V.S.M COLLEGE: RAMACHANDRAPURAM

Department of Computer Science

I B.Sc /B.Com/B.A.

COURSE CODE: CCCS02

CERTIFECIATE COURSE ON DESKTOP PUBLISHING

w.e.f. 2018-19

2 Hour/Day **Total Days: 45**

MODULE-1

Computer Basics 5 Hours

- Explaining computer characteristics and various types of computers
- Detailing various devices of a computer system for input, output memory and storage
- Understanding ports for data communication and printers for hard copy generation

Word Processing 5 Hours

- Describing the MS-Word Interface and technique for editing document
- Understanding the process to print and format documents
- Explaining advanced features of MS-WORD as find, replace, thesaurus and graphics
- Detailing the usage of tables & charts in a document of MS-Word
- Understanding the hardware and software required for DTP operations

MODULE-2

DTP Basic 5 Hours

- Explaining the raster and vector graphics and their impact on DTP
- Detailing different types and parts of fonts as serif, sans-serif, font pitch, etc.
- Describing the various font formatting options indent, hyphenate, etc.

CorelDraw 10 10 Hours

- Describing various components and interface of CorelDraw as toolbar, guideline, etc.
- Explaining the steps to create, open and save files in CorelDraw
- Understanding the usage of cartesian coordinates and the property bar
- Detailing the various options and utility of page and document setup
- Describing the concept and application of artistic text and object arrangement

MODULE-3

Photoshop 7 **10 Hours**

- Explaining various components and interface of Photoshop as tools, bars, etc.
- Illustrating the process to create, open and save files in Photoshop
- Describing the concept and usage of layers in Photoshop
- Detailing the application of color picker and work path
- Understanding different filters in Photoshop used for image manipulation

PageMaker 7 **10 Hours**

- Describing various components and interface of PageMaker as toolbar, ruler, etc.
- Explaining the steps to create, open and save files in PageMaker
- Understanding various formatting options for text and usage of text blocks
- Illustrating different options for formatting the page and paragraph
- Detailing the story editor, styles and master pages feature of Photoshop

List of Practical:

1. Tables Creation in Ms –Word
2. Mail Merge creation in Ms-Word
3. Basic Image Editing in Photoshop
4. Cropping, Resizing, And Correcting Images
5. Create Cover page for Any Text Book
6. Design a Passport Photo
7. Create a Pamphlet of any program to be conducted by an organization
8. create Broacher for your college
9. Designing A Logo and Printing it on Dress Design
10. Designing of Story Editors.

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Note: Set the Question paper as per the blue print given at the end of this model paper.

Model Question Paper

Time: 1 Hr 30 Mins. **Max.Marks: 50**

Section-A

Answer any TWO Questions **2 x 10= 20M**

1. Explain how to create tables and charts in Ms-Word.
2. Explain the raster and vector graphics in DTP.
3. Explain the usage of Cartesian bars and the property bar.
4. Explain the concept Layers in Photoshop.

Section-B

Answer any TWO Questions **2 x 15 = 30M**

5. Describe various components and interfaces in PageMaker.
6. Explain various Filter Manipulations in Photoshop.
7. Describing the Context and application of artistic text and object arrangement.
8. Describe various Font formatting options in DTP.

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Blue Print

MODULE	Essay Questions 15 marks	Short Questions 10 marks	Marks allotted
I	1	2	35
II	1	1	25
III	2	1	40
Total			100

Practical Examination for 50 Marks

Scheme of Examination:

1. **Writing Procedure - 15 Marks**
2. **Draw Diagram - 10 Marks**
3. **Performance - 10 Marks**
4. **Result - 10 Marks**
5. **VIVA - 5 Marks**

CERTIFICATE COURSE STRUCTURE

Paper	Title	Paper Code	Days.
Certificate course	Beautician certificate course	CCWEC01	45

V. S. M. COLLEGE (A): RAMACHANDRAPURAM

BEAUTICIAN CERTIFICATE COURSE: SYLLABUS

(WOMEN EMPOWERMENT CELL)

PAPER CODE: CCWEC01

Aims and Objectives:

- Students can get a diploma or a certificate course to become a certified cosmetologist or a makeup artist.
- After getting trained in this field, makeup artists can work privately by opening their beauty salons and provide consultation for their clients.
- They can also choose to work with television artists, on film sets or become theatre assistants.
- In this course, students learn different aspects of makeup, and they get to learn hairstyling, skincare solutions, flawless makeup techniques, covering skin blemishes, etc.

Syllabus:

- Mehandi
- Grooming, Hygiene & Safety
- Manicure & Pedicure
- Basic Haircuts
- Understanding Skin Type & Analysis
- Hair Art & Bridal Hair Styling
- Cleansing & Toning practice
- Massage Manipulation
- Creative Haircuts and Colouring
- Hands & Feet Massage
- Perm
- Straightening
- Hair Spa/ Hair Oil Massage
- Facial
- Brow shaping and Bridal makeup

Reference Books:

1. A text book of "Complete Beautician Course Specially Useful for Running Beauty Parlours at Home" is written by Renu Gupta.
2. A text book of Cosmetics by Nema,CBS publication.
3. కంప్లీటబ్యూటిషియన్కోర్స్(Complete Beautician Course) (Telugu),

by author MythiliVenkateswar Rao .

Course outcomes:

- The beautician course helps students to learn about how to work as a makeup artist and deal with using corrective applications in terms of cosmetics for the skin, eyes, cheeks, and lips.
- Students practice and study about how to apply makeup for a regular day or a special occasion, for models who appear for fashion- related photography.
- Students learn to apply foundations for different skin tones;
- They learn to use blushes, mascara, eyeliner, lip liner, lip gloss, or lipstick.
- The makeup classes include theoretical understanding and classroom presentations of face shapes, new trends in cosmetics and different massaging techniques.

* * *

V.S.M. College (Autonomous) RAMACHANDRAPURAM

Re – Accredited by NAAC with 'B' Grade at 2.69 CGPA

B.COM (GEN/CA)/ B.Sc PROGRAMME – COMMERCE

CERTIFICATE COURSE

TALLY ERP 9

Paper Code : CCCOM 02

Hours:2
Credits:2

Objectives:

To make the students acquire the computer knowledge of accounting. To equip the students with the knowledge of accounting process to develop the skills of recording financial transactions with Tally software.

Unit-I: **Fundamentals of Tally. ERP 9:** Features - Start Tally, Create and Alter a Company - Creating Single Group/Multiple Groups, Display, Deleting Groups - Ledger: Creating Single Ledger / Multiple Ledgers.

Unit-II: Creating Inventory Master: Creating Stock Groups, Displaying, Deleting, Altering - Creating Stock Unit of Measure, Displaying and Deleting Unit Measures - Creating, Altering, Displaying, Deleting Stock items - Generating Reports.

Unit-III: Statutory and Taxation: VAT – Input VAT and Output VAT - GST- SGST and CGST

References:

1. Tally 9 in Simple Steps, Kogent Solutions Inc., John Wiley & Sons.
2. Tally 9.0 (English Edition), (Google eBook) Computer World
3. Tally.ERP 9 Made Simple Basic Financial Accounting by BPB Publisher.
4. Tally ERP 9 For Real Time Accounting by Avichi Krishnan
5. Fundamentals of Computers, by V. Rajaraman, PHI

V.S.M.COLLEGE(A)::RAMACHANDRAPURAM

DEPARTMENT OF PHYSICS

[UG PROGRAMMES]

SEMESTER-II

CERTIFICATE COURSE

ELECTRICAL WIRING

2019-2020

CONDUCTED BY

Dr K.SRINIVASA RAO

DEPARTMENT OF PHYSICS

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ELECTRICAL WIRING

PAPER CODE: CCPHY03

COURSE OUTCOMES :

1. To impact the basic knowledge about the electric and Magnetic circuits
2. To inculcate the understanding about the A.C fundamentals.
3. To the know the various measuring instruments and house wiring

SYLLABUS

Module - 1

Introduction- Basics Laws – Ohm's Law, Ampere's Law – Electromagnetic Field and its effects – Fundamental terms of electrical current flow, Single Phase and Three Phase AC and DC Current generation. Introduction to series, parallel and combination circuits. Understanding wiring diagrams with basic symbols and power and electrical tools – measuring devices etc. and precautions.

Prcatical : Filed visit to Power Station, Transformers, Generators, Inverters

Module – 2

Types of electrical measuring tools like Voltage meter, Earth tester, Ammeter, Voltmeter, Watt meter, Ohm meter, Megger, Tong Tester. Knowledge about features of Switches, MCB's, Fuses, Resister using Circuits and various circuit protecting devices and their uses.

Practical: Switch Board Connections, Main Board Connections, Earthing, Connections for single and three phase wiring. Series and Parallel Connections.

Module – 3

Materials, estimating cost and install LV electrical wiring at permanent structures. Assemble, install and maintain temporary LV electrical panels at construction site. Plan and organize work to meet expected outcomes. Work according to personal health safety and environment protocol at construction site. Work effectively in a team to deliver desired results at work place.

Practical : Temporary wiring to house, Permanent wiring, Inverter wiring, Generator wiring

Dr. K. Srinivasa Rao
M.Sc., M.Phil., Ph.D.
Head Department of Physics
V.S.M. College - Ramachandrapuram
East Godavari Dt. A.P. 533 255

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सरलसंस्कृतपरीक्षा

सरला

संस्कृतभारती
आन्ध्रप्रदेशः

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सरलसंस्कृतपरीक्षा

(तृतीयं पुस्तकम्)

सरस्वती

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सरलसंस्कृतपरीक्षा

(द्वितीयं पुस्तकम्)

सुगमा

संस्कृतभारती

आन्ध्रप्रदेशः

अनुक्रमणिका

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संस्कृतेन सम्भाषणं अभ्यासः

सरलसंस्कृतपरीक्षा
(चतुर्थं पुस्तकम्)

संस्कृतभारती
आन्ध्रप्रदेशः

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