1.2.1 INSTUTIONAL PROGRAMME BROCHURE/NOTICE FOR CERTIFICATE/VALUE ADDED PROGRAMS WITH COURSE MODULES AND OUTCOMES

BROCHURE

COURSE MODULES& OUTCOMES

Course Modules and Outcomes	View File
Tally with GST	View File
Tally Ace	View File
Tally Essential Level 2	View File
Tally Essential Level 3	View File
Internet Technology and Web Page Designing	View File
Beauty& Fitness	View File
French	View File
Advanced French	View File
Core Java	View File
Advanced Web Page Designing with PHP Programming	View File
Travel and Tourism	View File
Communication Skills	View File
Advanced Beauty & Fitness	View File
Dance	View File
Nutrition Health & Education	View File
Self-defence, Fire-fighting & First Aid Course	View File
German	View File
Certificate Course in Basic Statistics & Econometrics	View File
Web Designing	View File
Biodiversity	View File
Physical Fitness & Yoga	View File
Python Programming	View File
Art Therapy with Psychology Principles	View File
Introduction to Industrial Psychology	View File
Research Methodology (Psychology)	View File
Certificate Course in Disaster Management	View File

Brochure

Value Added/Skill Based Programmes

It is compulsory for the students to take at least one value added course in Ist and IInd Year.

Compulsory Courses for Ist Year (Only One)

1. Travel and Tourism
2. Internet Technology and Web Page Design
3. Communication Skills and Personality Development
5. Beauty and Fitness course
6. French
7. Tally (B.Com., B.B.A.)

Advanced Courses for IInd Year (Only One)

1. Advanced Tally with GST
2. Core JAVA
3. Advanced Web Page Designing with PHP
4. French
5. Dance
6. Advance Course in Beauty & Fitness

Note : The courses will begin with a minimum of 20 students.

Tuition Fee	Rs.	4000.00 per annum
Exam Fee	Rs.	500.00 per annum

Total 4500.00

42

St. Bede's College Shimla

Course Modules &Outcomes

Tally with GST

GST using Tally.ERP 9 Release 6.3 Annexure
SYLABUS

Contents

LEARNING OUTCOMES:

- Understand the fundamentals of accounting
- Recording and maintaining Accounting Transactions insight
- Knowledge of Storage and Classification of inventory
- Understand Purchase & Sales Order Management and Cost/Profit Centres management.
- Practically implementation of accounting using Tally Prime Release 2.0

BACK

Tally Ace

SYLLABUS

COMPUTERIZED ACCOUNTING USING TALLY.ERP 9

1. **Getting Started with Tally.ERP 9 & Elemental Features**
   - Introduction
   - Features of Tally.ERP 9
   - Getting Started with Tally.ERP 9
   - Creating a Company in Tally.ERP 9
   - Configurations
2. **Creating Masters in Tally.ERP 9**
   - Creating Charts of Accounts
   - Ledgers and Groups
   - Inventory masters in Tally.ERP 9
   - Creating Inventory Masters
   - Displaying and Altering Inventory masters
3. **Voucher Entry & Invoicing**
   - Accounting Vouchers
   - Creating a New Voucher Type
   - Pure Inventory Transactions
   - Entering Inventory Details in Accounting Vouchers
   - Invoicing
   - Voucher Class
4. **Cost Centers & Cost Categories**
   - Getting Started with Cost Categories and Cost Centers
   - Applying Cost Centers to Ledger Accounts
   - Cost Center Reports
5. **Order Processing & Pre-closure of Orders**
   - Order Processing
   - Pre-closure of Orders
6. **Banking**
   - Cheque Management
   - Cheque Printing
   - Deposit Slip
   - Payment Advice
   - Bank Reconciliation
7. **Reports in Tally.ERP 9**
   - Basic Features of Displaying Reports
   - Financial Statements
8. **Tax Deducted at Source (TDS)**
   - TDS in Tally.ERP 9
   - Implementation of TDS in Tally.ERP 9
   - Quick Setup

BACK

- Recording Transactions
- TDS Reports

9. **Advanced Features in Tally.ERP 9**
   - Export and Import of Data
   - Backup and Restore Company Data in Tally.ERP 9
   - E-mailing in Tally.ERP 9
   - Message Center in Tally.ERP 9
   - Multi-Currency
   - Tally.NET
   - Support Center
   - Password Policy
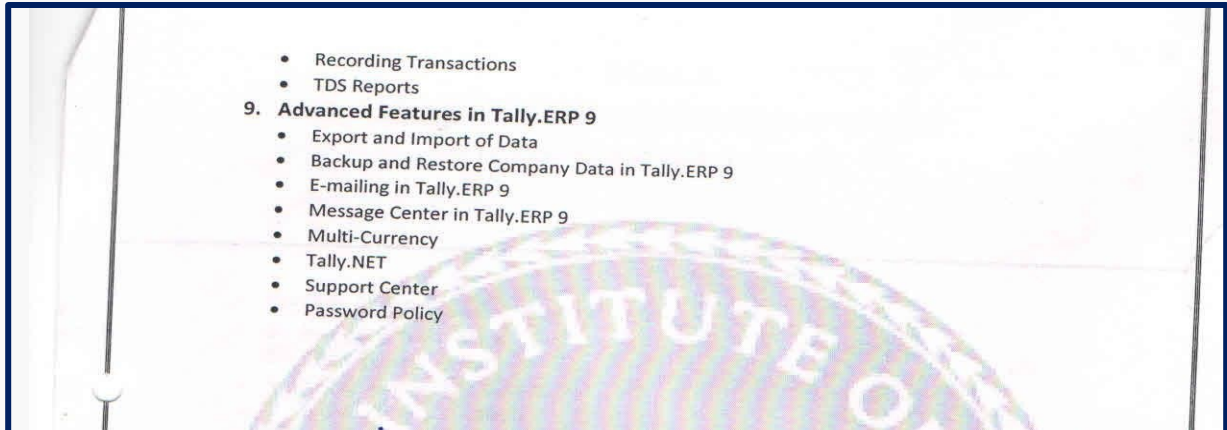
LEARNING OUTCOMES:

- Understanding the fundamentals of accounting.
- Recording and maintaining, accounting transactions insight.
- Knowledge of storage and classification of inventory.
- Understanding purchase & sales, order management and cost/profit centers management.
- Practical implementation of accounting using Tally Prime Release 2.0

Tally Essential Level 2

TEPL
Tally Education

SYLLABUS

TALLY ESSENTIAL LEVEL 2

- ➤ Fundamentals of Accounts
- ➤ Introduction to Tally Prime
- ➤ Maintaining Charts of Accounts
- ➤ Recording and maintaining Accounting Transactions
- ➤ Storage and Classification of inventory
- ➤ Accounts Receivable and Payable Management
- ➤ Purchase and Sales Order Management
- ➤ Cost/Profit Centers Management
- ➤ Booking Additional Cost Incurred on Purchase
- ➤ Budget and Controls Management
- ➤ Generating and Printing Reports

LEARNING OUTCOMES:

- Understand the fundamentals of accounting
- Recording and maintaining Accounting Transactions insight
- Knowledge of Storage and Classification of inventory
- Understand Purchase & Sales Order Management and Cost/Profit Centres management.
- Practically implementation of accounting using Tally Prime Release 2.0

TEPL
Tally Education

SYLLABUS

TALLY ESSENTIAL LEVEL 3

- ➢ Fundamentals of Accounts

- ➢ Introduction to Tally Prime

- ➢ Maintaining Charts of Accounts

- ➢ Recording and maintaining Accounting Transactions

- ➢ Goods and Service Tax

- ➢ Tax Deducted at Source

- ➢ Management of Business Data

- ➢ Moving to the Next Financial Year

LEARNING OUTCOMES:
- Understand the fundamentals of GST
- Knowledge of recording and maintaining accounting
- Understand the management of business Data
- Practically implementation of GST using Tally

St. Bede's College Shimla

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

INTERNET TECHNOLOGY AND WEB PAGE DESIGNING

LEARNING OUTCOMES:

- Design web page with basic HTML tags.
- Implement Cascading Style Sheets.
- Dynamic Web page design using Java script.
- Linking database with website using PHP and MYSQL Design web page with basic HTML tags.
- Implement Cascading Style Sheets.
- Dynamic Web page design using Java script
- Linking database with website using PHP and MYSQL

Beauty& 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

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

LEARNING OUTCOMES:

- Students were able to identify various career opportunities and methods within the beauty sector.
- Demonstration on storage of products, tools and equipment safely and at proper place.
- Identify different services in beauty therapy
  Prepare and maintain work area
- Demonstrate the knowledge of the actions of facial, neck and shoulder muscles
- Demonstrate the knowledge of anatomy of hands, nails and feet
- Demonstrate the knowledge and skills of basic depilation services – threading
- Filling up client record cards
- Preparation of status checklist for cleaning and safety of Beauty Parlour Salon
- Demonstrations on identification of contraindications of various beauty treatments

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French

FRENCH ADD ON COURSE
FIRST YEAR

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.)

- 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" "Il/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)

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- 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.

2. 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 better understand and get familiar to the topics.

LEARNING OUTCOMES:

- Read simple words and numbers in French
- Identify the different salutations and expressions in formal and informal way.
- Express themselves, their likes and dislikes in French
- Write small sentences using vocabulary they would learn throughout the course and also translate them in English
- Introduce and describe themselves and their family members/ teacher/ friend/ pet

Advanced French

(Session – 2018)
3rd semester syllabus

Syllabus outline of French Language:-
Divided into two parts: A and B

PART-A :-
Translation and Expressions.
(Book: Petits pas 2)

PART-B :- Grammar
1) Making of Sentences: Affirmative, Negative and Interrogative (Questions + Responses)
2) Verbs (-er, -ir, -ire, -re) forms.
3) Tenses (Present, Past, Imperfect and Future Tense)
4) Prepositions
5) Colors / clothings / Things.
6) Adjectives
7) Numbers
8) Time / Season / Weather
9) Adjective possessive
10) Adjective demonstrative.
11) Countries
12) Masculine-Feminine and Singular-Plural.
13) Pronouns complement
14) Miscellaneous :
    a) French to english or vice-versa.
    b) Essay writing
    c) Daily routine questions
    d) Explaining yourself.

Isha Mehta

BACK

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LEARNING OUTCOMES:

- Read simple words and numbers in French
- Identify the different salutations and expressions in formal and informal way.
- Express themselves, their likes and dislikes in French
- Write small sentences using vocabulary they would learn throughout the course and also translate them in English
- Introduce and describe themselves and their family members/ teacher/ friend/ pet

Core Java

Core Java Syllabus

- Java Introduction
- Environment Setup in Java
- Object Oriented Programming
- Java Datatypes & Variables
- Operators in Java
- Java Control Statements (If, If-else, Switch, While, For, Do-while, Break, Continue)
- Arrays in Java
- Strings in Java
- Classes and Object
- Constructor & Destructor
- Inheritance (Single and Multilevel)
- Interface
- Abstraction and Encapsulation in Java
- Polymorphism in Java
- Exception Handling in Java
- Java Packages
- Threads in Java
- Java Applets & Frames

BACK

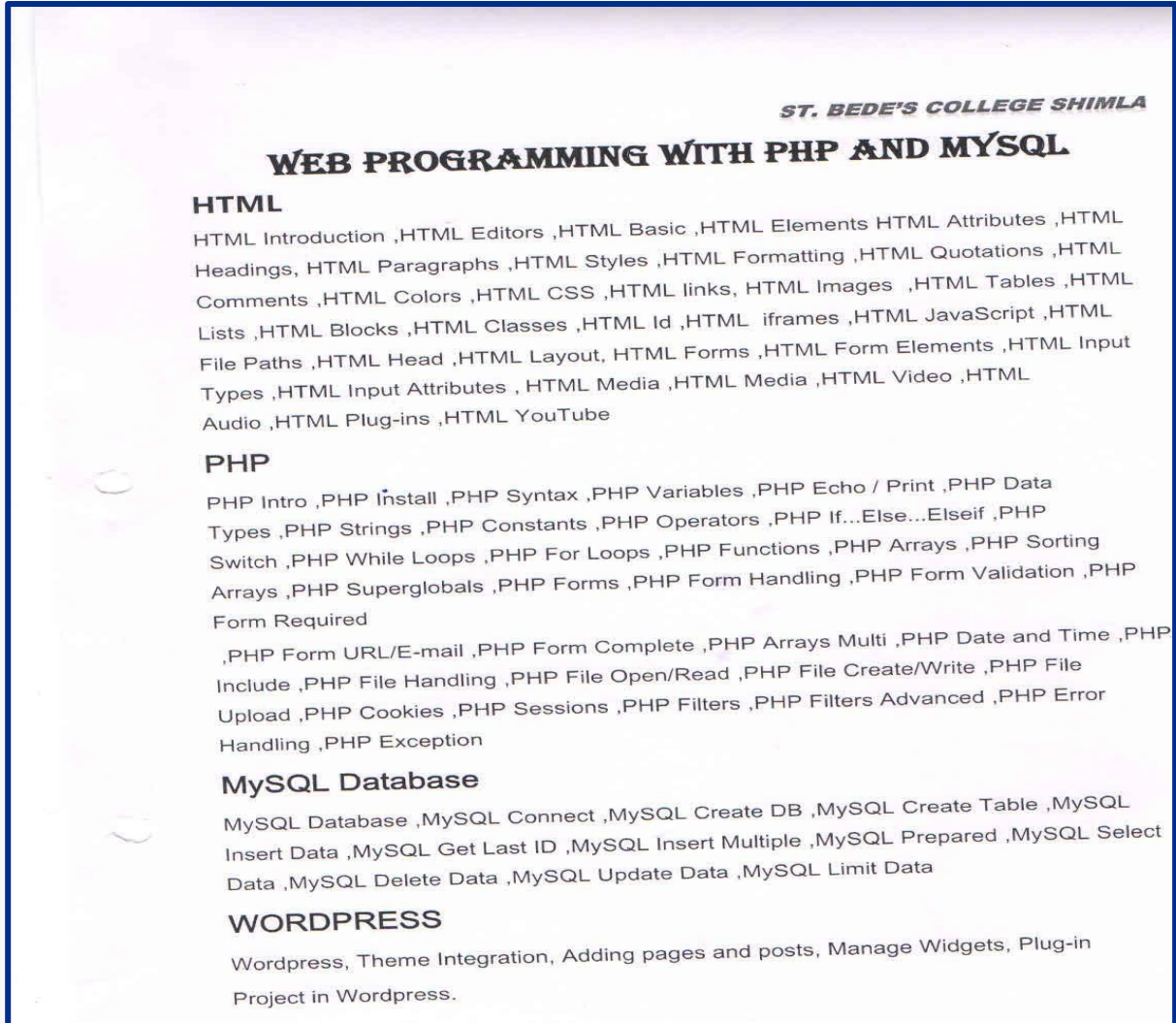**Learning Outcomes:**
- Understand the basic features of Java Programming.
- Understand the classes and objects of Java programming.
- Know the concept of packages, interfaces, and threading in Java.
- Understand exception handling in Java.
- Understand the concept of Java applet, thread, and packages concept
- Practical implementation of the concepts of core Java language using JDK 2.0 software.

Advanced Web Page Designing with PHP Programming

WEB PROGRAMMING WITH PHP AND MYSQL

ST. BEDE'S COLLEGE SHIMLA

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.

LEARNING OUTCOMES:

- Design web page with basic HTML tags.
- Implement Cascading Style Sheets.
- Dynamic Web page design using Java script.
- Linking database with website using PHP and MYSQL Design web page with basic HTML tags.
- Implement Cascading Style Sheets.
- Dynamic Web page design using Java script
- Linking database with website using PHP and MYSQL

Travel and Tourism

SYLLABUS

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

  Tourism Product: 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.

LEARNING OUTCOMES:
- understand fundamentals of tourism from the management, marketing and financial perspectives.
- understand the concepts of travel and tourism, the framework of the system, types and form of tourism as well as the impacts of tourism.
- describe the different types tourism resources of India, their importance in tourism and management

BACK

Communication Skills &Personality Development

COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT
ADD-ON COURSE
(THIRD YEAR)

Module 1: Personality- The Introduction

Personality meaning, determinants- physical, intellectual, emotional, cultural

Traits of personality, importance of
personality development.

Module 2: Personality Development

Grooming, dress code, do's and don'ts, Social etiquettes, self confidence.

Module 3: Self Analysis

SWOT analysis, Creative thinking, Goal Setting, time management, prioritizing work

Module 4 : Communication and its Importance

Definition, process, and different types of communication

Resume Writing, letter writing, report writing, article writing and Creative writing

Module 5 : Leadership as a process

Group discussions, working in a team, class participation. Learning How to face personal interview.

LEARNING OUTCOMES:

- Students were able to understand and apply knowledge of human communication and language processes as they occur across various contexts.
- Students developed skills, such as managing conflict, understanding small group processes, active listening, appropriate self-disclosure, etc. to facilitate their ability to work collaboratively with others.
- Students were proficient in both verbal and written communication.

BACK

Advanced Beauty & Fitness

St. Bede's College Shimla

ST. BEDE'S COLLEGE ,SHIMLA

COURSE OUTLINE FOR SEMESTER 3
BEAUTY AND FITNESS

BEAUTY —

MODULE 1: HAIR CARE	Number of lectures
1. About Hair 2. Types of Hair- Normal , Oily, Dry 3. 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
MODULE 2: NAIL TREATMENT	
1. Manicure 2. Pedicure 3. French Manicure	3
MODULE 3: MAKE UP	
1. Products used in Make Up 2. Application of base 3. Eyes & Eye brows 4. Cheeks and Highlighting 5. Lip color	5
MODULE 4: SAREE DRAPING	
1. Basic Draping of Saree 2. Different Styles for Saree	3
MODULE 5: PERSONAL STYLING	
1. Knowing the Body Types: Triangle, Inverted Triangle, Hour Glass, Lean Rectangle, Wide rectangle 2. Types of Clothes according to body types 3. Colors according to Body Types	4
TOTAL NO. OF LECTURES	20

LEARNING OUTCOMES:

- Students were able to identify various career opportunities and methods within the beauty sector.
- Demonstration on storage of products, tools and equipment safely and at proper place.
- Identify different services in beauty therapy
  Prepare and maintain work area
- Demonstrate the knowledge of the actions of facial, neck and shoulder muscles
- Demonstrate the knowledge of anatomy of hands, nails and feet
- Demonstrate the knowledge and skills of basic depilation services – threading
- Filling up client record cards
- Preparation of status checklist for cleaning and safety of Beauty Parlour Salon
- Demonstrations on identification of contraindications of various beauty treatments

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

Learning Outcomes:

- To learn the basics of different classical dance forms of India
- To have knowledge about different dance movements
- To lean about ghungroos

BACK

Nutrition Health & Education

NUTRITION AND HEALTH EDUCATION SYLLABUS

UNIT-I Basic concepts in Food and Nutrition

- Food and nutrition
- Functions of Food

UNIT-II Nutrients

- Macronutrients
- Micronutrients

UNIT-III Food groups (process of food selection and preparation)

- Cereals
- Pulses
- Fruits and Vegetables
- Milk and milk products
- Eggs
- Meat poultry and fish
- Fats and oils

UNIT-IV Basic Concepts of Meal Planning

- Recommended Dietary Intakes
- Balanced Diet

UNIT-V Nutritional Status

- Assessment of nutritional status
- Food habits
- Food misinformation

BACK

LEARNING OUTCOMES:

- Basic Nutrition- Deals with understanding of food groups, nutrients, nutrition & health.
- Study of vitamins and minerals.
- Food Commodities- Study of various food items and additives.
- Food Safety- Food safety concept, HACCP.
- Food Laws – PFA, BIS, Agmark, Codex Alimentarius etc.
- Family Meal Management- Overview of nutritional management of different life stages (infancy-adolescence).
- Dietetics- Explains diet for various gastrointestinal disease conditions, allergies, and hospitalized patients.

BACK

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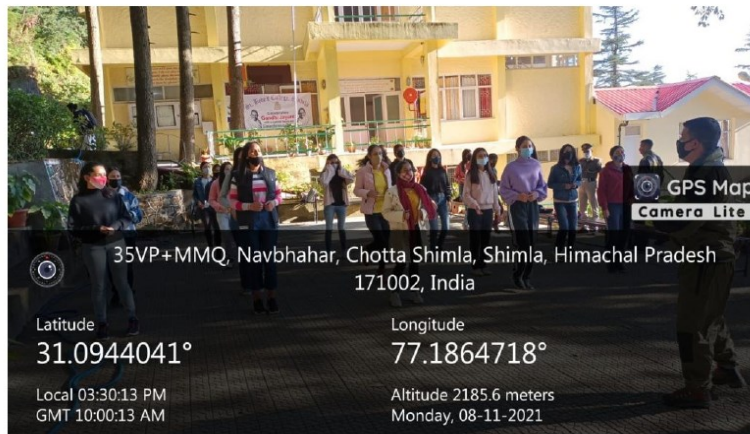
Self-defence, Fire-fighting & First Aid Course

ST. BEDE'S COLLEGE, SHIMLA

SELF DEFENCE, FIRE FIGHTING AND FIRST AID COURSE

The add on certificate course on Self Defence, Firefighting and First Aid offered by St. Bede's College is vital in building and improving self-confidence. The students opting for this add on certificate course would be trained by expert trainers of Himachal Pradesh Home Guards and Civil Defence Department on various techniques of Self-defence & Fire Safety and First Aid. The course would help in improving situational awareness of potential threats by teaching the standard physical protection techniques involving using the state of mind, posture along with the fundamental principles of self-respect, responsibility and mutual trust between each other. Fire safety and first aid training would provide them with the essential life-saving skills.

Syllabus

- Basic knowledge of Self Defence.

- Self Defence on: Harassment at bus stop / while travelling/ anybody hitting on the head /holding from back, under armpit/ holding neck and choking throat with hands/ attacking with knife/stick etc.

- Fire Fighting: Fire, its chemistry, type, principles of combustion, prevention, DOs & DON'Ts. firefighting equipment, fire extinguisher, and practice.

- Disaster definition, types, causes, earthquake, flood disaster, DOs & DON'Ts. Rescue strategies & techniques, search & location techniques, emergency method of rescue rope & knots & practice.

- First aid golden rule, CPR practice, bleeding, fracture & wounds.

GPS Map Camera Lite

35VP+MMQ, Navbhahar, Chotta Shimla, Shimla, Himachal Pradesh 171002, India

Latitude
31.0944041°

Longitude
77.1864718°

Local 03:30:13 PM
GMT 10:00:13 AM

Altitude 2185.6 meters
Monday, 08-11-2021

St. Bede's College Shimla

LEARNING OUTCOMES:

- Knowledge of how to prevent an attack, discuss how to use actions and words to protect themselves and show the various parts of the body they should physically target in order to defend themselves
- Have the knowledge to select the correct firefighting equipment relative to its contents, capacity and limitations and operate it safely in the event of fire
- Able to understand how and when to administer first aid, provide appropriate treatment for the purpose of preserving life and minimise the consequences of injury until the arrival of medical support

German

German language basic level course A1.1 as per

(CEFR)Common European Framework of Reference for languages method.

Chapter 1:

Greetings / to say good bye /Introduction/Questions & Answers/Speak about oneself and others/Counting till 20/ Tell and note Telephone numbers & E-mail Addresses/to talk about Countries and languages

Vocabulary: Numbers from 1-20/ Countries and their languages

Grammar : W- Questions/Sentence structure/ Verbs and Personal Pronoun in Text

Pronunciation: Alphabet .Strategy : To write and note Email Address and Spellings of the names.

Countries Information: Countries and their languages. The Network: WG (flat sharing community) I am Anna/Welcome Anna/ Enquire about number

Chapter 2:

Friends ,Colleagues and me

To talk about Hobbys/to fix a meeting/ Name out the Week days, to talk about Work, Professions and Worktimings.etc.

Vocabulary: Hobbys, Weekdays, Numbers from 20- 2000/Professions

Grammar : irregular verbs and personal pronouns/ Yes and No Questions / Definite articles : der ,das, die /Nouns : Singular and Plural/ Verbs: have / haben and to be./sein

Pronunciation: Melody of the sentences : Questions and answers

Strategy: How to learn articles.

Information about the country: New in club

The network:WG: Are we going together/Where do you work

Chapter 3:

In Hamburg

Name out Places and Buildings/ Introduction of places and answers to the Questions/ Naming out modes of Transportation/ to enquire about things/ to describe way and it's description / Seasons and Months/to talk about Hobbys

Vocabulary: Transportation, Directions/ Seasons and Months, Hobbys

Grammar: Indefinite articles ein,eine ,ein . Negation with indefinite articles kein,keine,kein/ Imperativ with You formal/ Adjective with verb (sein)

Pronunciation: Long and short vocals

Strategy: Understand the text with international words

LEARNING OUTCOMES:

- Enrich themselves with self-introduction, basics in language such as numbers, months, weekdays, colours, professions etc.
- Knowledge of basic vocabulary used in German language
- Understand the proper use of words and grammars and verbs

Certificate Course in Basic Statistics & Econometrics

Syllabus and Time-Table of Econometrics

Certificate Course in Basic Statistics and Econometrics

Course outcome: The objective of this course is to expose the students to the basic concepts of econometrics by focusing on the statistical foundations of econometric theory. This course would provide the knowledge of basic Statistics, developing the analytical skills of students and making them competent to study a graduate programme.

Duration: 4 months

Teaching Hours: 3 hours per week

- Probability: Concepts of Sample Space and Events, Probability of an Event, Approaches to Probability (Classical, Empirical and Axiomatic), Addition and Multiplication Theorems; Conditional Probability and Independence of Events
- Concept of a Random variable, Discrete and Continuous Random Variable.
- Binomial distribution- its properties, normal distribution-its properties, Normal distribution as a limiting case of binomial distribution.
- Testing of hypotheses: Null and Alternative hypothesis, Simple hypotheses, Procedure for testing of hypotheses; Type I and Type II errors; power of a test; level of significance, Confidence Interval, confidence limits,
- Correlation: Meaning and Types of Correlation - Measurement of Correlation - Scatter Diagram - Karl Pearson's Coefficient of Correlation – Spearman's Rank Correlation - Regression: Simple Regression Model - Estimation - Least Squares Method.
- Two variable regression Model: Basic Ideas - Significance of Disturbance Term. Method of Estimation: Ordinary Least Squares and Maximum Likelihood Estimation - BLUE Property

References

- Gupta S P. Statistical Methods, S. Chand and Company, New Delhi.
- Damodar N Gujarati, Basic Econometrics, McGraw Hill, International Student Edition.

Prerequisite- Knowledge of Basic Mathematics and Statistics is essential to pursue the course.

Web Designing

Internet for Web Designing Syllabus

HTML, CSS, Javascript

Basics in Web Design

- Brief History of Internet
- What is World Wide Web, URL, Domain
- What is Web Page and a Website
- Internet Browser
- HTML, CSS Editors

Introduction to HTML
- Brief Introduction of HTML
- HTML Tags
- Basic structure of an HTML document
- Heading-Paragraphs
- Line Breaks

Elements of HTML

- Introduction to elements of HTML
- Working with Text
- Formatting Tags
- Working with Lists, Tables and Frames
- Working with Hyperlinks, Images and Multimedia
- Working with Forms and controls.
- Marquee Elements

Introduction to Cascading Style Sheets

- Concept of CSS
- Creating Style Sheet
- CSS Properties
- CSS Styling (Background, Text Format, Controlling Fonts)
- Working with block elements and objects
- Working with Lists and Tables
- CSS Id and Class
- Box Model(Introduction, Border properties, Padding Properties,Margin properties)
- Navigation Bar
- CSS Color
- Creating page Layout and Site Designs.

Java Script

- What is JavaScript
- Java "vs" JavaScript
- Variables
- Datatypes
- Functions
- Loops
- Decision Making
- Form Validation

Photo Editor
- Main Feature of Photo Editor
- Design Banner for website

LEARNING OUTCOMES:

- Design web page with basic HTML tags

- Implement Cascading Style Sheets

- Dynamic Web page design using Java Script

- Linking database with website using PHP and MYSQL

- Development of website using website development software (notepad++ and web browser)

Biodiversity

BIODIVERSITY ADD-ON COURSE

(COMMON FOR FIRST AND SECOND YEAR)

1. Basic Concepts of Biodiversity

Introduction to the Concept of Biodiversity. Levels of biological Diversity. Biogeographic Zones of India. Global Biodiversity Hotspots. Biodiversity Hotspots in India. India as a Mega-Biodiversity Nation. Threats to Biodiversity and Causes of Biodiversity Loss. Biodiversity Conservation. Biodiversity Services. Taxonomy and its Relevance to Biodiversity Studies,

2. Floral Diversity

Introduction to Various Plant Groups (Algae, Fungi, Bryophytes, Pteridophytes, Gymnosperms and Angiosperms). Taxonomy-A Brief Introduction to plant nomenclature. Brief Introduction to Plant Classification. Plant Identification (Taxonomic Literature, Herbaria, Virtual Herbaria, Botanical Gardens, Identification Keys, etc.). Online Plant Databases. Phytogeographical Regions of India. Vegetation Types in India with Special reference to Himachal Pradesh. Floral Diversity in Himachal Pradesh. IUCN Threat Categories. Endemism in Indian Flora with special emphasis on Flowering Plants and the Himalaya

3. Faunal Diversity

Faunal diversity profile of India (focusing on specific ecosystems aquatic and terrestrial and also biogeographic regions). Animal distribution and zoogeography. Species concepts, Morphospecies/ Recognisable Taxonomic Units (RTUs), Molecular taxonomy, Integrative taxonomy. Taxonomic collections, descriptions, identification keys, species checklists and their relevance. Concept of Rare, Threatened and Endangered fauna. Ecologically and economically important fauna-both beneficial and harmful

4. Ecosystems

Ecosystems-Concept and Structure. Energy Flow in Ecosystems, Food Chains and Webs. Ecosystem Services. Major Ecosystems with Special reference to Himachal Pradesh: Terrestrial (Forest, Grasslands) Ecosystem, Wetlands Ecosystem, Mountain Ecosystem, Cold Desert Ecosystem

5. Field Surveys, Collection, Preservation, Identification and analysis of Flora & Fauna

Field surveys, collection, preservation and curation of fauna, with special focus on major invertebrate and vertebrate phyla. Labelling and documenting collection data, cataloguing, databasing and maintenance of collections/museum specimens. Morphology of flowering plants (vegetative and reproductive parts) and acquainting botanical terms. Method of dissecting floral parts and observation. Introduction to local flora with their local and botanical names. Collection of plants and field data. Method of poisoning, mounting and preservation of plant specimens (herbarium/museum). Incorporation and curation of specimens (herbarium/museum). Method of identification using Floras/Revisions/Monographs. Preparing artificial keys for identification

6. **Economic Plant Resources**

Cereal and Pseudo-cereal Crops of Himachal Pradesh. Common Pulse Crops of Himachal Pradesh. Vegetable Crops and Wild Vegetables in H.P. Fruit Crops and Wild Edible Fruits of Himachal Pradesh. Medicinal Plants with Special Reference to Himachal Pradesh.

7. **Traditional Knowledge/ Ethnobiology**

Concept of Traditional Knowledge and Ethnobotany. Traditional Indian Medicinal Systems. Medicinal Plants in Folklores in Himachal Pradesh. Indigenous Tribal Communities in Himachal Pradesh and Their Traditional Knowledge with special reference to plants. Role of Ethnobotany in Modern Medicine. Biopiracy and Intellectual Property Rights. Protection of Interests of Ethnic Groups and Sharing of Wealth (with Ethnic Communities) Concept with examples. Sacred Groves and Plant Conservation

8. **Biodiversity for Sustainable Development**

Biological resources, Forest and Biodiversity Laws in India. Institutional framework under the Biological Diversity Act 2002. Role of State Biodiversity Boards and Biodiversity Management Committees in under the Biological Diversity Act 2002. Methodology and preparation of PBR. Fauna and Flora documentation (wild as well as domesticated, including aquatic-both freshwater and marine). Traditional knowledge documentation in PBR. Landscape, lifescape, waterscape and soil types documentation in PBR. Data collection on socio-economic and other institutions/facilities.

9. **Threats to Biodiversity and Conservation of Biodiversity**
Major threats to biodiversity and impact of pollution on biodiversity components. In-situ and ex-situ conservation, keystone species, IUCN Threatened Categorization. Protected Area Network in India and Himachal Pradesh.

LEARNING OUTCOMES:

- Deep knowledge of biodiversity and its importance

- Understanding current threats to biodiversity

- Awareness related to opportunities and challenges surrounding community-based conservation

Physical Fitness & Yoga

Syllabus

(Physical fitness and yoga) (Theory -60 marks)

UNIT -I

➢ Introduction of physical fitness, Definitions of physical fitness, Benefits of physical fitness.
➢ Components of physical fitness.
➢ Warm up and types of warm up.
➢ Cooling down.

UNIT-II

➢ Introduction of yoga, Aim of yoga and Importance of yoga.
➢ **Asanas**
(Padamasana, Vajrasna, sukhasana, Savasana, Halasana, Bhujanga , Sarvangasana, Dhanurasana, Chakrasana, Makarasana)

➢ Meaning of pranayama and objective of pranayama
➢ Types of pranayma
(Kapalabhaati Pranayama, Sheetali Pranayama , Sheetkari Pranayama, Anuloma-Viloma Pranayma)

Practical (30marks & viva10 marks)

➢ Physical fitness test

➢ **Yogic practice Asanas** ((Padamasana, Vajrasna, sukhasana, Savasana, Halasana, Bhujanga , Sarvangasana, Dhanurasana, Chakrasana, Makarasana).
➢ **Pranayama** ((Kapalabhaati Pranayama, Sheetali Pranayama , Sheetkari Pranayama, Anuloma- Viloma Pranayma)
➢ Viva voice

LEARNING OUTCOMES:
• Understand the importance of physical fitness in today's life
• Deep knowledge of cooling down and warming up
• Understand the various yoga asanas and pranayamas
• Practically working on asanas and pranayamas

Python Programming

DEPARTMENT OF COMPUTER SCIENCE
PYTHON PROGRAMMING
SYLLABUS

MODULE 1:

Overview of Programming: Structure of a Python Program, Elements of Python Introduction to Python: Python Interpreter, Using Python as calculator, Python shell, Indentation, Atoms, Identifiers and keywords, Literals, Strings

MODULE 2:

Operators (Arithmetic operator, Relational operator, Logical or Boolean operator, Assignment, Operator, Ternary operator, Bit wise operator, Increment or Decrement operator). Creating Python Programs: Input and Output Statements

MODULE 3:

Control statements (Looping while Loop, for Loop, Loop Control, Conditional Statement-if...else, Difference between break, continue and pass). Unit-IV Structures: Numbers, Strings, Lists, Tuples, Dictionary, Date & Time, Modules, Defining Functions, Exit function, default arguments.

MODLUE 4:

Introduction to Advanced Python: Objects and Classes, Inheritance, Regular Expressions, Event Driven Programming, GUI Programming.

Reference Books:

- T. Budd, Exploring Python, TMH, 1st Ed, 2011 4. Python Tutorial/Documentation www.python.or 2010
- Allen Downey, Jeffrey Elkner, Chris Meyers , How to think like a computer scientist : learning with Python , Freely available online.2012
- http://docs.python.org/3/tutorial/index.html
- http://interactivepython.org/courselib/static/pythonds

St. Bede's College
Computer Department

Learning Outcomes:

- To understand why Python is a useful scripting language for developers.

- To learn how to design and program Python applications.

- To learn how to use lists, tuples, and dictionaries in Python programs.

- To define the structure and components of a Python program.

- To learn how to write loops and decision statements in Python.

- To learn how to write functions and pass arguments in Python.

Art Therapy with Psychology Principles

Unit 1: What is Art Therapy; Art therapy for self healing, colour wheel; psychology of colours; self body state using water colours; how to use self body state using water colours.

Unit 2: Zentangle; how to use Zentangle, Mandala; how to use Mandala; A grateful mandala, Zendallas; creating zendalas; Doodle art; creating doodle art, letter to younger self and colour of your younger self; colour of your present self, scribble art.

Unit 3: Maslow hierarchy of need; creating emotions wheel, paint your emotion, gratitude jar.
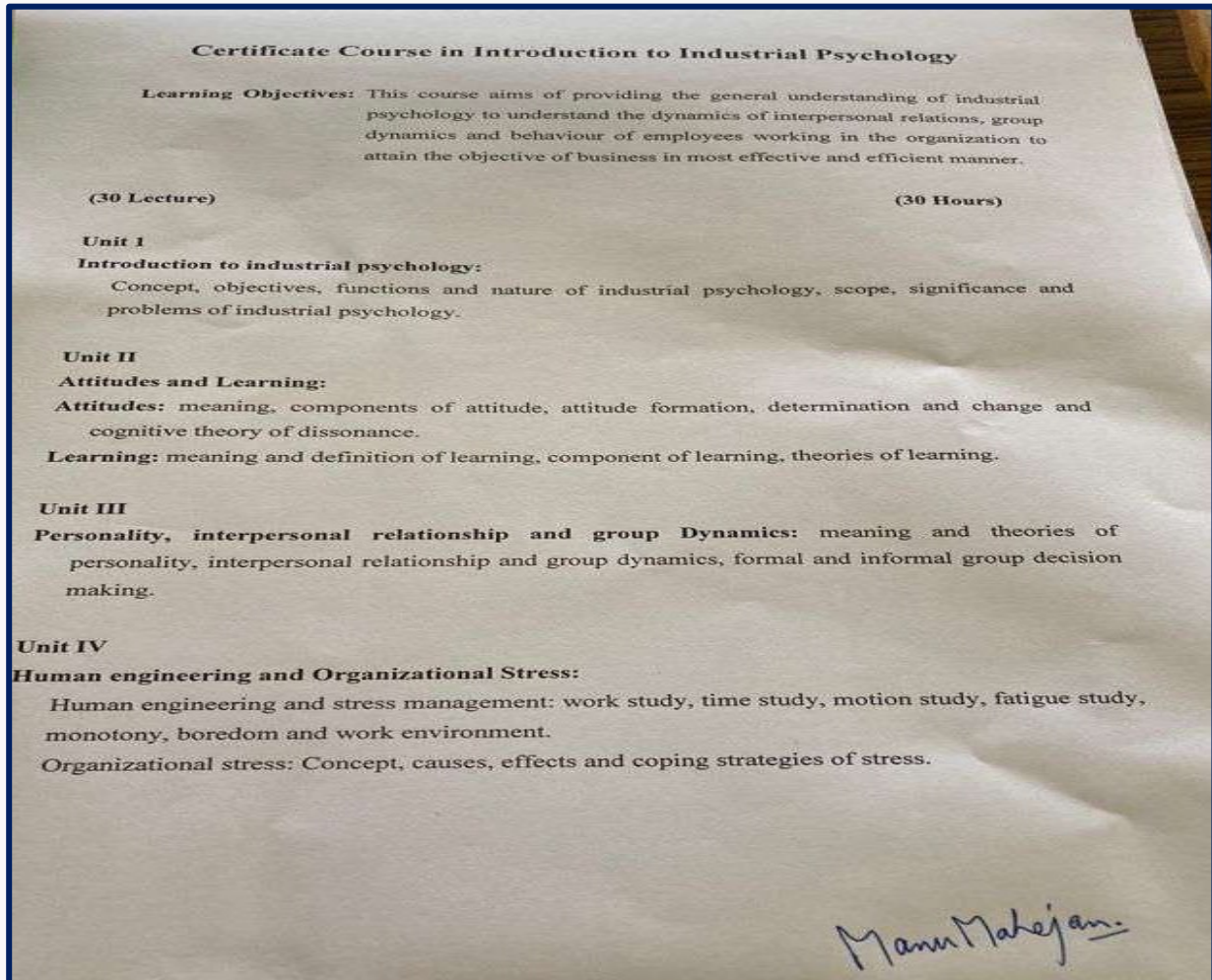
Learning outcomes:

- This course is for the students to heal from emotional conflicts if any

- To increase self-esteem and confidence of students

- To develop creative and cognitive abilities and helps in improving mobility and psychomotor skills, thus it aids in personal development.

Introduction to Industrial Psychology

Certificate Course in Introduction to Industrial Psychology

Learning Objectives: This course aims of providing the general understanding of industrial psychology to understand the dynamics of interpersonal relations, group dynamics and behaviour of employees working in the organization to attain the objective of business in most effective and efficient manner.

(30 Lecture)   (30 Hours)

Unit 1
Introduction to industrial psychology:
Concept, objectives, functions and nature of industrial psychology, scope, significance and problems of industrial psychology.

Unit II
Attitudes and Learning:
Attitudes: meaning, components of attitude, attitude formation, determination and change and cognitive theory of dissonance.
Learning: meaning and definition of learning, component of learning, theories of learning.

Unit III
Personality, interpersonal relationship and group Dynamics: meaning and theories of personality, interpersonal relationship and group dynamics, formal and informal group decision making.

Unit IV
Human engineering and Organizational Stress:
Human engineering and stress management: work study, time study, motion study, fatigue study, monotony, boredom and work environment.
Organizational stress: Concept, causes, effects and coping strategies of stress.

Learning Outcomes of Certificate Course in Introduction to Industrial Psychology

1) **Understanding Human Behaviour :-** This course gives insights into how individuals behave in the workplace, including their motivations, attitudes and emotions.
2) **Organisational Culture and Behaviour :-** To study the impact of organisational culture on employees behavior and overall performance.
3) **To develop skills in conflict resolution and negotiation to manage workplace disputes effectively.**
4) **To explore theories and strategies to motivate employees, enhance job satisfaction and increase productivity.**

Research Methodology (Psychology)

SYLLABUS:

CERTIFICATE COURSE
RESEARCH METHODOLOGY

Unit-I: Introduction to Research:

- Meaning
- Characteristics
- Objectives
- Nature & scope

Unit-II: Research Design:

- Exploratory
- Descriptive
- Experimental
- Research Design

Unit- III: Methods of Data Collection:

- Survey/Observation Method
- Case Study
- Experimental Method
- Questionnaires

Unit-IV: Analysis of Data:

- T-test/ F-test
- Correlation
- Measures of Central Tendency
- Standard Deviation

Research Methodology (Psychology)

Course Outcomes

- To develop basic understanding of research and its implications in psychology.
- To impart knowledge about meaning and types of research designs.
- To develop the ability to choose methods appropriate to research aims and objectives.
- To foster awareness about the various types of methods of data collection used in psychology and limitations of particular research methods.
- To understand quantitative and qualitative orientations towards research through experimental and quasi-experimental methods.
- To expose students to various data interpretation and graphical representation methods of psychological research.
- To impart skills in qualitative and quantitative data analysis and presentation.

BACK

St. Bede's College Shimla

Certificate Course in Disaster Management

Syllabus of Certificate Course on Disaster Management

Unit	Topics
I	**Introduction**: Definition and Concepts. Hazards, Risk, Vulnerability and Disasters. Classification of Disaster in India
II	**Disasters in India:** Causes, Impact, Distribution: Landslide, Avalanche burst, Cloud burst, Earthquake, Flash Floods, Floods, Droughts, Tsunami and Cyclone
III	Human Induced Disasters: Causes, Impact, Distribution: Forest Fire, Road Accidents. DID (Development Induced Disasters)
IV	**Response and Mitigation to Disasters:** Mitigation and Preparedness, NDMA and NIDM Community Based Disaster Management Do's and Don'ts During and post Disasters

Learning Outcomes:

- To impart knowledge about different types of Disasters and their classification
- To understand causes of various types of Disasters
- To learn about various do's and don'ts during and post Disaster
- To learn various strategies required for effectively handling Natural and Human Disasters