PANDIT LAKHAMI CHAND
STATE UNIVERSITY OF PERFORMING & VISUAL ARTS, ROHTAK
(A State University established under Haryana Act No. 24 of 2014)

FACULTY OF DESIGN
FOUNDATION COURSE
SCHEME OF EXAMINATION AND SYLLABUS
Programme Code: DES/F
Duration – 01 Year Full Time
CHOICE BASED CREDIT SYSTEM
ACADEMIC SESSION 2019-20 ONWARDS

SEMESTER-I

Paper Code	Course Title	Course Category	Course Credits	Internal Marks	Marks of Examination/ Semester End		Total Marks
					Theory	Portfolio	
DES/F/101	BASIC DESIGN	CORE	O6	45	-	105	150
DES/F/102	DRAWING - I	CORE	06	45	-	105	150
DES/F/103	COLOUR	DSE	04	30	-	70	100
DES/F/104	GEOMETRY – 2D	DSE	04	30	-	70	100
DES/F/105	MATERIAL STUDIES – I	DSE	04	30	70	-	100
DES/F/106	ISSUES AND PERSPECTIVE IN DESIGN	SEC	04	30	-	70	100
DES/F/107	ART & AESTHETICS -I	SEC	04	30	70	-	100
BFC/109	SOFT SKILLS - I	OE/SEC	02	15	-	35	50
BFC/110	COMPUTER APPLICATIONS - I	OE/SEC	02	15	20	15	50
BFC/111	ENVIRONMENTAL STUDIES	OE/SEC	02	15	35	-	50
Total			**32**	**240**	**195**	**365**	**800**

 # CORE subjects are mandatory. Papers BFC/109, BFC/110 (01 hour each of Theory & Practical) and BC/111 are also mandatory. Students may choose any 04 papers out of elective subjects, namely, DES/F/103, DES/F/104, DES/F/105, DES/F/106 & DES/F/107. BFC/111 is non-crdit course. i.e. its marks will not be counted in degree marks, but it has to be passed as per criteria given in UG Common Ordinance.

SEMESTER- II

Paper Coode	Subject Title	Course Category	Course Credits	Internal Marks	Marks of Examination/ End Semester		Total Marks
					Theory	PR/Portfolio	
DES/F/201	INTEGRATED TERM PROJECT	CORE	06	45	-	105	150
DES/F/202	DRAWING – II	CORE	06	45	-	105	150
DES/F/203	BASIC PHOTOGRAPHY	DSE	04	30	-	70	100
DES/F/204	GEOMETRY – 3D	DSE	04	30	-	70	100
DES/F/205	MATERIAL STUDIES – II	DSE	04	30	70	-	100
DES/F/206	VISUAL COMPOSITION	SEC	04	30	-	70	100
DES/F/207	ARTS & AESTHETICS – II	SEC	04	30	70	-	100
BFC/209	SOFT SKILLS - II	OE/SEC	02	15	-	35	50
BFC/210	COMPUTER APPLICATION - II	OE/SEC	02	15	20	15	50
Total			**32**	-	-	-	**800**

 # CORE subjects are mandatory. Papers BFC/209 & BFC/210 (01 hour each of Theory and Practical paper) are also mandatory. Students may choose any 04 papers out of DES/F/203, DES/F/204, DES/F/205, DES/F/206 and DES/F/207.

SYLLABUS FOR SEMESTER – I & II

SEMESTER-I

Paper-1 : Basic Design

Paper Code : DES/F/101 **Course Credits : 06**

Course Objective:

- Understand the importance and significance of **Elements of Design**
- Understand the importance and significance of **Principles of Design**

Course Content:

Elements of Design:

- Dot/Point
- Line
- Shape
- Forms
- Colour and Texture
- Space
- Exploration of Indian traditional design concept

Principles of design:

- Balance
- Rhythm
- Harmony
- Emphasis & contrast
- Gestalt Principle

Deliverables:

- Collection of images / Photographs from surrounding environments (For observation)
- Visualization and representation through various compositions on sheets (A3) using each element of design.
- Creating compositions using various elements in 2D space.
- Creating compositions using various different principles in 2D space.

Paper-2 : Drawing-I

Paper Code : DES/F/102 **Course Credits : 06**

Course Objective:

- To learn the free hand drawing objects and nature using various drawing and sketching techniques of.

Course Content:

- Introduction to drawing tools and techniques.
- Free hand strokes, straight lines and circles.
- Quick sketching exercises
- Understanding various line qualities and tones according to light and shade.
- Nature drawing through line drawing, controlling the pressure of the pencil.
- Understanding of various shading techniques to achieve correct tone, texture and light effect
- Knowledge of perspective, Understanding of 1 point &2 point perspective, Overview of History of perspective
- Developing the sense of proportion & depth of field
- Understanding of perspective with changing of station point
- Understanding of circle, square, rectangle in 1 point &2 point perspective
- Developing the sense of 3 dimensional objects
- Understanding of cubes, cuboids, cylinder in perspective
- Developing new ways of thinking, seeing, and creating
- Developing the sense of 3 dimensional objects
- Isometric Drawing

Deliverables:

- Basic exercises to draw free hand straight lines using different grades of pencils to achieve perfection and learn to control the hand-eye coordination as well as pressure on the pencil.
- Exercise to improve line quality, drawing right to left, left to right, circular and top to bottom.
- Grey scale using tints and shades, through various grades of pencil and with different pressure.
- Line drawing of leaves and foliage in natural light maintaining the line quality observing the light and shade.
- Application of various techniques of shading in basic shapes and in various tones.

- Detailed drawing of leaves, plants, flowers and other natural objects using various shading techniques to achieve correct 3D tones in various light sources.
- Zoom in –zoom out exercise to observe and draw the minute detail like texture, tones and 2D/3D effects in natural lighting and develop observation and execution skills.
- Submissions of drawings in 1& 2 point perspective & form drawn from visualization
- Submission of assignments
- Around 300 sketches for practice.

Paper-3 : Colour

Paper Code : DES/F/103 **Course Credits : 04**

Course Objective:

- To learn the basic understanding the Principles and the application of Light, Its theory and application
- Understanding the Principles and the application of Colour,
- The Colour Wheel – Primaries, Secondary and Tertiary on

Course Content:

- Scientific understanding of light.
- Nature of shadows: How shadows define shape and location.
- Creative aspects of lighting
- Understanding of basic colours & its application
- Its theory, Colour Systems, Colour Tonal Scales, Colour Wheel, exploring Primaries, Secondary, Territories on a 16 segment wheel
- The Polychromatic scale vs the grey and monochromatic scales,
- Understanding of tone, shades, hues, tints, cool & warm colours and its application
- Image Conversion from a Full colour Photographic image converted to an images in flat tonal application to - Grey Scales
- Monochromatic
- Polychromatic & its application to the contoured image, into its tonal patches
- Study and reproduction of a great artist's work and its colour palette

Deliverables:

- Classroom Assignments according to the contents
- Grey scales, Monochromatic scales, applied in 2inch squares in a sequence of tonal values, light to dark.
- Colour Wheel, emphasizing Primary, Secondary and Tertiary colours
- Applying the Grey Scales and the Monochromatic and Polychromatic scales and converting an A3 sized contoured photograph, into tonal image converted and posterised images of a minimum of 18 to 28 patch resolution, to achieve nearly photographic tonal explorations

Paper-4 : Geometry 2D

Paper Code : DES/F/104 **Course Credits : 04**

Course Objective:

- To gain knowledge about geometry in 2 dimensions & its applications in design

Course Content:

- Relevance of geometry in Arts, Design & Architecture
- Tools handling (Explorations with set squares, straight edge, compass)
- Bisections of angles, line
- Construction of polygons with different techniques, Golden ratio, golden rectangle, golden spiral
- Fractal and its construction
- orthographic projections, Representing Simple solids
- technical construction, conic sections
- Regular, Organic &Archimedean tessellations
- Metamorphism
- Construction of Islamic patterns

Deliverables:

- Submissions of the assignments/exercises of every category based on the contents

Paper-5 : Material Studies-I

Paper Code : DES/F/105 **Course Credits : 04**

Course Objectives:

- To learn about the importance of materials in design
- To Understand the properties and its application
- Material : POP/Clay, Paper/Yarn

Course Content:

- Theoretical exposure about the materials
- Learning of physical & chemical properties of given material and its strength
- Handling of material
- Learning of different techniques according to the material
- Learning of different techniques suitable to the material
- Handling of tools according to the material
- Explorations of the materials into 3D concepts

Deliverables:

- Forms developed as explorations and final with POP, Clay, Paper & Yarn using different techniques
- Material exploration exercises

Note:

- Examiner will set ELEVEN questions in total in which 1 question will be compulsory & will be of objective type of 20 marks. From rest TEN questions, students shall attempt any FIVE questions of 10 marks each. Time duration for the exam will be of TWO hours.
- The questions will be in two parts, PART - A consists of POP/clay & PART – B consists of Paper/Yarn. It is mandatory to attempt atleast one question from each part.

Paper-6 : Issues and Perspectives in Design

Paper Code : DES/F/106 **Course Credits : 04**

Course Objective:

- To observe, learn and understand the surroundings
- To understand the issues concerning our society

Course Content:

- Identity & identity crisis
- Issues concerning our society
- Observing surroundings through the five senses

Deliverables:

- Presentation, documentation and conclusion

Paper-7 : Art & Aesthetics-I

Paper Code : DES/F/107 **Course Credits : 04**

Course Objective:

- To understand art in the Pantheon of human creativity. The flowering of aesthetic sensibilities and a taste for the visual and sensory appeal of physical form. The emphasis is to make students into connoisseurs of art rather than consummate artists themselves.

Course Content:

- Starting from Indian Textile History to Modern Textiles Trends
- Indian Product Design and important milestones since NID
- Indian Lifestyle Accessory Design – from Crafts to modern trends
- **Indian art:** Appreciating art through the study of art production in India over history. Important works to be studied and analysed in terms of their form, content and context: Indus Valley Art - Hindu Buddhist and Jain art - Mughal and Rajput miniatures - art during the colonial period - modern Indian Art.

Note:

- Examiner will set ELEVEN questions in total in which 1 question will be compulsory & will be of objective type of 20 marks. From rest TEN questions, students shall attempt any FIVE questions of 10 marks each. Time duration for the exam will be of TWO hours.

Paper-9 : Soft Skills-I

Paper Code : BFC/109 **Course Credits : 02**

Course Objective:

- To inculcate soft skills among students so that they may carry themselves comfortably in all walks of life, as a student and as an individual in society. The major emphasis shall be on effective communication skills (verbal &non-verbal), to plan a career, interviewing and other assessment procedures, enhancing employability as per aptitudes and interests. The course shall also focus on self-management and leading a good life. The pedagogy shall be transactional as an admixture of lecture, demonstration, practicum, feedback and situational exercises.

Course Content :

Personality Development:

- Understanding the Self: Carrying the self, Personal Grooming, Dressing- dress as Non-verbal text, Greetings and Etiquette
- Communication Skills: Language Etiquette, Listening & Hearing, Speaking and Audibility, Storytelling & Narration
- Study of the Self and the Other: Physical Self- Body image, Body Language and Para- Language. Psychological Self- Joharry Window, Ethics and Ethical Conduct- Gender sensitization, Tolerance and inclusiveness
- Developing and Maintaining Relationships: Ice breaking, Social inhibitions
- Managing activities of daily living
- Time perspective- Living in the present and Goal setting
- SWOT Analysis: Strengths and weaknesses

Career Planning and Development:

- ICT enabled Communication Skills
- Interests and Vocational Choices
- Basic Interviewing
- Employability: Understanding Career Objectives
- Problem solving and Critical Thinking

Paper-10 : Computer Applications-I

Paper Code : BFC/110 **Course Credits : 02**

Course content:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Concepts of Hardware and Software;
2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface; Use of Common Icons, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help;
3. **Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.
6. **AutoCAD:** Introduction to AutoCAD (Computer Aided Drafting & Designing) as drafting tool. Function keys, Shortcut keys, Different sizes of paper as drafting tool, Navigating the Working Environment Learning Drawing Elementary CADD command – Line, Polyline, Polygon, Circle, arc, ellipse, Text Single Text, Multitext, Dtext, Dimensioning. Implementing basic commands of 2D in AutoCAD and making simple figures in 2D..
7. **AutoCAD :** Working with Files, Displaying Objects, , Creating Basic Objects Selecting Objects in the Drawing Changing an Object's Position.

Suggested Books:

1. Sinha, P .K. : Computer Fundamentals, New Delhi: BPB Publications.
2. Clifton, H.D. Business Data Systems. 3rd ed. New Delhi: Prentice Hall of India.
3. Sandler, Corey et al. Teach Yourself Office-97 for Windows. New Delhi: BPB Publications.
4. Courter, Gini et al. MS-Office User Certification Study Guide. New Delhi: BPB Publications.
5. CADfolk (2018). AutoCAD 2019 for Beginners.
6. Omura, George and Benton, Brian C. (2018). Mastering AutoCAD 2019 and AutoCAD LT 2019.

Note:

- The paper setter will set questions in two parts (A & B).
- In part A, the paper setter will set 15 objective type questions carrying 2 mark each.
- In Part B, the paper setter will set 02 descriptive type questions out of which students shall attempt any 1 questions carrying 5 marks each.

PAPER-11 : ENVIRONMENTAL STUDIES

Paper Code : BFC/111 **Course Credits : 02**

Course Overview:

- Course intends to acquaint the students with issues related to environmental problems and train the students to locate and comprehend environmental issues.

Course objective :

- To develop an awareness about environmental issues to create cognitive capacity and resourcefulness in students.

Course content:

Unit 1: Environmental Awareness

Unit Overview : Introduction to environmental Science. It's Definition, scope, importance and need for public awareness.

Learning Objectives : To develop understanding of multidisciplinary nature of environmental science

Lesson Plan : Week 1 – Day 1 : Environment and Natural Processes

Theoretical inputs :

- Introductory lecture on environmental science. Detail discussion on the environment and natural processes like weather (e.g. storms), geological (e.g., earthquakes) and hydrological events (e.g., floods). Practical Exercises/Assignments: Week 2 - Day 1 : Environmental issues. Theoretical inputs : Concept of Sustainable Development, Issues affecting future development Practical Exercises/Assignments: Week 3 - Day 1 : Importance and need for public awareness Theoretical inputs : Discussion on various awareness programs, Case studies Practical Exercises/Assignments:

Unit 2 : Natural Resources & Biodiversity

Unit Overview :

- To introduce the Renewable and non -renewable resources, Forest resource, consequences of deforestation, floods and draughts, equitable use of resources for sustainable development, Dams benefits and problems.

Learning Objectives :

- To develop understanding on availability of Natural Resources and their status.

- **Lesson Plan :** Week 4 – Day1 : Natural Resources

- **Theoretical inputs :**
- Types of Renewable and non -renewable resources Practical Exercises/Assignments: Week 5 - Day 1 : Forest resource, consequences of deforestation, floods and draughts, equitable use of resources for sustainable development, Dams benefits and problems.

  Theoretical inputs : Practical Exercises/Assignments: Week 6 - Day 1 : Biodiversity: ecosystem diversity, threats to biodiversity, conservation of biodiversity Theoretical inputs: Practical Exercises/Assignments:

Unit 3 : Ecosystem

Unit Overview : Related theories.

Learning Objectives : How it functions.

Lesson Plan :

- Week 7 – Day 1 : To introduce concept of an ecosystem and various ; To develop understanding of an ecosystem and Concept of an ecosystem, structure and function of an ecosystem. Theoretical inputs Practical Exercises/Assignments: Week 8 - Day 1 : Producer, consumer and decomposer, energy and nutrient flow biogeochemical cycles. Theoretical inputs

: Practical Exercises/Assignments: Week 9 - Day 1 : Food chain, food web, ecological pyramid Theoretical inputs

: Practical Exercises/Assignments:

Unit 4 : Environmental Pollution & Social Issues

Unit Overview :

- To introduce the Renewable and non -renewable resources, Forest resource, consequences of deforestation, floods and draughts, equitable use of resources for sustainable development, Dams benefits and problems.

Learning Objectives :

- To develop environmental sensitivity in students.

Lesson Plan :

- Week 10 – Day 1 : Segments of environment, sources, pathways and fate of environmental pollutants, causes of environmental pollution , physical, chemical and biological transformation of pollutants , population explosion, environment and human health, human rights, value education ,women and child welfare.

Theoretical inputs :

- Practical Exercises/Assignments : Week 11 - Day 1 : Air Pollution Theoretical inputs : Various segments of atmosphere and their significance, classification of air pollutants, toxic effects, sampling and analysis, stationary and mobile emission, sources and their control.
- Photochemical smog, sulphurous smog, greenhouse effect, global warming, ozone depletion, Air (prevention and control of pollution) Act (10). Practical Exercises/Assignments: Week 12 - Day 1 : Water Pollution. Theoretical inputs : Water resources ,sources of water pollution ,various pollutants, their toxic effect, portability of water , municipal water supply , disinfection, characteristics of waste water, primary and secondary waste water treatment, BOD and COD measurement and

their significance ,rain water harvesting ,water shed management, Water (pollution and control) Act.(12) Practical Exercises/Assignments:

Unit 5 : Human Population & Environment

- Concept of sustainable development; Issues affecting future development (population, urbanization, health, water scarcity, energy, climate change, toxic chemicals, finite resources etc.); Environmental units.

Textbooks & References:

- Sharma and Kaur. Environmental Pollution.
- De. Environmental Chemistry.
- Davis M. L. and Cornwell D. A. Introduction to Environmental Engineering. 4th ed. New York : McGraw Hill.
- Masters G. M., Joseph K. and Nagendran R. Introduction to Environmental Engineering and Science. 2nd ed. New Delhi: Pearson Education.

SEMESTER- II

Paper-1 : Integrated Term Project

Paper Code : DES/F/201 **Course Credits : 06**

Course Objective:

- To demonstrate the learning undergone throughout the two semester by assimilating the conceptual understanding and skills of various

Course Content:

- Conceive a 3-dimensional entity on paper, which need not to be representation of a real life / existing, living or non living being.
- Abstract 3-dimensional compositions which have good visual appeal

Deliverables:

- A 3D model which reflects the creative abilities, skills and power to assimilate various aspects of learning in the foundation programme.

Paper-2 : Drawing-II

Paper Code : DES/F/202 **Course Credits : 06**

Course Objectives:

- To create knowledge and understanding of the interactions between humans and their environment, equipment and space elements with which it maintains a constant "dialogue"
- To get knowledge of basics of technique and materials.

Course Content:

- Importance of Drawing and Sketching to generated idea
- Skeleton study, anatomy and human drawing
- Morphological factors: Structure of the human body, Physical development, Somatic constitution, Individual differences, Percentiles.
- Human Dimension/Applied Anthropometry: Concept, Criteria for using anthropometric tables, Volumes and body ranges,
- Learn human drawing with varying sizes and station points.
- Perspective of proportion
- Various techniques of drawings
- Objects of everyday use with respect to human body proportions, e.g. door, chair, table, staircase etc.
- Quick sketching exercises
- Observing surroundings and drawing it in various techniques with focus as perspective & proportion.

Deliverables:

- Submissions of works done based on the concepts of Idea of proportions Various techniques of Drawing
- Submissions of works done based on the concepts of perspective, object drawing and human drawing, quick sketching exercise. Around 300 sketches for practice.

Paper-3 : Basic Photography

Paper Code : DES/F/203 **Course Credits : 04**

Course Objective:

- To understand the basic technical and aesthetical aspects of a photographers practice

Course Content:

- History of camera
- Study of different types of camera
- Function of a camera
- Study of lenses, focal length, apertures, shutter speed, ISO etc
- Basic Theory and rules
- Story and composition

Editing the Photos through Photoshop

- Introduction to vector and bitmap images, canvas size, gradients etc
- Introduction and use of different tools cloning, erasing, selection tools & types, crop tools etc.
- Scaling of images, Changing file sizes etc
- Editing images like :colour theory RGB & CMYK, colour corrections, colour filling, hue & saturation, smudging, transparency, opacity etc
- Layer concepts & creating, sizing, file formats, transforming etc

Deliverables:

- Assignments with the focus on experimenting with the focal length, apertures, shutter speed, ISO etc
- Submission of Photographic composition and the assignments

Paper-4 : Geometry-3D

Paper Code : DES/F/204 **Course Credits : 04**

Course Objective:

- To understand 3 dimensional geometry and its relevance in design
- To gain knowledge about geometry in 3 dimensions Through its internal cellular space frame structure, and to generate new forms using surface solids and exploring nets & its applications in design

Course Content:

- Volume generation, Polyhedral,, Basic solids, platonic solids, surface development of solids.
- Relevance of 3D geometry in Form generation
- Optical precision, scale modelling
- Exploring creating new nets – 2D to 3D transformation
- Construction of polyhedral – Platonic and Archimedean solids, truncated solids,
- Exploring 3D Fractals, Platonic solids inside a Platonic solid
- Flexible Space frames

Deliverables:

- Submissions of constructed solid surface polyhedron, Tetrahedron Rigid and flexible cellular space frames,
- Truncated Load bearing Truncated Pyramid Space frame
- A 6-9 Piece interlocking solid surface Pyramid Puzzle. No two should be alike. All nets must be original, except the 1st practice form.

Paper-5 : Material Studies-II

Paper Code : DES/F/205 **Course Credits : 04**

Course Objective:

- To Understand the properties and its application of Metal & wood

Course Content:

- Learning of physical & chemical properties of given material and its strength
- Handling of material
- Learning of different techniques according to the material
- Learning of different techniques suitable to the material
- Handling of tools according to the material
- Hybridizing of Materials
- Explorations of the materials into 3D concepts

Deliverables:

- 3-D models demonstrating creative use of the material.

Note:

- Examiner will set ELEVEN questions in total in which 1 question will be compulsory & will be of objective type of 20 marks. From rest TEN questions, students shall attempt any FIVE questions of 10 marks each. Time duration for the exam will be of TWO hours.

Paper-6 : Visual Composition

Paper Code : DES/F/206 **Course Credits : 04**

Course Objective:

- To learn the basics of composition.

Course Content:

- Introduction to how to use elements of design and principle of design to create visual composition.
- Detailed understanding of balance, rhythm, harmony, light & dark, focal point etc
- Understanding of Indian folk arts as visual narratives
- Reproduction/study of a miniature painting as a composition
- Transferring 2D information existing in figure-ground to 3D
- Composing spatial configurations with basic forms: repetition of same form, using combination of forms
- Creating void and solid relation with various volumes
- Understanding spatial quality through basic examples like, water point, cattle shed, tea stall, sitting space, etc.

Deliverables:

- Basic exercises to draw individual visual composition using various principles and elements of designto understand the importance and application of EOD and POD in visual composition.
- Representation of study of various forms
- Taking the reference of studies undertaken, designing & representing a holistic spatial experience

Paper-7 : Art & Aesthetics-II

Paper Code : DES/F/207 **Course Credits : 04**

Course Objective:

- To understand art in the Pantheon of human creativity. The flowering of aesthetic sensibilities and a taste for the visual and sensory appeal of physical form. The emphasis is to make students into connoisseurs of art rather than consummate artists themselves.

Course Content:

- Prehistoric Art, Egyptian Art, Greek Art, Roman Art
- **Modern art and after:** Important works to be studied and analysed in terms of their form, content and context: Impressionism – post Impressionism – Fauvism- Expressionism- Cubism – Dadaism – Surrealism - abstract art – Futurism - Constructivism – Suprematism –De Stijl - Abstract Expressionism - Pop art -Op art- new forms and media of art.
- World Design History movements and Influences since Bauhaus between the WWs to now
- World Fashion Design trends from pre WW1 to current trends –From Tailor made to Ready to wear

Note:

- Examiner will set ELEVEN questions in total in which 1 question will be compulsory & will be of objective type of 20 marks. From rest TEN questions, students shall attempt any FIVE questions of 10 marks each. Time duration for the exam will be of TWO hours.

Paper-9 : Soft Sills-II

Paper Code : BFC/209 **Course Credits : 02**

Advanced Course **Duration : 4 hrs/Week, 64 hrs/Semester**

Note : This course will be open to only those who qualify the Soft Skills Basic Course.

Course content:

Personality Development:

- Communication Skills: Speaking in a Pier group, Formal group & Public Speaking. Case studies, Thematic appreciation
- Study of Self: Personal regard and Mutual regard
- Empathy- A trait and a skill, Observational Skills
- Emotional Intelligence: Understanding the emotions of Self and the Other & Emotional Self-regulation
- Managing Common stresses and anxieties- Preparedness and Planned Behavior
- SWOT Analysis: Opportunities and Threats

Career Planning and Development:

- Career Specific Communication Skills
- Using ICT enabled communication skills for the presentation of Self and one's potentialities.CV/Resume, Personal Profiling, Personal Dossier etc.
- Advanced Interviewing: Facing an interview board
- Presentation and Persuasion
- Employability: Goal Setting
- Event Management & Resource Management
- Analytical Skills and Rational Thinking

Evaluation:

- The courses shall be transacted in lecture-demonstration pedagogy where the students shall be engaged in exercises with participation in small groups. The objective shall be to develop independent learning through dedicated learning outcomes during modules. The level of all these skills, at the time of joining, mid-semester and at the end of the semester of the group shall be monitored and evaluated as per the standard procedures shall make the learning outcome.
- The evaluation of outcomes shall be through various modes such as personal and pier feedback, jury adjudication in a continuous assessment format.
- Incentives to motivate the participants shall be included within the pedagogy and the slow learners shall be counselled with individualized training procedures. A standardized practical manual for the communication lab shall be prepared and used as a study material and guide.

Note:

- Detailed teaching programme to be made before the commencement of the semester and circulated to the students at the commencement of the semester.
- Examiner will set seven questions in total, covering the whole syllabus. Students will have to attempt 4 Questions in all.
- All the questions carry equal marks [6.25 X 4 = 25]

PAPER-10 : COMPUTER APPLICATIONS-II

Paper Code: BFC/210 **Course Credits : 02**

Course objective:

- Learning basics of LAN, Internet, Web Browsers, HTML, Digital Media, security concepts etc.

Course Content:

1. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address;
2. **Basic principles involved in developing a web site** ; HTML Documents; Basic structure of an HTML document ; Creating an HTML document ; Mark up Tags ; Heading-Paragraphs ;Line Breaks ; HTML Tags.
3. **Communications and collaboration:** Basics of electronic mail; Getting an email account**;** Sending and receiving emails, Google Maps etc. Brief Discussion about online courses like Moocs and their platforms.
4. **Information Security Concepts**: Information Security Overview; Types of Attacks; Goals of Security; Overview of Security Threats; Weak/ Strong Password Connections; Cyber Crime; Introduction to Cryptography/Encryption.
5. **Photoshop introduction:** Theory on graphic designing, Toolbar, Menu Bar, Options Bar, Toolbox All New, Opening an Existing File, Screen Modes, Standard Screen Mode, Full Screen Mode with Menu Bar, Creating a New Document, Saving Files, Reverting Files, Closing Files and Quitting Photoshop.
6. **Coral Draw:** Learning Coral draw: Getting Started with Corel Draw, Understanding the Color Palette Letterhead, Working with the Objects, Understanding other controls (Layers and Tables)

Suggested Books:

1. Internet and World Wide Programming, Deitel, Deitel and Nieto, 2012, Pearson Education
2. Greenlaw, Raymond and Hepp, Ellen. Fundamentals of the Internet and the World Wide Web. New Delhi: Tata McGraw-Hill, 2012.
3. Greenlaw, Raymond. Inline/Online: Fundamentals of the Internet and the World Wide Web. New Delhi: Tata McGraw-Hill.
4. Bangia, Ramesh. Learning Desk Top Publishing (DTP).
5. Andrew Faulkner, Andrew and Chavez, Conrad. Adobe Photoshop CC Classroom in a book. 2019.
6. Jain, Satish. Coreldraw Training Guide.

Note:

- The paper setter will set questions in two parts (A & B).
- In part A, the paper setter will set 15 objective type questions carrying 2 mark each.
- In Part B, the paper setter will set 02 descriptive type questions out of which students shall attempt any 1 questions carrying 5 marks each.