIES WITH PHP LANGUAGE
- ❖ DANCE

TIME-TABLE FOR FIRST YEAR (2018-19)

- **TIME-TABLE FOR FIRST YEAR (2018-19)**

TIME TABLE FOR VALUE ADDED COURSES-2018

FIRST YEAR

COURSE	DAYS	TIMINGS	ROOM NO.
BEAUTY & FITNESS	MONDAY	9:00-9:45	D4
	SATURDAY	1:30-3:00	D4
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	MONDAY	9:00-9:45	COMPUTER LAB1
	TUESDAY	9:00-9:45	COMPUTER LAB1
	SATURDAY	1:30-3:00	COMPUTER LAB1
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	MONDAY	9:00-9:45	B8
	TUESDAY	9:00-9:45	B8
	SATURDAY	1:30-3:00	B8
TALLY (GROUP I)	MONDAY	9:00-9:45	COMPUTER LAB2
	TUESDAY	9:00-9:45	COMPUTER LAB2
	SATURDAY	1:30-3:00	COMPUTER LAB2
TALLY (GROUP II)	MONDAY-WEDNESDAY	9:45-10:30	COMPUTER LAB2
	FRIDAY	9:00-9:45	COMPUTER LAB2
FRENCH	MONDAY	9:00-9:45	D9
	TUESDAY	9:00-9:45	D9
	SATURDAY	1:30-3:00	D9
TRAVEL AND TOURISM	MONDAY	9:00-9:45	D8
	TUESDAY	9:00-9:45	D8
	SATURDAY	1:30-3:00	D8

Nwalia
6/7/2018
Coordinator

TOP

TIME-TABLE FOR SECOND YEAR (2018-19)

- **TIME-TABLE FOR SECOND YEAR (2018-19)**

TIME TABLE FOR VALUE ADDED COURSES-2018
IIIRD SEMESTER

COURSE	DAYS	TIMINGS	ROOM NO.
ADVANCED COURSE IN BEAUTY & FITNESS	MONDAY-THURSDAY	3:30-4:15	D4
ADVANCED WEB PAGE DESIGNING WITH PHP	MONDAY-THURSDAY	3:30-4:15	COMPUTER LAB1
ADVANCED TALLY WITH GST(GROUP I)	TUESDAY	2:45-3:30	COMPUTER LAB2
	WEDNESDAY	2:00-3:30	COMPUTER LAB2
	FRIDAY	2:00-2:45	COMPUTER LAB2
ADVANCED TALLY WITH GST(GROUP II)	MONDAY-THURSDAY	3:30-4:15	COMPUTER LAB2
FRENCH	MONDAY-THURSDAY	3:30-4:15	D9
DANCE	MONDAY-THURSDAY	3:30-4:15	COMMON ROOM
CORE JAVA	MONDAY-THURSDAY	3:30-4:15	D6

Coordinator

(signature)
19/7/18

TOP

SYLLABUS
FOR
FIRST YEAR
(2018-19)

➢ INTERNET TECHNOLOGY AND WEB PAGE DESIGNING

.

SYLLABUS

Subject: IPWD (30 lectures)

Fundamentals of Html(5 lectures):- HTML,Commonly used terms, structure of html documents, creating HTML documents, tags(headings, paragraph, line break, horizontal rule tag), setting text and background color of a webpage, lists, types of lists, nested lists, advantages of HTML,limitations of HTML.

Applications of HTML(15 lectures):-Hyperlinks, types of links, URL and its types, image basics, image tag(<IMG>) and its attributes, image as links, creating a table(<th>, <caption>), table attributes(<tr>, <td>,colspan, rowspan), adding image and links to a table, nested tables, frames, creating frameset document, frame attributes, nested frameset, forms and its attributes, different form controls(text input, checkbox, radio button, dropdown menus, submit button, reset button, push button), role of table in form structure, adding audio and video in a web.

Cascading Style Sheets(10 lectures):- CSS, CSS Rules, including CSS in HTML Documents(inline style sheets, embedded style sheets, external style sheets, imported style sheets), CSS Properties(font properties, text properties, background properties, border properties, padding properties, margin properties, list properties, table properties, positioning properties, dimensions properties), designing web page using CSS.

Saksi
Saksi Sharma

TOP

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.

MBhatnagar

TOP

➢ FRENCH

Syllabus Outline of French Language :-
Divided into two parts.

PART-A :-
Translation and Expressions.
(Book — Petits pas1)

PART-B :- Grammar
1) Alphabets
2) Numbers
3) Articles (Definite & Indefinite)
4) Days of week / Months of the year
5) The Seasons
6) Conjugations (throughout the course)
7) Colors
8) Parts of Body
9) Clothings / Things
10) Masculine – Feminine
11) Singular – Plural
12) Making of Sentences : Affirmative, negative and Interrogative
                        (Questions & Responses).

13) Pronouns : (Direct and Indirect)

14) Miscellaneous :
    a) French to English or vice-versa.
    b) Essay writing
    c) Daily routine questions.
    d) Explaining Time / weather / yourself.

15) Tenses :
    a) Present Tense
    b) Past Tense

Disha Mehta
14th July '18.

TOP

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. Mehandi

- Preparation of mehandi paste
- Mehandi cone preparation
- Different types & designs of mehandi

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.

TOP

➤ TALLY ACE

SYLLABUS

COMPUTERIZED ACCOUNTING USING TALLY.ERP 9

1. **Getting Started with Tally.ERP 9 & Elemental Features**
   - Introduction
   - Features of Tally.ERP 9
   - Getting Started with Tally.ERP 9
   - Creating a Company in Tally.ERP 9
   - Configurations
2. **Creating Masters in Tally.ERP 9**
   - Creating Charts of Accounts
   - Ledgers and Groups
   - Inventory masters in Tally.ERP 9
   - Creating Inventory Masters
   - Displaying and Altering Inventory masters
3. **Voucher Entry & Invoicing**
   - Accounting Vouchers
   - Creating a New Voucher Type
   - Pure Inventory Transactions
   - Entering Inventory Details in Accounting Vouchers
   - Invoicing
   - Voucher Class
4. **Cost Centers & Cost Categories**
   - Getting Started with Cost Categories and Cost Centers
   - Applying Cost Centers to Ledger Accounts
   - Cost Center Reports
5. **Order Processing & Pre-closure of Orders**
   - Order Processing
   - Pre-closure of Orders
6. **Banking**
   - Cheque Management
   - Cheque Printing
   - Deposit Slip
   - Payment Advice
   - Bank Reconciliation
7. **Reports in Tally.ERP 9**
   - Basic Features of Displaying Reports
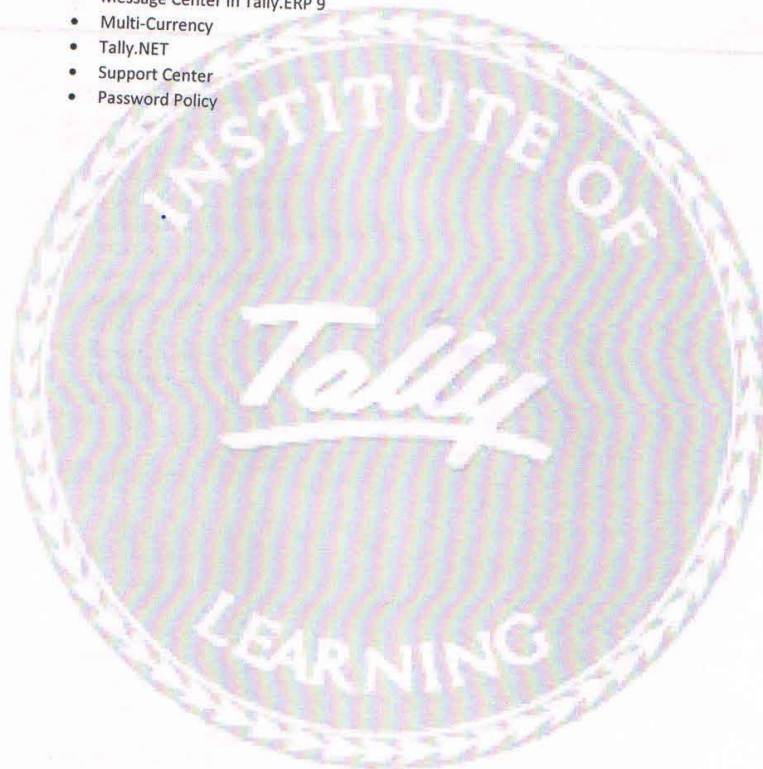   - Financial Statements
8. **Tax Deducted at Source (TDS)**
   - TDS in Tally.ERP 9
   - Implementation of TDS in Tally.ERP 9
   - Quick Setup

- Recording Transactions
- TDS Reports

9. **Advanced Features in Tally.ERP 9**
   - Export and Import of Data
   - Backup and Restore Company Data in Tally.ERP 9
   - E-mailing in Tally.ERP 9
   - Message Center in Tally.ERP 9
   - Multi-Currency
   - Tally.NET
   - Support Center
   - Password Policy

TRAVEL AND TOURISM

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.

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SYLLABUS FOR SECOND YEAR (2018-19)

➢ TALLY WITH GST

GST using Tally.ERP 9 Release 6.3 Annexure
SYLABUS

Contents

❖ FRENCH

Syllabus outline of French Language:-
Divided into two parts: A and B

PART-A :-
Translation and Expressions.
(Book: Petits pas 2)

PART-B :- Grammar
1) Making of Sentences: Affirmative, Negative and Interrogative
                              (Questions & Responses)
2) Verbs (-er, -ir, -ire, -re) forms.
3) Tenses (Present, Past, Imperfect and Future Tense)
4) Prepositions
5) Colors / clothings / Things.
6) Adjectives
7) Numbers
8) Time / Season / Weather
9) Adjective possessive
10) Adjective demonstrative.
11) Countries
12) Masculine – Feminine and Singular – Plural.
13) Pronouns complement
14) Miscellaneous :
       a) French to english or vice-versa.
       b) Essay writing
       c) Daily routine questions
       d) Explaining yourself.

Isha Mehta

TOP

❖ ADVANCED BEAUTY AND FITNESS

ST. BEDE'S COLLEGE ,SHIMLA

COURSE OUTLINE FOR SEMESTER 3
BEAUTY AND FITNESS

BEAUTY –

MODULE 1: HAIR CARE	Number of lectures
1. About Hair 2. Types of Hair- Normal , Oily, Dry 3. Reasons for Hair Problems 4. Hair Treatments-Hair Fall treatment, Dandruff Treatment, Split Ends Treatment, Mehendi Conditioning, Foods for hair , Hot Oil Massage & Hair Spa 5. Hair Styles	5
MODULE 2: NAIL TREATMENT	
1. Manicure 2. Pedicure 3. French Manicure	3
MODULE 3: MAKE UP	
1. Products used in Make Up 2. Application of base 3. Eyes & Eye brows 4. Cheeks and Highlighting 5. Lip color	5
MODULE 4: SAREE DRAPING	
1. Basic Draping of Saree 2. Different Styles for Saree	3
MODULE 5: PERSONAL STYLING	
1. Knowing the Body Types: Triangle, Inverted Triangle, Hour Glass, Lean Rectangle, Wide rectangle 2. Types of Clothes according to body types 3. Colors according to Body Types	4
TOTAL NO. OF LECTURES	**20**

❖

❖ CORE JAVA

SYLLABUS

PROGRAMING WITH JAVA

1. OBJECT ORIENTED PROGRAMMING

2. INTRODUCTION OF JAVA

3. OVERVIEW OF JAVA

4. CONSTANTS, VARIABLES AND DATATYPES

5. OPERATORS & EXPRESSION

6. DECISION MAKING AND BRANCHING

7. ARRAYS, STRINGS AND VECTORS

8. CLASSES, OBJECTS AND INTERFACES

9. PACKAGES

10. MULTITHREADED PROGRAMMING

11. MANAGING ERRORS AND EXCEPTIONS

12. SWINGS

❖ ADVANCED WEB TECHNOLOGIES WITH PHP LANGUAGE

WEB PROGRAMMING WITH PHP AND MYSQL

HTML

HTML Introduction ,HTML Editors ,HTML Basic ,HTML Elements HTML Attributes ,HTML Headings, HTML Paragraphs ,HTML Styles ,HTML Formatting ,HTML Quotations ,HTML Comments ,HTML Colors ,HTML CSS ,HTML links, HTML Images ,HTML Tables ,HTML Lists ,HTML Blocks ,HTML Classes ,HTML Id ,HTML iframes ,HTML JavaScript ,HTML File Paths ,HTML Head ,HTML Layout, HTML Forms ,HTML Form Elements ,HTML Input Types ,HTML Input Attributes , HTML Media ,HTML Media ,HTML Video ,HTML Audio ,HTML Plug-ins ,HTML YouTube

PHP

PHP Intro ,PHP Install ,PHP Syntax ,PHP Variables ,PHP Echo / Print ,PHP Data Types ,PHP Strings ,PHP Constants ,PHP Operators ,PHP If...Else...Elseif ,PHP Switch ,PHP While Loops ,PHP For Loops ,PHP Functions ,PHP Arrays ,PHP Sorting Arrays ,PHP Superglobals ,PHP Forms ,PHP Form Handling ,PHP Form Validation ,PHP Form Required

,PHP Form URL/E-mail ,PHP Form Complete ,PHP Arrays Multi ,PHP Date and Time ,PHP Include ,PHP File Handling ,PHP File Open/Read ,PHP File Create/Write ,PHP File Upload ,PHP Cookies ,PHP Sessions ,PHP Filters ,PHP Filters Advanced ,PHP Error Handling ,PHP Exception

MySQL Database

MySQL Database ,MySQL Connect ,MySQL Create DB ,MySQL Create Table ,MySQL Insert Data ,MySQL Get Last ID ,MySQL Insert Multiple ,MySQL Prepared ,MySQL Select Data ,MySQL Delete Data ,MySQL Update Data ,MySQL Limit Data

WORDPRESS

Wordpress, Theme Integration, Adding pages and posts, Manage Widgets, Plug-in Project in Wordpress.

Ravinder

TOP

❖ CORE JAVA

SAI DIGITECH PROFESSIONAL INSTITUTE

Core Java Syllabus

1	JAVA INTRODUCTION
2	ENVIRONMENT SETUP IN JAVA
3	OBJECT ORIENTED PROGRAMMING
4	JAVA DATATYPES & VARIABLES
5	OPERATORS IN JAVA
6	JAVA MODIFIERS
7	JAVA CONTROL STATEMENTS
8	ARRAYS AND STRINGS IN JAVA
9	CLASS, OBJECT & CONSTRUCTOR
10	ENCAPSULATION IN JAVA
11	INHERITANCE & ABSTRACTION IN JAVA
12	POLYMORPHISM IN JAVA
13	EXCEPTION HANDLING IN JAVA
14	JAVA PACKAGES
15	THREADS IN JAVA
16	JAVA APPLETS & FRAMES

Sheetal

TOP

DATESHEET FOR ADD-ON COURSES (FIRST YEAR)

DATE SHEET FOR VALUE ADDED COURSES

SESSION-2018

IST SEMESTER

COURSE	DATE	TIMINGS	ROOM NO.
FRENCH	SEPTEMBER 29, 2018	1:30-3:00	D2
TALLY (GROUP I)	OCTOBER 5, 2018	10:00- 3:00	COMPUTER LAB2
TALLY (GROUP II)	OCTOBER 6, 2018	10:00- 3:00	COMPUTER LAB2
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	OCTOBER 13, 2018	1:30-3:00	COMPUTER LAB1

Nwaleo
september 22,2018
Coordinator

DATE SHEET FOR VALUE ADDED COURSES

SESSION-2018

IST SEMESTER

COURSE	DATE	TIMINGS	ROOM NO.
TRAVEL & TOURISM	OCTOBER 6, 2018	1:30-3:00	D2

Coordinator

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DATE SHEET FOR VALUE ADDED COURSES
SESSION-2018-19

DATED: NOVEMBER 13, 2018

COURSE	CLASS	DATE	TIMINGS	ROOM NO.
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	IST YEAR	NOVEMBER 17, 2018	1:00-2:00	B8 & B9

Nwalia
13/11/2018
COORDINATOR

DATESHEET FOR ADD-ON COURSES (SECOND YEAR)

DATE SHEET FOR VALUE ADDED COURSES

SESSION-2018

IIIRD SEMESTER

COURSE	DATE	TIMINGS	ROOM NO.
DANCE	SEPTEMBER 27, 2018	10:30 AM & 1:30 PM	B8
BEAUTY & FITNESS	SEPTEMBER 29, 2018	1:30-3:00	D2
CORE JAVA	SEPTEMBER 29, 2018	1:30-2:15	COMPUTER LAB1
FRENCH	SEPTEMBER 29, 2018	1:30-3:00	D9
TALLY (GROUP I)	OCTOBER 3, 2018	10:00- 3:00	COMPUTER LAB2
TALLY (GROUP II)	OCTOBER 4, 2018	10:00- 3:00	COMPUTER LAB2
INTERNET DESIGNING WITH PHP PROGRAMMING	OCTOBER 3 & 4, 2018	3:10-4:10	COMPUTER LAB1

Nuraha
September 22, 2018
Coordinator