ST. BEDE'S COLLEGE, SHIMLA ADD-ON /VALUE ADDED COURSES SESSION 2019-20

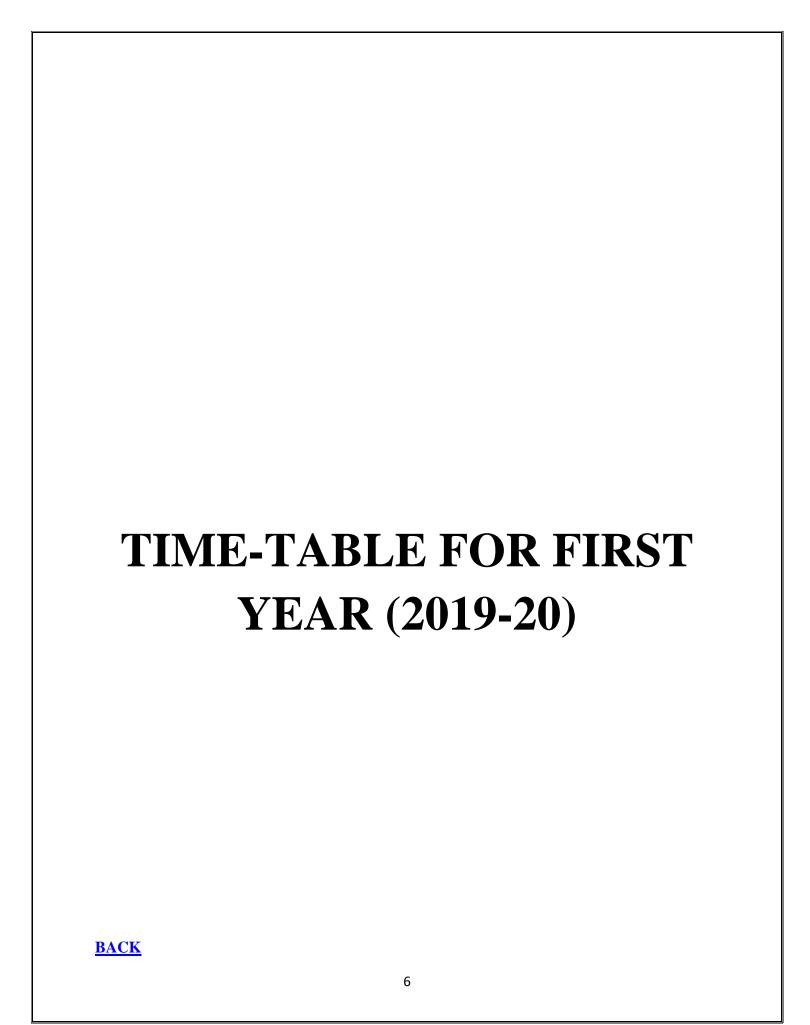
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- **LIST OF COURSES OFFERED FOR SECOND YEAR (2019-20)**
- o TIME-TABLE FOR FIRST YEAR (2019-20)
- o TIME-TABLE FOR SECOND YEAR (2019-20)
- o **SYLLABUS FOR FIRST YEAR (2019-20)**
- o **SYLLABUS FOR SECOND YEAR (2019-20)**
- o DATESHEET FOR FIRST YEAR (2019-20)
- o DATESHEET FOR SECOND YEAR (2019-20)



- LIST OF COURSES OFFERED FOR FIRST YEAR (2019-20)
- ❖ 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 (2019-20)
- > TALLY WITH GST
- > FRENCH
- ► ADVANCED BEAUTY AND FITNESS
- CORE JAVA
- > ADVANCED WEB TECHNOLOGIES WITH PHP LANGUAGE
- DANCE



• TIME-TABLE FOR FIRST YEAR

TIME TABLE FOR VALUE ADDED COURSES-2019 FIRST YEAR

COURSE	DAYS	TIMINGS	ROOM NO.
DEALITY & FIRMINGS	FRIDAY	9:00-9:45	D8
BEAUTY & FITNESS	SATURDAY	1:30-2:15	D8
INTERNET TECHNOLOGY AND	FRIDAY	9:00-9:45	COMPUTER LAB1
WEB PAGE DESIGN	SATURDAY	1:30-2:15	COMPUTER LAB1
COMMUNICATION SKILLS AND	FRIDAY	9:00-9:45	В9
PERSONALITY DEVELOPMENT	SATURDAY	1:30-2:15	В9
TALLY (CROUP I)	MONDAY	2:45-3:30	COMPUTER LAB2
TALLY (GROUP I)	WEDNESDAY	2:00-3:30	COMPUTER LAB2
TALLY (CROUD II)	FRIDAY	9:00-9:45	COMPUTER LAB2
TALLY (GROUP II)	SATURDAY	1:30-3:00	COMPUTER LAB2
	FRIDAY	9:00-9:45	D9
FRENCH	SATURDAY	1:30-2:15	D9
TRAVEL AND	FRIDAY	9:00-9:45	D2
TOURISM	SATURDAY	1:30-2:15	D2

Coordinator



• TIME-TABLE FOR SECOND YEAR

TIME TABLE FOR VALUE ADDED COURSES-2019 SECOND YEAR

COURSE	DAYS	TIMINGS	ROOM NO.
	THURSDAY	2:45-3:30	D8
BEAUTY & FITNESS	FRIDAY	2:45-3:30	D8
ADVANCED WEB PAGE DESIGNING	THURSDAY	2:45-3:30	COMPUTER LAB1
WITH PHP PROGRAMMING	FRIDAY	2:45-3:30	COMPUTER LAB1
ADVANCED COURSE IN	THURSDAY	2:45-3:30	D9
FRENCH	FRIDAY	2:45-3:30	D9
TALLY WITH CCT	THURSDAY	2:45-3:30	COMPUTER LAB2
TALLY WITH GST	FRIDAY	2:45-3:30	COMPUTER LAB2
CORE JAVA	THURSDAY	2:45-3:30	D2
COME GATA	FRIDAY	2:45-3:30	D2
DANCE	THURSDAY	2:45-3:30	COMMON ROOM
	FRIDAY	2:45-3:30	COMMON ROOM

Gwalis Suly 23,2019 Coordinator

SYLLABUS FOR FIRST YEAR (2019-20)

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() and its attributes, image as links, creating a table(>, <caption>), table attributes(>, , 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.

Saksli Sharma

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.

Maluagar

FRENCH

French course outline for the academic year 2019 - 2020

1st Year batch (Beginner level 1)

Prescribed Textbook : Apprenons Le Francais (Methode de Francais 0) by Mahitha Ranjit, New Saraswati House, New-Delhi, Revised Edition 2019

This French Course Outline provides a learning framework for French course as a Foreign Language designed for the 1st year batch learners starting at a Beginner level. It is framed to provide the learners with a substantial idea of what they may acquire during a period of 12 months, in terms of language skills viz Listening, Speaking, Reading and Writing. Simultaneously, the learners will get acquainted to the socio-cultural aspects of the host country – FRANCE and other Francophone countries. This learning framework includes specific themes, vocabulary and grammar lessons to meet the objectives of the course. These shall be flexible rather than prescriptive, the teacher may decide to adapt the learning plans to the specific level, aims and interests of the learners. Along with the prescribed textbook, a supplementary exercise book will also help the learners in practicing their lessons. The relevant syllabus for the French course at Beginner level 1 can be viewed as under.

French Beginner Level 1

The syllabus will be divided into three main sections:

1. Topics with specific expressions and vocabulary

- Introduction to France , French culture and prospects of learning French language
- Greetings
- Alphabet
 - letter combinations with vowels and consonants
 - spelling and pronunciation (throughout the course)
- Cardinal numbers 1-50 and rhyme: "un, deux..."
- "Self introduction and introduction of others (name, surname, nationality, age etc.)

J. Amon. 19.

Countries and their Nationalities



- Describe someone (nationality, physical appearance, clothing etc.)
- · Describe something using adjectives
- Stationery used in a classroom
- Describing my family (members, profession etc.)
- Body parts
- · Likes and dislikes about food and drinks, vegetables and fruits
- Colors
- Days of the week
- · Months of the year
- · Seasons of the year
- Time
- Giving personal details (address, telephone number, email, age)
- · Filling a form
- Using a dictionary and verb conjugation book

2. Grammar:

- Nouns feminine, masculine, singular, plural
- Pronouns and Introduction in first, second and third person "Je", "Tu" "II/Elle" etc.
- Auxiliary verb "etre" (to be)
- · Adjectives with agreement in gender and number
- Auxiliary verb "avoir" (to have)
- · Definite and indefinite articles
- Verbs of 1st group ending with "er" (Present, Past and Future tenses)
- Affirmative, negative and interrogative forms in sentences "Il y a", "Il n'y a pas" + " est-ce-qu'il y a?"

- Word order in affirmative, negative and interrogative sentences subject, verb and COD or COI (direct and indirect objects)
- Key prepositions à, dans, en, au, etc.

3. Cultural content

- Paris
- Cities of France
- · French speaking countries
- · French names
- · Map of France

Skills enhancing works

- Listening of sounds, pronunciation of alphabets and words
 Practice of speaking by continuous spelling and dialogue activities
 Reading sessions
 Writing small sentences

 $N.B.\ Classes\ will\ be\ conducted\ in\ English\ - French\ medium\ by\ translating\ the\ explanations\ and\ instructions\ to\ help\ the\ learners\ to\ better\ understand\ and\ get\ familiar\ to\ the\ topics.$

> 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

Fitness:

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

> TALLY ACE

2.2	intro	duction.
1.2	Acces	nting Terms
13	Accou	inting Assumptions, Concepts and Principles
1755	1.3.1	Assumptions.
	132	Concepts
	1.3.3	Principles
1.4	Doubl	le Entry System of Accounting
1.5		of Accounts.
1.6	The G	olden Rules of Accounting
1.7	Source	e Documents for Accounting
1.8	Record	ding of Business Transactions.
		The Accounting Equation
		Recording of Transactions in Books of Original Entry/Journal
		1.8.2.1 Use of Debit and Credit
		1.8.2.2 Rules of Debit and Credit.
		1.8.2.3 Recording of Business Transactions in Journal
1.9	Ledge	r
	1.9.1	Need for Ledger
	1.9.2	Differences between a Journal and a Ledger
	1.9.3	Classification of Ledger Accounts
	1.9,4	Posting from Journal
1.10	Trial B	alance
	1.10,1	Methods of Preparation
1,11	SUDSIO	Bary Books & Control Accounts
	1.11,1	Cash Book
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	1.112	Petty Cash Book Purchase (Journal) Book
	1.113	Purchase (Journal) Book
	1.11.4	Purchases Return (Journal) Book
	1.11.5	Sales (Journal) Rook
	1.11.6	Sales Return (Journal) Book
	44.4%	Journal Proper
	7.11.8	Control Accounts

Tally/	ACE
1.12	Financial Statements
	1.12.1 Trading and Profit & Loss Account.
	1 12 1 1 Tracking Account
	1.12.1.2 Profit & Loss Account
	1.12.2 Balance Sheet
	1.12.2.1 Types of Assets and Liabilities included in a Balance Sheet
Key Ti	ikeaways
Practi	ce Exercises.
Chap	ter 2: Maintaining Chart of Accounts in Tally.ERP 9
2.1	Introduction.
	2.1.1 Getting Started with Tally.ERP 9
	2.1.2 Mouse/Keyboard Conventions
2.2	Company Creation
	2.2.1 Shut a Company
	2.2.2 Select a Company
	2.2.3 Alter Company Details
2.3	Company Features and Configurations
	2.3.1 F11: Company Features
	2.3.2 F12 Configuration
2.4	Chart of Accounts
	Ledger
	Group
2.5	Ledger Creation.
	2.5.1 Single Ledger Creation
	2.5.2 Multi Ledger Creation.
	2.5.3 Altering and Displaying Ledgers
2.6	Group Creation
	2.6.1 Single Group Creation
	2.6.2 Multiple Group Creation
2.7	Displaying Groups and Ledgers
	2.7.1 Displaying Groups
	2.7.2 Display of Ledgers
2.8	Deletion of Groups and Ledgers
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> TRAVEL AND TOURISM

SYLLABUS

 Concept of Tourism, Definition of Tourism, Traveler, Visitors, Excursionist, Transit Visitors, International and Domestic Tourist, Typologies of Tourist.

<u>Tourism Product</u>: 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.

SYLLABUS FOR SECOND YEAR (2019-20)

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> FRENCH

French course outline for the academic year 2019 - 2020

1st Year batch (Beginner level 1)

Prescribed Textbook: Apprenons Le Français (Methode de Français 0) by Mahitha Ranjit, New Saraswati House, New-Delhi, Revised Edition 2019

This French Course Outline provides a learning framework for French course as a Foreign Language designed for the 1st year batch learners starting at a Beginner level. It is framed to provide the learners with a substantial idea of what they may acquire during a period of 12 months, in terms of language skills viz Listening, Speaking, Reading and Writing. Simultaneously, the learners will get acquainted to the socio-cultural aspects of the host country – FRANCE and other Francophone countries. This learning framework includes specific themes, vocabulary and grammar lessons to meet the objectives of the course. These shall be flexible rather than prescriptive, the teacher may decide to adapt the learning plans to the specific level, aims and interests of the learners. Along with the prescribed textbook, a supplementary exercise book will also help the learners in practicing their lessons. The relevant syllabus for the French course at Beginner level 1 can be viewed as under.

French Beginner Level 1

The syllabus will be divided into three main sections:

1. Topics with specific expressions and vocabulary

- · Introduction to France, French culture and prospects of learning French language
- Greetings
- Alphabet
 - letter combinations with vowels and consonants
 - spelling and pronunciation (throughout the course)
- · Cardinal numbers 1-50 and rhyme: "un, deux..."
- Self introduction and introduction of others (name, surname, nationality, age etc.)
- · Countries and their Nationalities

J. A. 10.

- Describe someone (nationality, physical appearance, clothing etc.)
- · Describe something using adjectives
- · Stationery used in a classroom
- · Describing my family (members, profession etc.)
- Body parts
- · Likes and dislikes about food and drinks, vegetables and fruits
- Colors
- Days of the week
- · Months of the year
- · Seasons of the year
- Time
- · Giving personal details (address, telephone number, email, age)
- Filling a form
- Using a dictionary and verb conjugation book

2. Grammar:

- Nouns feminine, masculine, singular, plural
- Pronouns and Introduction in first, second and third person "Je", "Tu" "II/Elle" etc.
- Auxiliary verb "etre" (to be)
- · Adjectives with agreement in gender and number
- Auxiliary verb "avoir" (to have)
- Definite and indefinite articles
- Verbs of 1st group ending with "er" (Present, Past and Future tenses)
- Affirmative, negative and interrogative forms in sentences "Il y a", "Il n'y a pas" + "
 est-ce-qu'il y a?"

- Word order in affirmative, negative and interrogative sentences subject, verb and COD or COI (direct and indirect objects)
- Key prepositions à, dans, en, au, etc.

3. Cultural content

- Paris
- · Cities of France
- French speaking countries
- French names
- Map of France

Skills enhancing works

- Listening of sounds, pronunciation of alphabets and words
 Practice of speaking by continuous spelling and dialogue activities
 Reading sessions
 Writing small sentences

N.B. Classes will be conducted in English -French medium by translating the explanations and instructions to help the learners to better understand and get familiar to the topics.

ADVANCED WEB TECHNOLOGIES WITH PHP LANGUAGE

ST. BEDE'S COLLEGE SHIMLA

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.

> 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



> ADVANCED COURSE IN BEAUTY AND FITNESS

	ST. BEDE'S COLLEGE ,SHIMLA COURSE OUTLINE FOR SEMESTER 3	
	BEAUTY AND FITNESS	
BEAU	JTY –	
MODU	LE 1: HAIR CARE	Number of lectures
1.	About Hair	
	Types of Hair- Normal , Oily, Dry	
	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
MODU	LE 2: NAIL TREATMENT	
	Manicure	
2.	Pedicure	3
3.	French Manicure	3
MODU	LE 3: MAKE UP	
1.	Products used in Make Up	
2.	Application of base	
3.	Eyes & Eye brows	
4.	Cheeks and Highlighting	5
5.	Lip color	
MODU	ILE 4: SAREE DRAPING	
1.	Basic Draping of Saree	3
2.	Different Styles for Saree	
MODU	JLE 5: PERSONAL STYLING	
1	Knowing the Body Types: Triangle, Inverted Triangle, Hour Glass,	4
1.	Lean Rectangle, Wide rectangle	
2	Types of Clothes according to body types	
	Colors according to Body Types	
TOTAL	NO. OF LECTURES	20

> DANCE

DANCE SYLLABUS 2019-20

- Classical dance forms of India
- Simple knowledge of the kathak dance
- General definitions of sangir,natya, nritta,laya, taal, matra, sam, khali, tali, theka, avartan, palta, thah, barabar, dugun, chaugun, padhnat, gat, chal, bant
- Four neck movemnets (abhinaya darpan)
- Single hand mudras(abhinaya darpan)
- Qualities of ghungaroos

DATESHEET FOR ADD-ON COURSES (FIRST YEAR)

DATE SHEET FOR VALUE ADDED COURSES SESSION-2019-20 IST SEMESTER

DATED: NOVEMBER 5, 2019

COURSE	DATE	TIMINGS	ROOM NO.
TALLY ACE ·	NOVEMBER 20 11, 2019	9:00- 5:00	COMPUTER LAB2

Coordinator

DATE SHEET FOR VALUE ADDED COURSES SESSION-2019-20

DATED: FEBRUARY 24, 2020

COURSE	CLASS	DATE	TIMING S	ROOM NO.
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	IST YEAR	FEBRUARY 28, 2020	9:00-10:00	В9
BEAUTY & FITNESS	IST YEAR	FEBRUARY 29, 2020	1:30-3:00	D2
FRENCH	IST YEAR	MARCH 7, 2020	1:30-2:30	D9
INTERNET TECHNOLOGY AND WEB PAGE DESIGN	IST YEAR	MARCH 7, 2020	1:30-3:00	COMPUTER LAB
ADVANCE COURSE IN BEAUTY & FITNESS	IIND YEAR	FEBRUARY 29, 2020	1:30-3:00	D2
FRENCH	IIND YEAR	MARCH 7, 2020	1:30-2:30	D9
PHP PROGRAMMING	IIND YEAR	MARCH 7, 2020	1:30-3:00	COMPUTER LAB

Nwaha 24/2/2020

COORDINATOR

DATESHEET FOR ADD-ON COURSES (SECOND YEAR)

DATE SHEET FOR VALUE ADDED COURSES SESSION-2019-20 HIRD SEMESTER

DATED: NOVEMBER 5, 2019

COURSE	DATE	TIMINGS	ROOM NO.
TALLYWITH GST	NOVEMBER 20 , 2019	9:00- 5:00	COMPUTER LAB2

Sula Coordinator

DATE SHEET FOR VALUE ADDED COURSES SESSION-2019-20

DATED: FEBRUARY 24, 2020

COURSE	CLASS	DATE	TIMING S	ROOM NO.
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT	IST YEAR	FEBRUARY 28, 2020	9:00-10:00	В9
BEAUTY & FITNESS	IST YEAR	FEBRUARY 29, 2020	1:30-3:00	D2
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PHP PROGRAMMING	IIND YEAR	MARCH 7, 2020	1:30-3:00	COMPUTER LAB

Nwalia 24/2/2020

COORDINATOR