

ANNEXURE II

Skill Enhancement Courses (SEC) for the BA/B.Sc./ B.Com Programmes in the CBCS

1. Creative Writings
2. Teaching in Elementary Level
3. Entrepreneurship Development
4. Retail Management
5. Desktop Publishing
6. Travel and Tourism Management
7. Photoshop and Web Design
8. Maintenance and Repairing of Electrical and Electronic Appliances
9. Sericulture
10. Floriculture and Landscaping
11. Vermicompost
12. Photoshop
13. Web Design
14. Human Rights
15. Wildlife Photography
16. Intellectual Property Rights
17. Health and Sanitation Practices

Paper Code: SEC 5	Title of the Paper: Desktop Publishing	Credit: 2		
		L = 1	P = 1	T = 0
<p>Objective: The course is designed with an objective to</p> <ul style="list-style-type: none"> ➤ Introduce Adobe InDesign, PageMaker ➤ Explain the basics of different kinds of printings <p>Learning Outcome: On completion of the course, students will be able to</p> <ul style="list-style-type: none"> ➤ Create book works, building booklets, completing the book using Adobe InDesign, PageMaker ➤ Create business cards, pamphlets, banners, newspapers, books using Adobe InDesign 				
<p>Total Marks: 100 (In Semester Evaluation: 20 & End Semester Evaluation: 80)</p>				
<p>Work Area Marks : 05 Class: 02 Arranging palettes, customizing workspace, palette menus, navigation and magnification, layers, context menus, selecting objects, using help</p> <p>Documents Marks : 05 Class: 02 Starting new documents and page size, master pages, footers, placeholder master, applying master and overriding master, editing master pages</p> <p>Frames Marks : 05 Class: 02 Modifying and resizing text frames, modifying and resizing graphic frames, wrapping graphics, creating and duplicating frames, rotating and aligning objects</p> <p>Importing and editing text Marks : 10 Class: 05 managing fonts, creating and entering text, creating headline, flowing text, working with styles, aligning text, threading text, changing number of columns, changing text alignment, character style, find and Replace and Spell check, text on a path</p> <p>Typography Marks : 07 Class: 03 vertical spacing, baseline grid, space above and below paragraph, font and type style, paragraph alignment, special font features and drop cap, fill and stroke for text, kerning and tracking, working with tabs, rule for paragraph</p> <p>Working with color Marks : 07 Class: 03 Adding color to swatch palette, applying color to objects, dash stroke, gradient, tint, spot color, apply color to text, apply color to object, creating and applying gradient swatch</p> <p>Importing and linking graphics Marks : 07 Class: 03 Adding graphics, vector and bitmap graphics, managing links to imported, graphics, updating graphics, clipping paths, settings for display performance, library to manage objects</p>				

Tables**Marks : 07 Class: 03**

Importing and formatting a table, formatting borders and alternating row colors, graphics within tables, formatting text in table, character style to table text, adjust column size

Vector graphics**Marks : 07 Class: 03**

Document grids, applying color to path, pencil tool, pen tool, drawing curve and straight segments, compound path, slicing a path with scissor, adding end shape to open path, creating texture effects, inline graphics

Transparency**Marks : 05 Class:****02**

Transparency setting, opacity of objects, blending modes, feathering, transparency settings for EPS images, drop shadow

Interactive document**Marks : 05 Class: 02**

Bookmarks, hyperlinks, navigation buttons, adding a movie, button with rollover and down states, adding an action to button, exporting to pdf

Book**Marks : 05 Class: 02**

Defining a book, creating book file, order and pagination, table of content, maintaining consistency, synchronizing book document, updating table of content, indexing the book

Printing and preparation**Marks : 05 Class: 02**

Preflight, package, separation preview, transparency preview, transparency flattener preview, printing proof

Books Recommended:

1. InDesign in easy Steps, Tata Mcgraw Hill
2. InDesign CS5 in simple Steps, Dreamtech Press

Computer Lab Based on Desktop Publishing:

- Work Area
- Documents
- Frames
- Typography
- Working with color
- Importing and linking graphics
- Tables
- Vector graphics
- Transparency
- Interactive document
- Book
- Printing and preparation

N.B.: The University recommends that the Practical be done in the Adobe InDesign software. However, if this version is not available, the same may be done in Adobe PageMaker.

Paper Code: SEC 12	Title of the Paper: Photoshop	Credit: 2		
		L = 1	P = 1	T = 0
<u>Objective:</u>				
The course is designed with an objective to				
<ul style="list-style-type: none"> ➤ Describe how to use photo shop ➤ Navigate Photoshop's Workspace, create & setup documents ➤ Work with effects, filters and adjustments. ➤ Describe typography, color, layout, photo editing, composition, graphics, vector & raster application ➤ Describe Layers and Masking 				
<u>Learning Outcome:</u>				
On completion of the course, students will be able to				
<ul style="list-style-type: none"> ➤ Identify and describe the major functions of Photoshop. ➤ Work and manipulate images ➤ Work with basic selections. ➤ Add effects, corrections to images using Photoshop. 				
Total Marks: 100				
(In Semester Evaluation: 20 & End Semester Evaluation: 80)				
Unit 1. Introduction		10 Marks, 7 Classes		
The Photoshop Interface, setting up a new Photoshop document, Saving a new document, The Default Palettes, Working with Photoshop Palettes, The Photoshop Toolbox and Options bar, Using Guides and Ruler, Supported import in export image formats, Opening an Image in Photoshop, Creating Images in Photoshop, Saving Images in Photoshop, Basic Image Editing, Changing Image Size, Cropping an Image, Changing Color/Bit Depth, Optimizing Images using Save for Web, Working with Color in Photoshop.				
Unit 2. Photoshop Tools and Transforms		20 Marks, 12 Classes		
Parts of the Toolbox, Toolbox Shortcuts, Tools Options, Marquees, Magic wand Lassos, Move tool, Crop tool, Slice tools, Pencil, Paintbrush, Eraser tools, History brushes, Clone tamp-Pattern stamp, Healing brush tool, Retouch tool, Gradient, Paint bucket, Burn- Dodge-Sponge, Blur-Sharpen-Smudge, Shapes-Line rectangle- polygon-custom shapes, Path, selection tool, Pen tool, Type tools, Notes tool-Audio annotation, eyedropper-Color sampler- Measure tool, Hand-Zoom, Quick mask-Screen modes, Jump to Image Ready, Back ground and Foreground. Using Free transform, Move, Rotate, Scale, Skew, Distort, Perspective, Flip-vertical, horizontal, Invert Rotate 1800, Rotate 900 CW, Rotate 900 CCW				
Unit 3. Photoshop Layers and Channels		15 Marks, 10 Classes		
About Layers-Fill and adjustment layers, The Layer Palette, Naming Layers, Creating Layers, Deleting Layers, Viewing Layers, Moving Layers, Layer Opacity, Locking Layers, Merging Layers, Layer modes and blending options, Image composting using layers. About channels, Channel palette, Creating and viewing Channels, Modifying channels, Deleting channels, Alpha channels and masks.				
Unit 4. Photo enhancement and Color correction		15 Marks, 10		

Classes

Changing Levels, Changing Curves, Color balance, Changing Brightness and Contrast, Changing Hue Saturation and Brightness, Changing a grayscale image to a colored image. Histogram, Gradient map, Desaturate, Invert, Color replace, Selective color, Equalize, Threshold, Channel mixer, Posterize, Changing background using layer composting

Unit 5. Text editing in Photoshop**20 Marks, 12****Classes**

About the type layer, Creating vertical and horizontal types, Point and paragraph text creation, using horizontal and vertical type mask tools, Using Character palette for text editing, Choosing a font, Changing the type color, Choosing a type size, specifying kerning and tracking, Using fractional character widths, specifying baseline shift, applying underline and strikethrough, Text alignment and justification, Specifying anti-aliasing, Creating text warp, Rasterizing type, Converting type to shapes, Adding effects to text

Books Recommended:

3. Adobe Photoshop Bible, Dayley and Dayley, Wiley India Publication.
4. Photoshop in Easy Steps 1st Edition (Paperback), Robert Shufflebotham, Tata Mc Graw-Hill Publication.
5. Adobe Photoshop-Classroom in a Book 1st Edition, Adobe Creative Team, Pearson Publication.
6. Jennifer Smith and AGI Creative Team ,Adobe Photoshop CS6 Digital Classroom, Wiley; Pap/Dvdr edition , 2012
7. Andrew Faulkner & Conrad Chavez , Adobe Photoshop CC Classroom in a Book, Adobe, 2017
8. Toni Toland, Best Practice: The Pros on Adobe Photoshop Delmar Cengage Learning; Pap/Cdr edition, 2006
9. Philip Andrews, Adobe Photoshop Elements 4.0 A to Z: Tools and features illustrated ready reference Paperback Focal Press; 1 edition 2006

Computer Lab Based on Photoshop:

- Photoshop Tools and Transforms (20 Marks)
- Photoshop Layers and Channels (20 Marks)
- Photo enhancement and Color correction (20 Marks)
- Text editing in Photoshop (20 Marks)

Paper Code: SEC 13	Title of the Paper: Web Design	Credit: 2		
		L = 1	P = 1	T = 0
<u>Objective:</u>				
The course is designed with an objective to				
<ul style="list-style-type: none"> ➤ Design a webpage using HTML and CSS. ➤ Make an interactive webpage using JavaScript. 				
<u>Learning Outcome:</u>				
On completion of the course, students will be able to				
<ul style="list-style-type: none"> ➤ Design dynamic and interactive web pages by embedding Java Script code in HTML and using Java Script to validate user input. ➤ Apply CSS in WebPages. ➤ Make an interactive webpages using web designing tools 				
Total Marks: 100				
(In Semester Evaluation: 20 & End Semester Evaluation: 80)				
Unit I: Introduction to Computer Network and Internet		10 Marks, 7 Classes		
Computer Network Basics- LAN, WAN, Topologies, IP Address, Domain Name, Protocol, TCP/IP Basics, HTTP, FTP,SMTP, Concept of Client/Server model Internet Basics- concept of Internet, Connectivity types, ISP, E-mail, WWW Website and Webpage, Hyperlink, Web Browser, Web Sever, URL, Types of Websites (Static/Dynamic), Search Engines Webpage, Hyperlink, Web Browser, Web Server, URL, Types of Websites (Static/Dynamic), Search Engines				
Unit II: Fundamentals of Web Designing		10 Marks, 5 Classes		
Planning a website- content, Graphics, Structuring and Navigation, Advertisements/ popups Design Principles and Issues- Usability, Loading time, color Schemes, Font choices, Image choices, Browser Compatibility, Designing Website in Vernacular languages using Unicode Based software/fonts				
Unit III: Web Designing Tools and Technologies		5 Marks, 5 Classes		
Introduction of various Web Tools- Frontpage, Dreamweaver, Photoshop, Flash Concept of Client Side Scripting and Server Side Scripting Introduction to various Web Technologies- HTML, PHP, Javascript, NET, JSP				
Unit IV: Hypertext Markup Language (HTML)		40 Marks, 20 Classes		
What is Markup Language, Basic Structure of HTML, Head Section and Elements of Head Section- Meta Tags, External Link Tags HTML Structure Tags- Table Tag, Div Tag, Frames Content/Media Tags-Header Tags, Paragraph, Span, Pre Tags, anchor Links and Named Anchors, Image Tags/Image Hot Spots, Object Tag, I Frame Tags Working with Forms- Form Tag, POST and GET Method, Text Input, Text Area, Checkbox, Image Input and Radio, Select Option, Option Group, File Upload and Hidden Fields, Submit Button, Reset Button HTML 5: Introduction to HTML5, What is new in HTML5, Features of HTML5 Doc type, New Structure Tags- Filed Validation, Placeholder, Email, tel,url, number, date range New Media Tags- Audio Tag, Video Tag.				

Unit V: Cascading Style Sheet (CSS)**15 Marks, 10 Classes**

Introduction to CSS, Internal and External Style sheets, Inline styles, CSS syntax, ID and Class Selectors, Applying styles to Elements such as text, links lists, images, tables and backgrounds CSS Box Model, Border, Outline, Margin and Padding

Books Recommended:

1. Murach's HTML5 and CSS3, Zak Ruvalcaba, Murach's SPD Pub.
2. Internet technology and Web Design, ISRD group, Tata Mc Graw-Hill
3. Hahn, H, "The Internet *Complete Reference*", McGraw-Hill Osborne Media, 2nd Edition, 2002
4. Roy U.K, "Web Technologies", Oxford University Press, 1st edition, 2010.
5. Robin N, "Learning PHP, MySQL & JavaScript with jQuery, CSS & HTML5", O'Reilly, 2014, 4th Edition.
6. Phillip H, "JSP 2.0: The Complete Reference", McGraw Hill, 2nd Edition, 2003.
7. Bill E, Scott H, Farhan M, "Professional ASP.NET 2.0", 4th Edition, 2005.
8. Web Enabled Commercial Application Development Using Html, Dhtml, JavaScript, Perl Cgi by Ivan Bayross, BPB Publications, 2009.
9. BIG Java Cay Horstmann, Wiley Publication, 3rd Edition., 2009
10. Java 7, "The Complete Reference", Herbert Schildt, 8th Edition, 2009.
11. The Complete Reference J2EE, TMH, Jim Keogh, 2002.
12. Java Server Pages, Hans Bergsten, Third Edition, O'Reilly Media December 2003.

Computer Lab Based on Web Design:

- Fundamentals of Web Designing
- Web Designing Tools and Technologies
- Hypertext Markup Language (HTML)
- Cascading Style Sheet (CSS)