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

MODULE-1

Computer Basics

- 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

- 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

- 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

- 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

10 Hours

5 Hours

S HOULS

5 Hours

5 Hours

Total Days: 45

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.

Section-A

Answer any <u>TWO</u> Questions

- 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 <u>TWO</u> Questions

- 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.

2 x 10= 20M

Max.Marks: 50

 $2 \ge 15 = 30M$

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CERTIFECIATE COURSE ON DESKTOP PUBLISHING

Blue Print

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

Practical Examination for 50 Marks

Scheme of Examination:

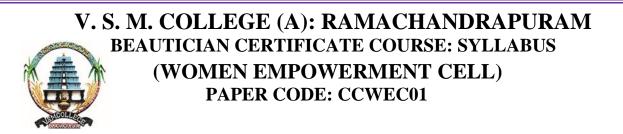
- 1. Writing Procedure 15 Marks
- 2. Draw Diagram 10 Marks
- **3. Performance 10 Marks**
- 4. Result 10 Marks
- 5. VIVA 5 Marks



V. S. M. COLLEGE (A) : : RAMACHANDRAPURAM NAAC Re-accredited with 'B' Grade at 2.69 CGPA DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE STRUCTURE

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



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:

- 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

J.



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

<u>Module - 1</u>

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.

Preatical : 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.

<u>Practical</u>: 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.

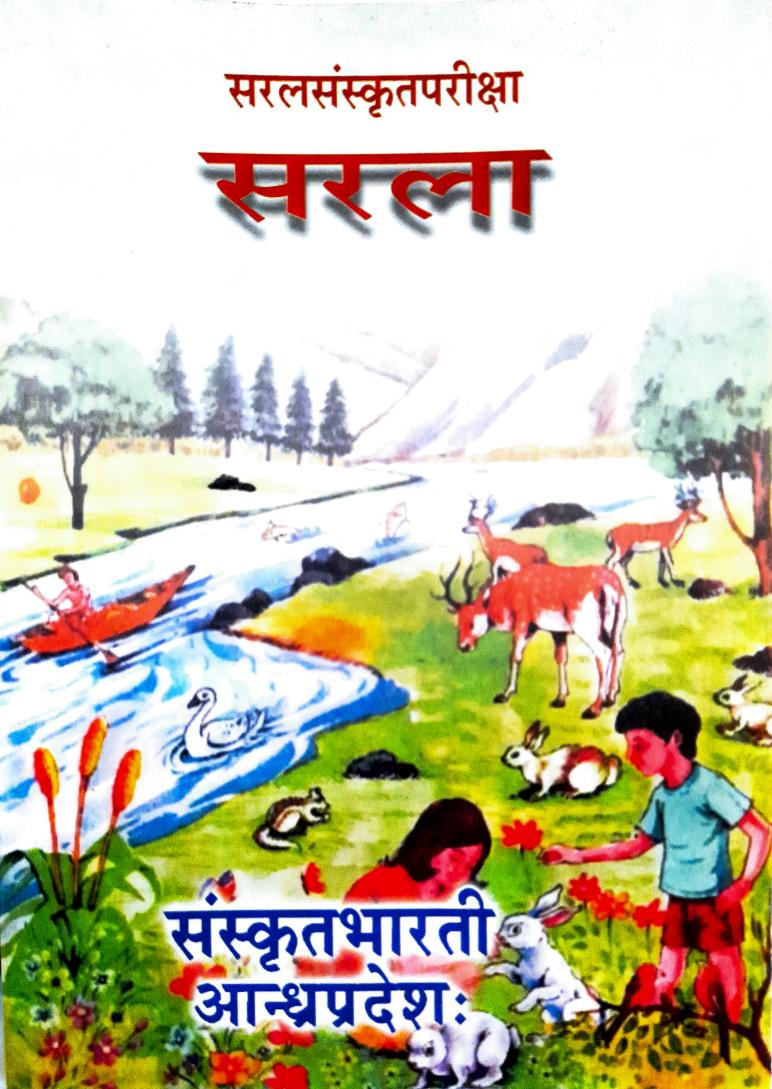
<u>**Practical**</u>: Temporary wiring to house, Permanent wiring, Inverter wiring, Generator wiring

rinwasa Rao

Misc., M.Phil, Ph.D. Head Department of Physics V.S.M. Collège - Ramachandrapuran East Godavar, Di. (A.P. 533-255

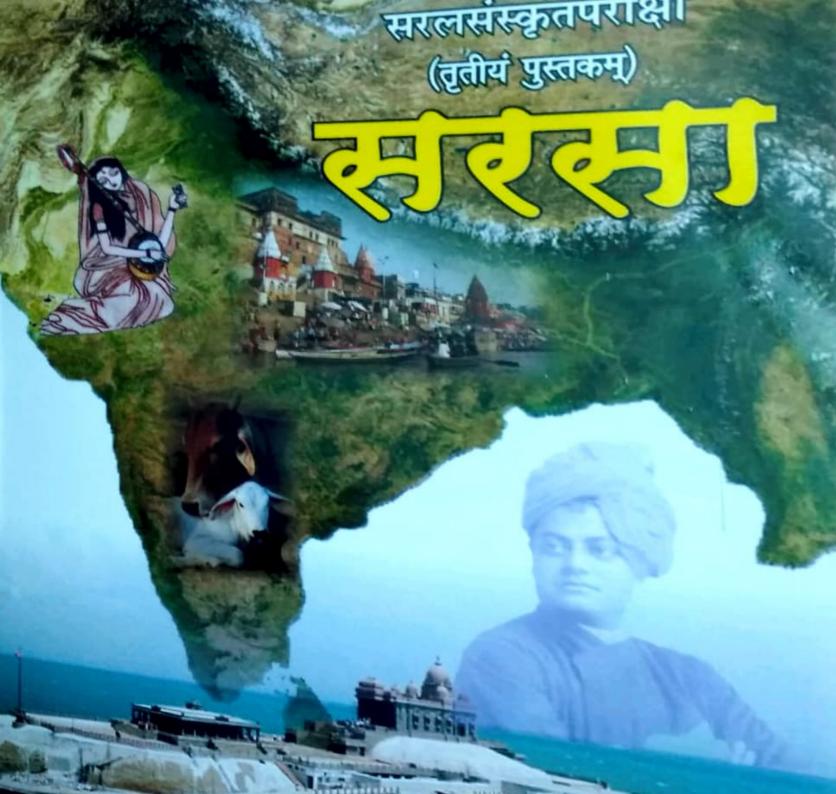
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अनुक्रमणिका

| 1. | अस्माकं सुन्दरः परिवेश: |
|-----|--|
| 2. | अस्माकं गृहं कुटुम्ब: च 4 |
| 3. | गृहवस्तूनि 5 |
| 4. | स्वास्थ्यवर्धकानि फलानि शाकानि च6 |
| 5. | भ्रमन्ति एते पशव:7 |
| 6. | कूजन्ति, नृत्यन्ति, विहरन्ति एते पक्षिण: |
| 7. | वयं कुत्र-कुत्र भ्रमाम:, कुत्र-कुत्र गच्छाम: |
| 8. | इदम् अस्माकं शरीरम् 10 |
| 9. | पश्यत, उच्चै: पठत अवगच्छत च11 |
| 10. | 'एतत्' इत्यस्य प्रयोग:14 |
| 11. | 'तत्' इत्यस्य प्रयोगः 15 |
| 12. | सर्वे प्रातः शीघ्रम् उत्तिष्ठन्ति 17 |
| 13. | 'च' इत्यस्य प्रयोग: |
| 14. | 'युष्मद्' इत्यस्य प्रयोगः |
| 15. | 'अस्मद्' इत्यस्य प्रयोग: |
| 16. | अव्ययपदानि |
| 17. | मधुरः प्रातःकालः 30 |
| 18. | सङ्ख्या |
| 19. | धन्याः सर्वे सेवकाः |
| 20. | अधुना सः अलसः न अस्ति 38 |
| 21. | वयं भारतभक्ता: |
| 22. | सकले नव उल्लास: 42 |
| 23. | प्रियाः श्लोकाः |

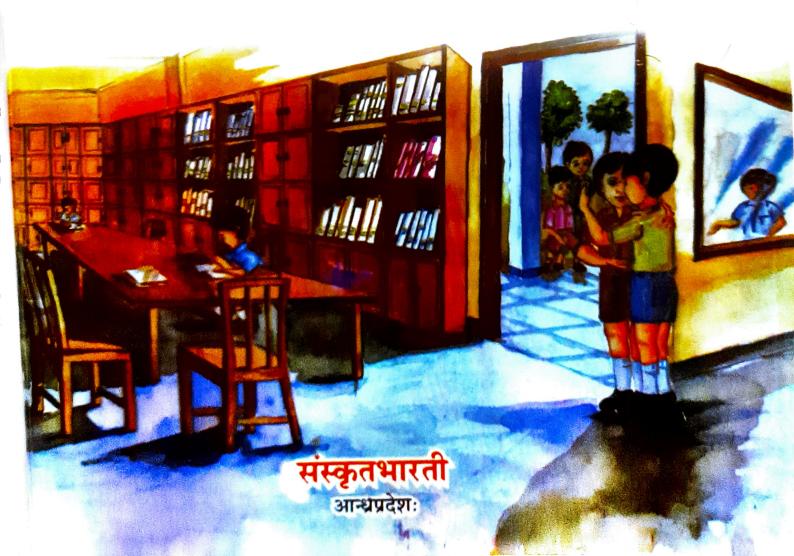




| १. जननी जन्मभूमिः च |
|---|
| २. स्वभावो दुरतिक्रमः |
| ३. हितं मनोहारि च दुर्लभं वचः |
| ४. गोसम्पत्तिः न केवलं ग्रामस्य |
| ५. 'चिरं जीव। विजयी भूत्वा आगच्छ' |
| ६. जीवनदायिनी गङ्गा २० |
| ७. प्रियवाक्यप्रदानेन सर्वे तुष्यन्ति जन्तवः २३ |
| c. अम्ब ! मम पतिः कः ? |
| €. सेवायां विद्यते योग्यता |
| १०. भास्कराय नमः |
| ११. विचरसि वायो कुत्र? |
| १२. "किं यूयं सिद्धाः?" |
| शब्दरूपाणि |
| सर्वनामानि |
| धातुरूपाणि |
| आदर्श-प्रश्नपत्रम् |







अनुक्रमणिका

| ٩. | एषः मम ग्रन्थालयः (एतत्-तत् - प्रयोगः) | - | ર |
|------------|---|-----|-----|
| ર. | उपायेन सर्वं शक्यम् (द्वितीया विभक्तिः) | - | ७ |
| ર . | हितं मनोहारि च दुर्लभं वचः (सुभाषितानि) | - | 99 |
| 8. | मूषिका पुनः मूषिका (क्तवतुप्रयोगः) | - | ዓ६ |
| પ. | रम्या रामायणी कथा (षष्ठीविभक्तिप्रयोगः) | - | २० |
| દ્દ. | कुरु उपकारं, कुरु उद्धारम् (लोट्लकारप्रयोगः) | _ | રપ |
| 0. | नष्टः पिष्टघटः (भविष्यत्कालः) | - | ୧७ |
| ٤. | कुस्य कः वर्णः? (वर्णाः) | - | રૂ૦ |
| ९. | वृथा कलहं मा कुरुत। (तृतीया विभक्तिः) | - | 33 |
| 90. | रुचिकरः सङ्गीतकार्यक्रमः (युष्मद्-अस्मद्-अस्-प्रयोगः) | - | 3८ |
| 99. | ईश्वरः सर्वत्र अस्ति (अव्ययानां प्रयोगः) | - | ४२ |
| १२. | मेघो वर्षति (विशिष्टक्रियापदानि) | _ | ४५ |
| 93. | कः कदा किं करोति (समयः) | - | ୪७ |
| 98. | आगच्छ गणनां कूर्मः (५१-१००) | _ * | 40 |

ि सरलसंस्कृतपरीक्षा (चतुर्थं पुस्तकम्)

<u>s</u>

संस्कृतभारती आन्ध्रप्रदेशः

| अनुक्रमा | णका |
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| १. अस्माकं मनः दर्पणः इव | 1 |
|---|----|
| २. क्षणज्ञः कणज्ञः च साधयेत् | 7 |
| ३. त्यज दुर्जनसंसर्गं, भज साधुसमागमम् | 13 |
| ४. यत् सारभूतं तत् उपासितव्यम् | 18 |
| ५. प्रविञ्चति हनूमान् नन्दिग्रामम् | 23 |
| ६. कोषाः भाषायाः सम्पत्तिभूताः | 29 |
| ७. अस्मासु कः श्रेष्ठः? | 34 |
| ८. सर्वमिदं स्याद् देशार्थम् | 39 |
| ६ . संस्कृतेन सम्भाषणं कुरु जीवनस्य परिवर्तनं कुरु | 42 |
| कानिचित् शब्दरूपाणि | 48 |
| आदर्श्र-प्रश्नपत्रम | 51 |