



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University, Chennai
சென்னை – 15

தொடர் கல்விக்கானப் பள்ளி
School of Continuing Education

கணினி வழி அச்சு கோர்த்தல்
தொழிற்கல்வி பட்டயம்
Vocational Diploma in InDesign (VDID)

(From Academic Year 2021-2022 onwards)

பாடத்திட்ட அறிக்கை & விவரமான பாடத்திட்டம்
Programme Project Report (PPR)
&
Syllabus

Board of Studies [BOS] of School of Continuing Education

1. Director of School-Chairman		
(1)	Dr. P. Thiyagarajan	Professor & Director School of Continuing Education Tamil Nadu Open University, Chennai
2. Internal Faculty Members		
(1)	Er. R. Meenambigai	Assistant Professor School of Continuing Education Tamil Nadu Open University, Chennai
(2)	Dr. I. Ambeth	Assistant Professor & Regional Director i/c Madurai Regional Centre, Tamil Nadu Open University, Madurai
3. Outside Experts		
(1)	Dr. K. Devan	Professor & Centre Head Centre for Adult and Continuing Education, Pondicherry University, R.V. Nagar, Puducherry
(2)	Dr. V.P. Matheswaran	Professor & Head Department of Adult & Continuing Education, University of Madras, Chepauk, Chennai
(3)	Dr. S. Jayalakshmi	Assistant Professor, DDU-KAUSHAL Kendra, Bharathidasan University, Tiruchirappalli
4. Industrialist		
(1)	Mr.S.Vendan	Managing Director, Vendan Visual Effects, Thirvanmiyur, Chennai
(2)	Mrs.C.Rohini Chandrasekaran	Consultant, Fair Labour Associations, Tirupur, Tamil Nadu
5. Alumini		
(1)	Mr. R. Thiyagarajan	Junior Instructor, IIDA Community College, No.38, Bharathi Nagar Main Road, Zamin Pallavaram, Chennai
(2)	Mrs. V. Rubini	Nurse, Health Centre, Tamil Nadu Open University, Chennai
6. Students on Roll		
(1)	Ms.N.Saranya	Student, Nano Nagle Community College, Chennai
(2)	Mr.B.Saravanan	Student, Global Progressive Community College, Chennai

Vice-Chancellor Foreword

My dear Learners, Vanakkam, I deem it a great privilege to extend a hearty welcome to you to the Vocational Diploma Programme being offered by the Tamil Nadu Open University (TNOU). I also appreciate your keen interest of know about the curriculum of the Programme, in which you shall gain an enthralling experience, and pleasurable and beneficial learning. With passing a specific act in the Tamil Nadu Legislative Assembly (TNLA) in 2002, the TNOU came into existence as a State Open University (SOU). It has been offering the socially relevant academic Programmes in diverse disciplines with due approval of the University Grants Commission (UGC) and the Distance Education Bureau (DEB), New Delhi since its inception.

This Vocational Diploma Programme is one among the approved Programmes. The Board of Studies, a statutory academic body of the University, consisting of the versatile scholars, eminent teachers including both internal and external, well acclaimed industrialists, outstanding alumni, and prospective learners as members, has designed the robust curriculum of this Programme.

The curriculum is overhauled to be more suitable to the socio-economic and scientific needs in the modern era based on the emerging trends in the discipline of State and National as well as International level and accordingly, modified to our local context. Moreover, the whole syllabi of this Programme have special focuses on promoting the learners to the modern learning environment. With a Credit System, this Programme is offered in non-semester pattern. The Self-Learning Materials that are the mainstay of pedagogy in the Open and Distance Learning (ODL) have been developed incorporating both the traditional and the modern learning tools, like web-resources, multi-media contents, text books and reference books with a view to providing ample opportunities for sharpening your knowledge in the discipline.

At this juncture, I wish to place on record my deepest appreciations and congratulations to the Chairperson and the Members of the Board of Studies concerned for having framed the curriculum of high standard. I would also like to acknowledge the Director, the Programme Coordinator and the members of staff of the respective School of Studies for their irrevocable contributions towards designing the curriculum of this Programme.

Last but not least, I register my profuse appreciation to the Director (i/c), Curriculum Development Centre (CDC), TNOU, who have compiled this comprehensive Programme Project Report (PPR) that includes the regulations and syllabi of the Programme, and also facilitated the designing in the form of e-book as well as printed book. I am immensely hopeful that your learning at TNOU shall be stupendous, gratifying, and prosperous. Wish you all success in your future endeavours!

Vice-Chancellor

Vocational Diploma in InDesign (VDID)
Programme Project Report (PPR)
(From Academic Year-2021-2022 onwards)

1. Programme's Mission & Objectives

The main Objectives of the Vocational Diploma in InDesign Programme is to train the learners for the job of an type setting, layout and designing books, pamphlets, brochures, flyers, banners etc, formatting of document, DTP work at press, printing sector, media and also building the key competencies amongst the learner.

2. Relevance of the Programme with HEI's Mission and Goals

Tamil Nadu Open University one of Mission and Goal is to encourage Skill Development to empower the human resource through Participatory Education System and accordingly the Vocational Diploma in InDesign Programme has been developed. The Programme is being offered under Flexible Skill Training mode.

3. Instructional Design

The Curriculum and the Syllabi are designed by covering all the aspect of InDesign Programme. The duration of the Programme is one Year and it will be offered both English and Tamil Medium. Required Faculties working in the Community Colleges will handle classes for the Vocational Diploma in InDesign Programme. The Programme will be delivered through Community Colleges approved by the Tamil Nadu Open University which is having required faculties and support staff. The Credits systems suggested as per UGC-ODL Regulations-2020 has been followed. Accordingly 32 Credits have been assigned for the Vocational Diploma in InDesign Programme . Print, Audio and Video materials also developed for the Programme. Apart from ODL Mode, the Programme also has been designed to offer under Flexible Skill Training mode. DTP Operators are to design various works as preparation for printing, type setting and formatting of documents. To acquire Specific Skill, the Core Skills, Generic Skills and Professional Skills component are also included.

4. Procedure for Admissions, Curriculum Transaction and Evaluation

The admission for the InDesign Programme will be carried out through on-line by Tamil Nadu Open University and the Counselling and Practical classes will be conducted through Community Colleges of Tamil Nadu Open University. The hands on training will be provided in the Community Colleges. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment (CIA) through Assignment and External Assessment through Term End Examination (TEE).

(i). Eligibility: Candidates who have passed in the 10th Standard Examinations or its equivalent as per Tamil Nadu Government Order No-163 dated 22-05-2008.

(ii). Fee Structure: Rs.4,200/- (plus Registration Charges)

(iii). Age: 15 Years and above

(iv).Duration of Programme: 1 Year and Maximum of 3 Years

(v). Examination System: Examination to the Diploma in InDesign is designed to maintain quality of standard. The Examination for the Vocational Diploma Programme shall consist of Theory and Practical Courses. Theory Examinations will

be conducted by the University. Practical will be conducted in the Industries and Community Colleges. For the On the Job Training Assignment students will be assessed jointly by Industrial Partners.

(a) Theory Examinations: The Theory Examinations shall be of three hours duration to each Course and conducted at the end of the year. The candidates who failing in any Course(s) will be permitted to reappear for each failed Course(s) in the subsequent examinations.

(b) Practical Examinations: The practical examinations (if any) shall be of three hours duration to each practical and conducted at the end of each year. The candidates who failing in any practical(s) will be permitted to reappear for each failed practical(s) in the subsequent examinations.

(c).Assignments: The Scheme of Evaluation Includes the Continuous Internal Assessment (Assignment for 25 Marks and attendance for 5 Marks based on percentage of Attendance i.e. 50-60% 1 Mark, 60-70% 2-Marks, 70-80% 3-Marks, 80-90% 4-Marks and Above 90 5-Mraks) and Term End Examination.

(vi). Question Pattern for Theory Examinations

Max. Marks: 70

Time: 3 hours

PART - A ($3 \times 3 = 9$ marks)

Answer any THREE questions out of FIVE questions in 50 words

[All questions carry equal marks]

1. From Block - I
2. From Block – II
3. From Block - III
4. From Block - IV

PART - B ($3 \times 7 = 21$ marks)

Answer any THREE questions out of FIVE questions in 150 words

All questions carry equal marks

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV

PART - C ($4 \times 10 = 40$ marks)

Answer any FOUR questions out of SEVEN questions in 400 words

[All questions carry equal marks]

- 1.From Block - I
- 2.From Block - II
- 3.From Block - III
- 4.From Block - IV

(vii). Passing Minimum

(a).For Theory Examination

The Candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks in both external and internal taken together.

For the Core Courses such as Communication Skills and Life Coping Skills, the passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
13	30	25	70	40	100

(b).For Practical Examination

The candidate shall be declared to have passed the examination if the candidate secures not less than 40 marks out of 100 marks in the University examination and the practical record notebook taken together is required to Pass the examination. There is no passing minimum for record notebook. However submission of record notebook/ Field visit/ Industrial Visit report is a must.

Note: *In case, if a learner failed to secure 40 per cent of aggregate marks, he/she may re-appear in term end examination or re-do the assignments for securing passing minimum.*

(c).Classification of Successful Candidate: Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class. Those securing 40 per cent and above but below 50 per cent in the aggregate will be placed in the Third Class.

(d). Pattern of Question Paper for Practical Examinations

Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot.

(e).Awarding of Marks for Practical examinations.

Total Marks: 100 (Practical 70 Marks + Record 30 Marks)

(f). Project(if any)- Choose a Specialized Field Required to be attached.

- i) Project
- ii) Industrial Training
- iii) Case Study etc.

The work will be based upon the study of field based report.

5. Delivery of Programme

Vocational Diploma Programme will be offered through Community College/ Constituent Community Colleges. The Assistant Professors/Associate Professors/ Professors of relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert are eligible to handle Academic Counselling in TNOU for Diploma Programmes.

6. Financial Assistance

Scholarships for SC/ST category are available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

7. Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

8. Requirement of the laboratory support and Library Resources

Lab Facilities are made available in Industries, Constituent Community Colleges and Community Colleges of Tamil Nadu Open University as per requirement as given in the National Skill Development Corporation(NSDC), Qualification Pack(QP). Practical Manual developed by the Tamil Nadu Open University will be supplied to the Students apart from Self Learning Materials. Library Books are available at the Headquarters, Regional Centres and Constituent Community Colleges and Community Colleges of TNOU.

9. Ranking

The University Rank shall be offered for the toppers (First Rankers) in the University Examination having passed their examinations in the first appearance within the prescribed duration of the respective programme. Absence from an examination shall not be taken as an attempt.

The top scorers in the University Rank Examination would be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.

Rank Certificate will be issued for a Programme as follows

- a) There is no Rank if the learner strength of concerned programme is below Fifty.
- b) The learners strength of the programme concerned will be indicated in the Rank Certificate.
- c) The first Rank holder (gold medallist) will be eligible to get the rank certificate in the university convocation ceremony.

10. Cancellation of Admission

Admission is liable to be cancelled at any stage on the following grounds.

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules & Regulations.

11. Refund

If found ineligible later on, admission will be cancelled and claim for refund of such fees will be considered by the University after deduction of service charges, as applicable from time to time as per prevailing norms of the university.

12. Cost Estimate of the Programme and the Provisions

The cost estimate for development, delivery and maintenance of the Vocational Diploma in InDesign Programme is provided in the following Table.

S.No	Details	Amount in (Rs.)
1	Programme Development, Delivery and Maintenance (Expenditure)	8,56,618
2	Programme Fee Charged for 1 Year (Income)	2500
3	Examination Fee Charged for 1 Year (Income)	1125
4	Examination Expenses Per Student for 1 Year (Expenditure)	900

13. Quality Assurance Mechanism and Expected Programme Outcomes

Tamil Nadu Open University, Centre for Internal Quality Assurance (CIQA) will monitor the delivering aspect of Constituent Community Colleges and community Colleges of TNOU for maintaining quality. Feedback will be collected from the Learners and success story if any will also be shared with learners. After completion of InDesign Programme, Learner will acquire the Core Skills, Generic Skills and Professional Skills components and will be employed in the Automotive Industry.

14. Legal Issues

Any issue of conflict shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.

15. Programme Structure of Vocational Diploma in InDesign

S.No	Course Code	Course Title	Credits	Marks Distribution		
				Internal	External	Total
1	VDID-1	Fundamentals of Computers	4	30	70	100
2	VDID -2	DTP Design	4	30	70	100
3	VDID -3	DTP Package	4	30	70	100
4	VDID -P1	Coral Draw and Indesign (Practical)	4	30	70	100
5	VDID -P2	MS Office (Practical)	4	30	70	100
6	LCS	Life Coping Skills	6	30	70	100
7	CNS	Communication Skills	6	30	70	100
Total			32	210	490	700

*CIA-Continuous Internal Assessment (Internal): TEE-Term End Exam (External)



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Name of the Programme– Vocational Diploma in InDesign - Syllabus
(Flexible Skill Training Mode)

Course Title	:	Fundamentals of Computers
Course Code	:	VDID-1
Course Credit	:	4

Course Objectives

While studying the **Fundamentals of Computers**, the student shall be able to:

- Explains the features of Windows
 - Elaborates the various accessories used by Windows
 - Describes the evolution of Computers and its advancements
 - Elaborates major components of a Computer
 - Enumerates the details of OS like Windows and Linux
-

Course Outcomes

After completion of the **Course Fundamentals of Computers**, the student will be able to:

- Work on Windows files and folders
 - Elaborate the history and evolution of Computers
 - Identify and enumerate about the major components of the Computer
 - List the input and output devices of the computer
 - Explain the features of Linux
-

Block-1: Windows and its Accessories

Unit-1: Windows

Introduction to Windows-Features of Windows- Various versions of windows- Working with Windows- My Computer & Recycle bin-Desktop icons-Working Styles of windows- Working with Files & Folders- Shortcuts.

Unit-2: Windows Accessories

Windows Accessories- Setting common Devices using Control Panel -Start Button & Program Lists- Installing and Uninstalling of Hardware and Software.

Block- 2: Computer and its Components

Unit-3: Computer and its Applications

Introduction- Evolution of Computers- Applications of Computers- Advantages and Disadvantages of Computers- Computer System

Unit--4: Computer and its Components

Components of a Computer System-Storage Unit-Primary storage-Secondary storage devices-Input Devices-Output Devices-Ports

Block- 3: Operating a Computer and its OS

Unit-5: Operating Computer with GUI

User Interface- Use of common icons- Folders and Directories-Creating/ Renaming/ Deleting a file or folder-Common Utilities.

Unit-6: Operating System

Introduction to Operating System-Functions of Operating System-Types of operating systems (GUI Based)-Real Time and Distributed-Commonly used operating systems.

Block- 4: Linux

Unit-7: Introduction to LINUX

Introduction to Linux- History of Linux-Difference between Linux and Windows- Difference between Linux and Unix.

Unit-8: LINUX OS

What is GNU?- Interesting facts about Linux-Why Linux is virus proof?-Various Linux Distributions-Basic Commands-Accessing remote servers and Files.



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Name of the Programme– Vocational Diploma in InDesign - Syllabus
(Flexible Skill Training Mode)

Course Title : **DTP Design**
Course Code : **VDID-2**
course credit : **4**

Course Objectives

While studying the **DTP Design**, the student shall be able to:

- Understand the features of Coral Draw and creating Layout
 - Design and work with Coral Draw
 - Explain the procedure of editing of text using Adobe Indesign
 - Describe the Typography design of text
-

Course Outcomes

After completion of the **Course DTP Design**, the student will be able to:

- Perform the shaping of objects, editing of text using Corel Draw
 - Demonstrate the skill of editing and formatting the text using Adobe Indesign
 - Perform paragraph alignment text effects by Typography
 - Import image and tables from external data
-

Block- 1: Coral Draw

Unit-1: Introduction and Tools

About CorelDraw-The User Interface-Creating a New Document-Opening a Existing Document-Working With templates-Layout-Import and Export-Tools

Unit-2: Layout and Working Process

CorelDraw layout-Working with Curves- Shape Tool- Working with shape and Object- Working with Text and Line Formatting Text- Formatting Paragraph- Changing Shape of the Object- Working with lines

Block- 2:Adobe Indesign

Unit-3: Documents and Frames

Starting new Documents and Page size-Master pages Footers- Place Holder Master- Applying Master and Overriding Master- Editing Master Pages- Modifying and Resizing Text Frames- Modifying and Resizing Graphic Frames- Wrapping Graphics- Creating and Duplicating Frames- Rotating and Aligning Objects

Unit-4: Importing and Editing Text

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

Block- 3: Typography

Unit-5: Basics of Typography

Vertical Spacing- Baseline Grid- Space above and below Paragraph- Font and Type Style- Paragraph Alignment- Special font features and Drop Cap

Unit-6: Text Effects and Colours

Fill and Stroke for Text-Kerning and Tracking-Working with Tabs-Rules for Paragraph- Working with Colour

Block- 4: Importing and Linking

Unit-7: Importing and Linking Graphics

Adding Graphics-Vector and Bitmap Graphics-Managing links to imported Graphics- Updating Graphics-Clipping Paths-Settings for Display Performance-Library to manage objects

Unit-8: Importing and Formatting Tables

Importing and formatting Table-Formatting borders and alternating row colours- Graphics within tables-Formatting text in table-Character style to table text-Adjust column size



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Name of the Programme– Vocational Diploma in InDesign - Syllabus
(Flexible Skill Training Mode)

Course Title : **DTP Package**
Course Code : **VDTP-3**
Course Credit : **4**

Course Objectives

While studying the **DTP Package**, the student shall be able to:

- Describe the features of MS Word and work with formatting
 - Explain and create PowerPoint slides by inserting animations and graphics
 - Work on MS Excel and perform different functions and manipulations
 - Elaborate the different layout and styles used in Page Maker
-

Course Outcomes

After completion of the **Course DTP Package**, the student will be able to:

- Edit and format the documents using MS Word
 - Demonstrate skill of slide creation using MS PowerPoint
 - Create records and files in MS Excel and manipulate the same and create graphs for the records
 - Perform layout of text and format the same using Page Maker
-

Block 1: MS Word

Unit-1: Introduction to MS Word

Introduction to Word- Getting to know Word -2010- Editing text documents- Formatting documents- Saving Files- Formatting page & Setting Margins- Special Symbols

Unit-2: Paragraph Formatting

Paragraph Formatting-Alignments and Formatting- Creating Table- Insert and Format Shapes- Spell Checking- Printing Document

Block- 2: MS PowerPoint

Unit-3: Introduction to PowerPoint

Introduction to Power Point-Creating and opening presentations-Slides and Layouts-
Formatting a presentation

Unit-4: Animation and Effects using PowerPoint

Arranging Objects-Adding graphics to the presentation-Setting Animation Effect-
Adding effects to the presentation-Transition effect

Block- 3: MS Excel

Unit-5: Introduction to MS Excel

Spread Sheet and its Application-Menus – Main Menu- Opening Spreadsheet-
Working with Spreadsheets- Spread Sheet Addressing

Unit-6: Functions in MS Excel

Entering and Deleting Data- Inserting Functions-Formatting-Setting Formula-
Mathematical Operations-Hiding/Locking Cells-Shortcut Keys

Block- 4: Page Maker

Unit-7: Introduction to Page Maker

Overview of PageMaker-PageMaker Tools- Page Maker Tips and Tricks

Unit-8: Layout and Styles of Page Maker

Text Layout and Style- Object Styles- Edit Menu- Edit Story- Features of Edit Story



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Name of the Programme– Vocational Diploma in InDesign - Syllabus
(Flexible Skill Training Mode)

Course title	:	Corel Draw and Indesign (Practical)
Course Code	:	VDID-P1
Course Credit	:	4

The following exercises are to be carried out using Coral Draw and Indesign:

1. Creating a Flyer
2. Editing of Text
3. Formatting of Text
4. Creating a Logo
5. Creating Posters
6. Creating Brochures with 3 fold/ 4 fold
7. Creating banners
8. Creating Certificate
9. Create Business Cards using Shapes, text, and colors
10. Design book cover pages / Magazine front



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Name of the Programme– Vocational Diploma in InDesign - Syllabus
(Flexible Skill Training Mode)

Course Title : **MS Office (Practical)**
Course Code : **VDID-P2**
Course Credit : **4**

The following exercises are to be carried out using MS Word/ PowerPoint/ Excel:

1. Create and Design Admission/Enquiry Forms
2. Create bills/leaflets/brochures
3. Design E-book cover pages / Magazine front/ books front/back page using cover page option in Insert Menu
4. Create Business Cards using Shapes, text, and colours
5. Use smart art and create organization charts
6. Make books content page or index page
7. Try to create similar Header & Footer that you're seeing in the Book
8. Insert Image into the shape
9. Practice hyperlink and create links between word document texts to D: /, Play songs from Microsoft word text, create the link between internal and external files.
10. Create a chart using Excel
11. Get the newspaper and see the text-based advertisement and Design that advertisement in Microsoft Word
12. Take a double-column book or newspaper and design or create a similar paragraph style in the word document.
13. Create a letterhead, Identity card of any company or institution that you got and insert the Watermark with that company name in the document
14. Decorate word document with page border, content border, add pattern, and write beautiful text in it
15. Create a PowerPoint slide show with animation, transition effect and graphics



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**Life Coping Skills (LCS) and Communication Skills (CNS)-Core
Course for all Vocational Diploma Programmes**

Life Coping Skills and Communication Skills have been included to help the students to understand the meaning of life and to understand the meaning of relationship and how we communicate in every day life.

Examination System: Examination to Life Coping Skills and Communication Skills are designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Assignment (Internal): Assignment carries 30 marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

Theory Examination (External): Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A, Section- B and Section- C

Section-A	Three out of Five Short Answer Questions [Each 3- Marks]	3 X 3 = 9 Marks
Section-B	Three out of Five Long Answer Questions [Each 7- Marks]	3 X 7 = 21 Marks
Section-C	Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks]	4 X 10 = 40 Marks
Total		70 Marks

Passing Minimum: The passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course.



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Name of the Course – Life Coping Skills - Syllabus (Flexible Skill Training Mode)

Course Title	:	Life Coping Skills
Course Code	:	LCS
Course Credit	:	6

(1).Life Coping Skills : The main objectives of the Life Coping skills is to understand the meaning of life and its challenges, provide skills and knowledge needed to cope with life’s problems and challenges, develop a positive attitude, train to be successful and useful citizens through positive thinking, cope with criticism, failure, anger, loneliness, physical and verbal abuse, improve self-esteem, manage time and stress, develop one’s personality to its full potential, help the students to become team players, develop personal skills and to provide skill problems solving and decision making.

Block- 1-Self Skills

Unit-1: Self Skill – I

Meaning and Process of Coping- Restructuring the Life Story - External and Internal Influences in One's Life - Messages: Positive and Negative - Life Illustrations - Self Esteem - Self Concept - Self Acceptance - Self Actualisation- Personality Development

Unit-2: Self Skill – II

Positive Thinking - Goal Setting - Problem Solving - Decision Making

Block- 2: Social and Leadership Skills

Unit-3: Social Skills

Social Skills- Motivation- De-motivating Factor- Meaning and Attitude to Success- Time Management -The Management of Time is the Management of Life - How to gain an extra mile every day- Tips for Time Management - Stress Management

Unit-4: Leadership Skills

Emergence of a Leader -Characteristics of Leadership -Various kinds of Leaders -
What should Leader do- The Moulding of a Leader - Characteristics of a Successful
Leader- Team Work - What is it like work in a Team- What is Team Learning

Unit-5: Coping Skills – I

What is Shyness- How to Overcome Shyness- Tips to Overcome Shyness - Coping
with Loneliness-Finding Ways to Change the Feelings of Loneliness-Overcoming
Loneliness - Tips to Overcome Loneliness- Coping with Depression - Coping with
Fear- Coping with Anger and Verbal Abuse -Verbal Abuse- Coping with Failure -
Coping with Criticism

Unit-6: Coping Skills – II

Coping with HIV – AIDS- Coping with Alcoholism - Tobacco and Smoking - Coping
with Substance Abuse

Block -4: Managerial and Entrepreneur Skills

Unit-7: Managerial Skills

Coping with Conflict- Conflict can be Constructive or Destructive- Constructive
Nature of Conflicts- What are the Strategies for Managing Conflicts- Tactics of
Conflict Management- Coping with Change- Twelve Steps to Implement Change

Unit-8: Entrepreneur Skills

Career Guidance - Career Planning- Preparation for Employment- Looking for
Opportunities - Preparation for the Interview - Work Environment - Thriving in
Today's Work Environment .



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Name of the Course – Communication Skills - Syllabus (Flexible Skill Training Mode)

Course Title	:	Communication Skills
Course Code	:	CNS
Course Credit	:	6

(2).Communication Skills: The main objectives of the Communication Skills is to introduce to the students the process and kinds of communication, train the students to code and decode communication effectively, explain the various interpersonal skills required to interact with others and make the students understand the meaning of relationship and how we communicate in every day life.

Block -1: Communication

Unit-1: Introduction to Communication

Communication concept- Process of Communication- Elements of Communication- Types of Messages- Types of Communication- Speech- Different Types of Verbal Communication-Effective Communication- Interpersonal Communication- Communication as Skilled Behaviour-Social Skills Model- Social Skills Model to Interpersonal Communication-Implications of the Approach-Components of Interpersonal Skills-Characteristics of a Good Conversation-Hints for Inter-Personal Relation-Ship

Unit-2: Effective Communication

Definition of Effective Communication- Common Forms of Communication- The Positive Value of Good Communication- Guidelines for Effective Communication- Review Questions- Three Principles of Communication- Communication Strategies

Block- 2:Situational and Behavioural Communication

Unit-3: Situational Language

Greeting and Introducing- Inviting Someone and Making Requests- Offering Help and Seeking Permission- Asking for Advice and Expressing Gratitude-Asking whether Someone Remembers- Persuading, Complimenting and Congratulating- Expressing Sympathy- Complaining and Apologising- Making Suggestions and Warning Someone- Asking for Excuse and Ending a Conversation- Asking for Information and Someone's Opinion- Asking if someone is sure and to Say Something

Again- Checking that you have understood- Asking whether someone knows- Asking About Possibility and Preference- Requesting Someone- Asking if someone Agrees- Asking if someone is Obligated to do something- Some Useful Expressions- Different Models of Situational Conversations

Unit-4: Behavioural Communication

Effective Criticism Made Easy: Basic Rules for Delivering-Negative Feedback to Others- Before Delivering to Negative Feedback- While Delivering Negative Feedback- After Delivering Negative Feedback

Block -3: Types and Modes of Communication

Unit-5: Modes of Communication

Group Discussion- Importance of Group Testing- Factors that Contribute to Group-Worthiness- Guidelines for Group Discussion- Factors that Matter in a Group Discussion- Important Parameters in Group Discussion- Types of Groups- Speech-Speech Distractions- Five ways to make your Audience Sit Up- Successful Public Speaking- Drafting a Speech- Major Pitfalls in Public Speaking- Body Language-The Constituents of Body Language

Unit-6: Leadership and Team Communication

Definition of a Leadership- Types of Leadership- Shared Leadership- Ten Principles for Leadership Communication- Styles of Leadership- Team Communication-Achieving Effectiveness through Team Communication- The Components of Communication- Characteristics of Highly Cohesive Teams

Block- 4: Interview Skills and English Language

Unit-7: Interview Skills

Interview Defined- Kinds of Interviews- Preparation for a Job Interview- Telephonic Interview- Preparation for a Telephonic Interview- Speaking to Foreigners- Success in Interview-Ten Most Frequently Asked Questions- Inter Whew- Inter Phew

Unit-8: English as Spoken and Written Language

Simple Sentence- Word Order- Modals- Passive Voice- Letter Writing-An Informal Letter-Formal Letter-Personal Letters- Official Letters- Paragraph Writing- Essay Writing- Types of Essay- Prose Comprehension- Poetry Comprehension- Precise Writing- Dialogues.