



## COMPUTER LEARNING CENTRE KAMPUR COLLEGE, KAMPUR



### Certificate Course on Adobe PageMaker

#### Course Overview:

This overview of Adobe PageMaker 7.0 introduces you to the key features of the application. You'll learn how easy access to state-of-the-art tools enables you to produce professional-quality publications for print and electronic distribution, whatever your level of design experience. Take advantage of layout tools, professionally designed templates, and free clip-art, photos, and fonts to dramatically enhance your publications. Robust productivity features, including tight integration with other Adobe applications and extensive file conversion support, let you reuse content you create in other applications, saving you time. Built-in Adobe PDF export and color management tools enable reliable output for both print and electronic distribution

#### Course Duration:

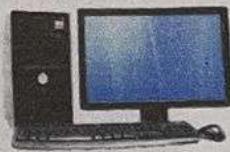
The course is expected to take approximately 30 hours to complete, including both online lectures and practical assignments.

#### Course Syllabus:

1. PageMaker Basics :
  - Starting PageMaker, about the work area, using the toolbox, working with palettes, viewing pages, working with text and graphics, moving between pages, adding and deleting pages, working with multiple open publications.
2. Constructing a publication :
  - Creating and opening publication, naming and saving a publication, closing a publication, setting up pages, changing document setup options, setting up rulers,
3. Drawing tools and text tools :
  - Different drawing tools, text tools, character formatting, paragraph formatting, controlling windows and orphans, controlling page breaks, tabs and hyphenation, grid manager, printing a document.
4. Importing Graphics:
  - Placing graphics, sizing and cropping graphics, OLE, Embedding an OLE object.
5. Master Pages :
  - Creating a master page, numbering pages, setting up ruler guides, applying master page design.
6. Utilities :
  - Using a table editor, create keyline, bullets and numbering, creating PDF file with acrobat, story editor, spell checker.



## **COMPUTER LEARNING CENTRE KAMPUR COLLEGE, KAMPUR**



### **Certificate course on Basic of TALLY**

#### **Course overview:**

The certificate course on Basic of TALLY is a destination based Accounting, Billing, Banking Taxation etc.

#### **Course Duration:**

The course is expected to take approximately 48 hours both for Theory & Practical.

#### **Course Syllabus:**

##### **1. Introduction to TALLY**

- Accounting
- Billing
- Payroll
- Banking
- Taxation

##### **2. Getting Started with TALLY**

- Company creation
- Ledger creation

##### **3. Voucher Entry of TALLY**

##### **4. Basic Question & Answer of TALLY?**



## COMPUTER LEARNING CENTRE KAMPUR COLLEGE, KAMPUR



### Certificate Course on Corel Draw

#### Course Overview:

CorelDRAW is a vector graphics editor developed and marketed by Alludo (formerly Corel Corporation). It is also the name of the Corel graphics suite, which includes the bitmap-image editor Corel Photo-Paint as well as other graphics-related programs (see below). It can serve as a digital painting platform, desktop publishing suite, and is commonly used for production art in signmaking, vinyl and laser cutting and engraving, print-on-demand and other industry processes. Reduced-feature Standard and Essentials versions are also offered.

#### Course Duration:

The course is expected to take approximately 30 hours to complete, including both online lectures and practical assignments.

#### Course Syllabus:

1. Introduction to CorelDRAW
  - a. Basics of CorelDRAW
  - b. Starting and Opening Drawings
  - c. Saving and Closing Drawings
  - d. Creative Tools and Content
2. Lines, Shapes, and Outlines
  - a. Lines, Outlines, and Brushstrokes
  - b. Shapes and Shape Objects
3. Working with Objects, Symbols, and Layers
  - a. Introduction to Objects
  - b. Layers and Symbols
  - c.
4. Colour, Fills, and Transparencies
  - a. Colour
  - b. Colour Models and Depth
5. Exploring Special Effects
  - a. Lenses
  - b. Adding 3D Effects
6. Working with Text
  - a. Formatting Text
7. Templates and Styles
  - a. Creating and Editing Templates
8. Pages and Layout
  - a. Page Layout and Background
9. Web Graphics
  - a. Customising CorelDRAW
10. Logo Designing



## COMPUTER LEARNING CENTRE KAMPUR COLLEGE, KAMPUR



### Certificate Course on Microsoft Excel

#### Course Overview:

Microsoft Excel is a spreadsheet tool that collects, analyzes, and presents qualitative and quantitative data. Excel spreadsheets can be used for a variety of tasks, including basic calculation and sorted lists, as well as complicated analysis using formulas. To help you understand how you can use Excel effectively to perform data analysis. Our course covers the basic and advanced concepts of Microsoft Excel. After its completion, you'd know how to perform data analysis by using MS Excel

#### Course Duration:

This course is expected to take approximately 40 hours to complete, including both online lecture and practical assignment.

#### Course Syllabus

##### 1. Manage Workbook Options and Settings

- Create Worksheets and Workbooks
- Navigate in Worksheets and Workbooks
- Format Worksheets and Workbooks
- Customize Options and Views for Worksheets and Workbooks

##### 2. Apply Custom Data Formats and Layouts

- Apply Custom Data Formats and Validation
- Apply Advanced Conditional Formatting and Filtering
- Create and Modify Custom Workbook Elements

##### 3. Create Charts and Objects

- Create Charts
- Format Charts
- Insert and Format Objects

##### 4. Manage Workbook Options and Settings

- Manage Workbooks
- Manage Workbook Review Restrict editing

##### 5. Create Advanced Formulas

- Apply Functions in Formulas
- Lookup data by using Functions
- Pivot Table
- Pivot Chart



# COMPUTER LEARNING CENTRE

## KAMPUR COLLEGE, KAMPUR



### Certificate Course on Web-Programming

#### Course overview:

To introduce the fundamentals of Internet, and the principles of web design. Students will learn construct basic websites using HTML and Cascading Style Sheets.

#### Course Duration:

The course is expected to take approximately 48 hours both for Theory & Practical.

#### Course Syllabus:

##### Theory:

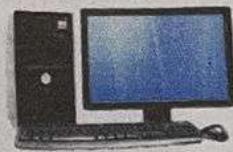
1. Concept of WWW
2. Internet and WWW
3. HTML
  - ❖ Formatting and fonts, color
  - ❖ Hyperlink
  - ❖ Lists
  - ❖ Tables
  - ❖ Images
  - ❖ Forms frames and frame sets,
4. CSS
  - ❖ Need for CSS
  - ❖ Introduction to CSS,
  - ❖ Basic syntax and structure
  - ❖ Using CSS, background images, colors, font and properties
  - ❖ Borders and boxes, margins, padding
  - ❖ Div and id's

##### Practical

5. Developing a small website



## **COMPUTER LEARNING CENTRE KAMPUR COLLEGE, KAMPUR**



### **Certificate course on Basic of TALLY**

#### **Course overview:**

The certificate course on Basic of TALLY is a destination based Accounting, Billing, Banking Taxation etc.

#### **Course Duration:**

The course is expected to take approximately 48 hours both for Theory & Practical.

#### **Course Syllabus:**

##### **1. Introduction to TALLY**

- Accounting
- Billing
- Payroll
- Banking
- Taxation

##### **2. Getting Started with TALLY**

- Company creation
- Ledger creation

##### **3. Voucher Entry of TALLY**

##### **4. Basic Question & Answer of TALLY?**



## COMPUTER LEARNING CENTRE KAMPUR COLLEGE, KAMPUR



### Certificate Course on Corel Draw

#### Course Overview:

CorelDRAW is a vector graphics editor developed and marketed by Alludo (formerly Corel Corporation). It is also the name of the Corel graphics suite, which includes the bitmap-image editor Corel Photo-Paint as well as other graphics-related programs (see below). It can serve as a digital painting platform, desktop publishing suite, and is commonly used for production art in signmaking, vinyl and laser cutting and engraving, print-on-demand and other industry processes. Reduced-feature Standard and Essentials versions are also offered.

#### Course Duration:

The course is expected to take approximately 30 hours to complete, including both online lectures and practical assignments.

#### Course Syllabus:

1. Introduction to CorelDRAW
  - a. Basics of CorelDRAW
  - b. Starting and Opening Drawings
  - c. Saving and Closing Drawings
  - d. Creative Tools and Content
2. Lines, Shapes, and Outlines
  - a. Lines, Outlines, and Brushstrokes
  - b. Shapes and Shape Objects
3. Working with Objects, Symbols, and Layers
  - a. Introduction to Objects
  - b. Layers and Symbols
  - c.
4. Colour, Fills, and Transparencies
  - a. Colour
  - b. Colour Models and Depth
5. Exploring Special Effects
  - a. Lenses
  - b. Adding 3D Effects
6. Working with Text
  - a. Formatting Text
7. Templates and Styles
  - a. Creating and Editing Templates
8. Pages and Layout
  - a. Page Layout and Background
9. Web Graphics
  - a. Customising CorelDRAW
10. Logo Designing



## COMPUTER LEARNING CENTRE KAMPUR COLLEGE, KAMPUR



### Certificate Course on Microsoft Excel

#### Course Overview:

Microsoft Excel is a spreadsheet tool that collects, analyzes, and presents qualitative and quantitative data. Excel spreadsheets can be used for a variety of tasks, including basic calculation and sorted lists, as well as complicated analysis using formulas. To help you understand how you can use Excel effectively to perform data analysis. Our course covers the basic and advanced concepts of Microsoft Excel. After its completion, you'd know how to perform data analysis by using MS Excel

#### Course Duration:

This course is expected to take approximately 40 hours to complete, including both online lecture and practical assignment.

#### Course Syllabus

##### 1. Manage Workbook Options and Settings

- Create Worksheets and Workbooks
- Navigate in Worksheets and Workbooks
- Format Worksheets and Workbooks
- Customize Options and Views for Worksheets and Workbooks

##### 2. Apply Custom Data Formats and Layouts

- Apply Custom Data Formats and Validation
- Apply Advanced Conditional Formatting and Filtering
- Create and Modify Custom Workbook Elements

##### 3. Create Charts and Objects

- Create Charts
- Format Charts
- Insert and Format Objects

##### 4. Manage Workbook Options and Settings

- Manage Workbooks
- Manage Workbook Review Restrict editing

##### 5. Create Advanced Formulas

- Apply Functions in Formulas
- Lookup data by using Functions
- Pivot Table
- Pivot Chart



# COMPUTER LEARNING CENTRE

## KAMPUR COLLEGE, KAMPUR



### Certificate Course on Web-Programming

#### Course overview:

To introduce the fundamentals of Internet, and the principles of web design. Students will learn construct basic websites using HTML and Cascading Style Sheets.

#### Course Duration:

The course is expected to take approximately 48 hours both for Theory & Practical.

#### Course Syllabus:

##### Theory:

1. Concept of WWW
2. Internet and WWW
3. HTML
  - ❖ Formatting and fonts, color
  - ❖ Hyperlink
  - ❖ Lists
  - ❖ Tables
  - ❖ Images
  - ❖ Forms frames and frame sets,
4. CSS
  - ❖ Need for CSS
  - ❖ Introduction to CSS,
  - ❖ Basic syntax and structure
  - ❖ Using CSS, background images, colors, font and properties
  - ❖ Borders and boxes, margins, padding
  - ❖ Div and id's

##### Practical

5. Developing a small website

## **SYLLABUS FOR BASICS OF BEAUTY THERAPY**

**Centre for beauty and wellness**

**KAMPUR COLLEGE, KAMPUR, NAGAON**

### **UNIT-1: Introduction to the program**

1. Objectives of the program
2. Introduction to Beauty and Wellness Industry In India
3. Prepare and Maintain the Treatment Work Area

### **UNIT-2: Basic Skin Care Treatment**

1. Skin structure and Functions
2. Basic Facial Treatments
3. Removal of superfluous Hair
4. Threading

### **UNIT-3: Hair Styling and Dressing**

1. Hair cut
2. Hair massage
3. Hair bun
4. Hair spa

### **UNIT-4: Assist With Beauty Services and Makeup**

1. Basic party make up
2. Basic wedding makeup

**UNIT-5: Provide Manicure and Pedicure Services**

1. Manicure Treatment
2. Pedicure Treatment

**UNIT -6: Henna Designs**

1. Mehendi
2. Henna conditioning

**UNIT-7: Employability and Entrepreneurship skills**

1. Understanding Entrepreneurship
2. Preparing to be an entrepreneur
3. Preparing for Employment & self-Employment

***Key Learning Outcomes***

At the end of this Course, students will be able to:

- State The objectives of the program and the skills required for the job
- Discuss Beauty and Wellness Industry growth and trends in India
- Understand the industry classification of Beauty and Wellness Industry
- Discuss the roles and responsibilities and personal attributes of an Assistant Beauty Therapist



# KAMPUR COLLEGE

KAMPUR, NAGAON, ASSAM

## SYLLABUS FOR SPOKEN ENGLISH

### **UNIT - I**

1. **Listening:-** Listening to tests, listening to CDs. Trials of a good listener.
2. **Pronunciation:-** Introduction to English phonetic symbol consonants & vowels with illustration in use.
3. **Listening & Comprehension:-** Interpretation of tests based on question-answer and interaction among students.
4. **Reading Skill:-** Techniques of reading, reading comprehension of unseen page, identifying the context & the central idea.
5. **Vocabulary & word formation:-** From different tests & dictionary.

### **UNIT-II**

1. **Basic Grammar:-** Prescriptive/descriptive approaches grammaticality appropriateness-grammar in context grammar in spoken and written.
  - a) Tense
  - b) Subject verb agreement
  - c) Voice
  - d) Antonyms
  - e) Synonyms
  - f) Prefix and suffix
  - g) Parts of speech
  - h) Narration
  - i) Writing on a given topic
2. **Practice:-** Exercise on the use of different grammatical construction, identification of the use of the above given grammatical devices from newspapers, poems, stories etc.
3. **Words & phrases used for conversation**  
**Suggestions -**  
denying-rejecting-disagreeing-possibility- ability, permission, obligations etc.

#### **4. Writing Skills:-**

- a) Paragraph writing**
- b) Essay writing**
- c) Writing advertisement**
- d) CV Writing**
- e) Writing applications**

### **UNIT – III**

#### **1. Dialogues**

#### **2. Public speech: Principles of Public Speaking**

- a) Definition and purpose**
- b) Process**
- c) Guidelines**
- d) Helpful expressions of introduction & conclusion**
- e) Taking command of audience attention span**
- f) Role of accent , tone , intonation**
- g) Body language**
- h) Types : Speech, Elocution. Extempore, Debate etc.**
- i) Personality traits tested**
- j) Combating common fears & nervousness onstage.**

#### **3. Telephonic conversation**