2.1 COMMUNICATION SKILLS – II

L   T   P
3   -   2

RATIONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet, communicating effectively can be challenging because of our inherent nature to assume, overreact to and misperceive what actually is happening. Poor communication or lack of communication is often cited as the cause of conflict and poor teamwork. In today's team-oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieve results and create successful organizations. The goal of the Communicating Skills course is to produce civic-minded, competent communicators. To that end, students must demonstrate oral as well as written communication proficiency. These include organizational and interpersonal communication, public address and performance. The objectives of this subject are understanding how communication works, gaining active listening and responding skills, understanding the importance of body language, acquiring different strategies of reading texts and increasing confidence by providing opportunities for oral and written expressions

DETAILED CONTENTS

Section A

1.   Grammar and Usage   (15 Hrs)

1.1   Prepositions
1.2   Pronouns
1.3   Determiners
1.4   Conjunctions
1.5   Question and Question Tag
1.6   Tenses (Simple Present, Simple Past)

Section B

2.   Reading Skills   (15 Hrs)

Unseen comprehension passages (at least 5 passages).

3.   Writing Skills   (18 Hrs)

3.1   Writing Notice
3.2   Writing Circular
3.3   Writing a Memo
3.4   Agenda for a Meeting
3.5   Minutes of the Meeting
3.6   Telephonic Messages
3.7   Paragraph writing:
       Simple and Current Topics should be covered.

LIST OF PRACTICALS

(Note: The following contents are only for practice. They should not be included in the final theory examination)

1.   Listening Comprehension
1.1   Locating Main Ideas in a Listening Excerpt
1.2   Note-taking

2.   Developing Oral Communication Skills
2.1   Offering-Responding to Offers
2.2   Requesting-Responding to Requests
2.3   Congratulating
2.4   Expressing Sympathy and Condolences
2.5   Expressing Disappointments
2.6   Asking Questions-Polite Responses
2.7   Apologizing, Forgiving
2.8   Complaining
2.9   Persuading
2.10   Warning
2.11   Asking for and Giving Information
2.12   Giving Instructions
2.13   Getting and Giving Permission
2.14   Asking For and Giving Opinions

INSTRUCTIONAL STRATEGY

Looking into the present day needs of effective communication in every field, it is imperative to develop necessary competencies in students by giving practical tips and emphasis on grammar, vocabulary and its usage in addition to practical exercises. The teacher should give report writing assignments, projects etc. while teaching this subject.

LIST OF RECOMMENDED BOOKS

1.   Communicating Effectively in English, Book-I by Revathi Srinivas; Abhishek Publications, Chandigarh.
2.   High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
3.   Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	15	30
2	15	35
3	18	35
Total	**48**	**100**

2.2   TEXTILE SCIENCE - II

L   T   P
4   -   2

RATIONALE

The knowledge and skills related to textile science is essential to provide a comprehensive insight into the basic knowledge about fabric structure, dying, printing and finishing affecting the ultimate performance and use of the fabric by the consumer, hence the subject is included in the curriculum

DETAILED CONTENTS

THEORY	PRACTICAL EXERCISE
1. Knitting: (11 hrs)	
- Classification: warp and weft knitting - Plain, Purl, Rib and interlock - Tricot and raschel	Identify and analyze different type of knits samples and enlist their characteristics (design) Visit to a knitting unit to understand different knitting machines and processes
2. Finishes: (13 hrs)	
a) Importance and classifications of finishes	
- Basic Finishes: Bleaching, Calendaring ,Tentering, Scouring, Weighting, singeing	Visit to a finishing mill to observe various finishing processes
- Functional Finishes: Sanforization, Mercerization, Crease resistant, flame retardant, waterproof	Measurement and comparison of fabric shrinkage
3. Dyeing: (15 hrs)	
- Definition, stages of dyeing (fibre, yarn, piece dyeing, garment dyeing)	Dyeing of cotton fabrics

4. Printing – definition, methods and type of
    printing techniques   (15 hrs)

    - Direct: block, Screen   -Identify the fabric samples on basis of
    - Resist   the printing techniques
    - Batik, tie and dye
    - Photographic printing   -Block printing, screen, batik printing
                                            -Making sample by different methods
                                             of tie and dye

5. Common faults in fabrics   (10 hrs)   Exercises related to locating and
    - Colour defects   recognition of fabric defects with
    - Printing defects   magnifying glass
    - Knitting defects

Note: At the end, students are required to prepare a swatch file, which will have the
       following details:

    i)   Fabric Swatch – 5" x 5" or 10" x 10"
            This swatch should be selected on following basis:

            a)   Dyeing

            b)   Printing

            c)   Finishing

INSTRUCTIONAL STRATEGY

The teacher may develop master samples to demonstrate various processes. The students
may be asked to prepare swatch files. The students should be taken for a visit to textile
testing laboratory, dyeing and printing industries to familiarize with the various processes

RECOMMENDED BOOKS

1.   Understanding Textiles by Phyllis Tortora, Macmillan Publishing Co. New York

2.   Modern Textiles by Rothy Siegert Lyle, Wiley John & Sons, Inc. New York

3.   Encyclopedia of Textiles, Fibres and Non-woven Fabrics

4.   Textiles Fiber to Fabric – P Corbman, McGraw Hill Book Co, Inc. New York

5.   Fabric Science by Joseph Pizzuto, A&C Black Publishers Ltd. New York

6.   Fabric Defects (Causes and Remedies) by SS Satsangi , Usha Publishers, New Delhi

7.   Managing Quality in the Apparel Industry – PV Mehta and SK Bhardwaj

8   Clothing,Textiles and Their Care by Dr.Rajwinder K.Randhawa, Happer & Row Publishers, New York

9   Clothing, Textiles and Laundry by Sushma Gupta,Neeru Garg and Renu Saini, Kalyani Publishers, New Delhi

10   A Text Book of Home Science by Dr.Neelam Grewal, Wiley Publishers, New York

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	11	16
2	13	19
3	15	24
4	15	24
5	10	17
Total	**64**	**100**

2.3   BASICS OF INFORMATION TECHNOLOGY

L   T   P
-   -   4

RATIONALE

Information technology has great influence on all aspects of our life. Primary purpose of using computer is to make the life easier. Almost all work places and living environment are being computerized. The subject introduces the fundamentals of computer system for using various hardware and software components. In order to prepare diploma holders to work in these environments, it is essential that they are exposed to various aspects of information technology such as understanding the concept of information technology and its scope; operating a computer; use of various tools of MS Office/Open Office and internet form the broad competency profile of diploma holders. This exposure will enable the students to enter their professions with confidence, live in a harmonious way and contribute to the productivity.

Note:

Explanation of Introductory part should be dovetailed with practical work. Following topics may be explained in the laboratory along with the practical exercises. There will not be any theory examination.

TOPICS TO BE EXPLAINED THROUGH DEMONSTRATION

1.   Information Technology – its concept and scope, applications of IT, ethics and future with information technology

2.   Impact of computer and IT in society.-- Computer application in office, book publishing, data analysis, accounting, investment, inventory control, graphics, air and railway ticket reservation, robotics, military, banks, Insurance financial transactions and many more

3.   Generations of computer, block diagram of a computer, CPU, memory, data – numeric data, alpha numeric data, processing of data.

4.   Computers for information storage, information seeking, information processing and information transmission, computer organization, computer hardware and software; primary and secondary memory: RAM, ROM, PROM etc. Input devices; keyboard, mouse, scanner, etc ; output devices ; VDU and Printer(Impact and non-Impact printers), Plotter etc. Primary and Secondary Storage (Auxiliary Storage), Secondary storage; magnetic disks – tracks and sectors, optical disk (CD, CD-RW and DVD Memory)

5.   Introduction to Operating Systems such as MS-DOS and Windows, difference between DOS and Windows

6.   Basics of Networking – LAN, MAN,WAN

LIST OF PRACTICALS

1. Identify and list functions of various components and peripherals of given computer.

2. Installation of operating system viz. * Windows XP, *Windows 2007 etc.

3. Installing a computer system by giving connection and loading the system software and application software and various sources to install software

4. Exercises on entering text and data (Typing Practice)

5. Features of Windows as an operating system:

    a) Start , shutdown and restore
    b) Creating and operating on the icons
    c) Opening, closing and resizing the windows
    d) Using elementary job commands like – creating, saving, modifying,   renaming, finding and deleting a file , creating and operating on a folder
    e) Introduction to all properties such as changing settings like, date, time, calculator, colour (back ground and fore ground)
    f) Using short cuts

6. Word Processing (MS Office/Open Office)

    a) File Management:

       Opening, creating and saving a document, locating files, copying contents in some different file(s)

    b) Editing a document:

       ▪ Entering text, cut, copy, paste using toolbars
       ▪ Use of spell check
       ▪ PDF file and its conversion in different file formats (MS Word/Excel etc.)
       ▪ Scanning, editing and printing of a document

    c) Formatting a document:

       ▪ Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods

       ▪ Aligning of text in a document, justification of document ,Inserting bullets and numbering

       ▪ Formatting paragraph, inserting page breaks and column breaks, line spacing

       ▪ Use of headers, footers, inserting footnote, end note, use of comments

       ▪ Inserting date, time, special symbols, importing graphic images, drawing tools

d) Tables and Borders:
- Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table
- How to change docx file to doc file
- Print preview, zoom, page set up, printing options
- Using Find, Replace options

7. Spread Sheet Processing (MS Office/Open Office)

a) Starting Excel

open worksheet, enter, edit data, formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets

b) Menu commands:
Create, format charts, organize, manage data, solving problem by analyzing data, creating graphs

c) Work books:
- Managing workbooks (create, open, close, save, rename), working in work books
- Editing a worksheet: copying, moving cells, pasting, inserting, deleting cells, rows, columns, find and replace text, numbers of cells, formatting worksheet

d) Creating a chart:
- Working with chart types, changing data in chart, formatting a chart, use chart to analyze data
- Using a list to organize data, sorting and filtering data in list

e) Formulas:

Addition, subtraction, division, multiplication, percentage and auto sum

8. Power Point Presentation (MS Office/Open Office)

a) Introduction to PowerPoint
- How to start PowerPoint
- Working environment: concept of toolbars, slide layout, templates etc.
- Opening a new/existing presentation
- Different views for viewing slides in a presentation: normal, slide sorter etc.

b) Addition, deletion and saving of slides

     c)   Insertion of multimedia elements

- Adding text boxes, importing pictures, tables and charts etc.

     d)   Formatting slides

- Text formatting, changing slide layout, changing slide colour scheme
- Changing background, Applying design template

     e)   How to view the slide show?

- Viewing the presentation using slide navigator, Slide transition
- Animation effects etc.

9.   Antivirus

     a)   What is virus and its types

     b)   Problems due to virus

     c)   Installation and updation of antivirus (anyone out of Kaspersky, Mcafee, Norton, Quickheal etc).

     d)   How to scan and remove the virus

10.   Internet and its Applications

     a)   Log-in to internet, introduction to search engine

              Browsing and down loading of information from internet

     b)   Creating e-Mail Account

- Log in to e-mail account and Log out from e-mail account

     c)   Managing e-Mail

- Creating a message
- Sending, receiving and forwarding a message
- Attaching a file
- Deleting a message

INSTRUCTIONAL STRATEGY

Since this subject is practical oriented, the teacher should demonstrate the capabilities of computers to students while doing practical exercises. The students should be made familiar with computer parts, peripherals etc. and proficient in making use of MS Office/Open Office in addition to working on internet. The student should be made capable of working on computers independently. This subject should be taught with the help of LCD projector, (while teaching a group) using PowerPoint presentation slides.

RECOMMENDED BOOKS

1. Fundamentals of Computer by E Balagurusamy,Tata McGraw Hill Education Pvt. Ltd, New Delhi
2. Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
3. Fundamentals of Computer by Sumita Arora by Dhanpat Rai and Co , New Delhi
4. Computers Today by SK Basandara, Galgotia Publication Pvt Ltd. Daryaganj, New Delhi.
5. Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
6. A First Course in Computer by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
7. Computer Fundamentals by PK Sinha; BPB Publication, New Delhi
8. Fundamentals of Information Technology by Leon and Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
9. Information Technology for Management by Henery Lucas; Tata McGraw Hill Education Pvt Ltd , New Delhi
10. MS Office by BPB Publications, New Delhi.

2.4. BASIC PATTERN MAKING AND STYLE INTERPRETATION - II

                                                                L   T   P
                                                                3   -   6

RATIONALE

The students should know various considerations of design in making of garments, scope and importance of drafting and pattern making so that they are able to take measurements, interpret the style of any given design and make the pattern. The subject, therefore deals with basics of pattern making and styling of garments.

DETAILED CONTENTS

THEORY

1. Pattern details – terminology and classification of: (18hrs)

    -   Collar
    -   Sleeves
    -   Yokes – functional and decorative
    -   Empire and princess line
    -   Pockets
    -   plackets

2. Pattern styles   (20hrs)
    (a) Skirts
    -   Categorization of skirts on the basis of length and flare and their variations

    (b) Pants
    -   Terminology
    -   Categorization of pants on the basis of length and fit and their variations

3. Study of the basic figure types and figure defects   (10 hrs)

LIST OF PRACTICALS

1. Style interpretation of any given design

2. Adaptation of child's bodice to :

    -   Yokes
    -   Bodice lengths

3. Adaptation of basic sleeve to:

   - Puff sleeve
   - Cap sleeve
   - Flared sleeve
   - Magyar sleeve
   - Balloon sleeve
   - Petal sleeve
   - Leg-o-mutton sleeve

4. Drafting and adaptation of various collars

   - Baby collar
   - Peter pan collar – flat and raised
   - Cape collar
   - Sailor's collar
   - Convertiable collar

INSTRUCTIONAL STRATEGY

This is highly practice oriented subject. The students may be taken to the nearby garment manufacturing organizations to demonstrate various pattern making and style interpretation processes

RECOMMENDED BOOKS

1. Pattern Making for Fashion design by Helen Joseph Armstrong, Vikas Publishing House Pvt. Ltd. New Delhi
2. The ABC's of Grading by Murray Sachei
3. Basic Pattern Skills for Fashion Design by Bernard Zamko, A& C Black Publishders, New York
4. Design Apparel Through the Flat Pattern by Ernestine Ko
5. Pattern Cutting and Making up by Martin Shoben, CBS Publishers,& Distributors Pvt. Ltd. Chennai.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	18	38
2	20	42
3	10	20
Total	**48**	**100**

2.5   FASHION ILLUSTRATION -II

<div align="right">

L   T   P
-   -   4

</div>

RATIONALE

The skill in fashion illustration is essential for the students so as to develop in them the creativity. After going through this subject, the students will be able to illustrate different types of figures and dresses in different colour media

PRACTICAL EXERCISES

1. Illustration of child crookie (Boys and Girls) in front and side pose
2. Making hands, feet, face shape, hair styles, shoes
3. Creating backdrops
4. Dressing crookies in Playwear, Uniform, Winter clothing
5.   Rendering the dresses in various textures and colours.
6. Crookies in motion (male and female)

INSTRUCTIONAL STRATEGY

The above exercises should be done as pencil/paper exercises and on softwares like Reach Fashion Studio.

RECOMMENDED BOOKS

1.   Fashion Drawing Designs from Magazine of Thailand, New Age Publisher, Delhi

2.   Fashion Drawing – The Basic Principles by Anne Allen and Julion Seaman, Happer & Row Publishers, New York

3.   Fashion Illustration by Bina Abling, Fair child books, New York

2.6   GARMENT CONSTRUCTION - II

L T P
- - 8

RATIONALE

The students are supposed to prepare various components of garments such as plackets, neckline variations, sleeves, pocket, so it is very essential that they should be able to fabricate various components of fashion. Hence this subject has been included in the curriculum to develop such competencies in the students. The subject deals with basics of garment construction.

DETAILED CONTENTS

INSTRUCTIONS FOR PRACTICALS	PRACTICAL EXERCISES
1. Types of plackets (Two piece; continuous and kurta placket)	Preparation of various types of plackets
2. Types of pockets (patch, bello, welt, bound, in-seam)	Preparation of various types of Pockets (patch, bello, welt, bound, in-seam)
3. Types of sleeves (plain, puff, flared, bell, cap, magyar) to be fitted in a bodice	Preparation of various types of sleeves (plain, puff, flared, belt, cap, magyar)
4. Type of fastners – zipper	Practice of attachment of zipper (concealed, open ended, lapped, centered)
5 Types of Collars	Preparation of various types of collars (peter pan-flat and roll, cape collar, Sailor's collar, convertible collar)
6 Making of child's bloomer	Construction of bloomer

RECOMMENDED BOOKS

1.   Clothing Construction by Doongaji; Raaj Parkashan Ltd., Delhi

2.   System of Cutting by Zarapkar

3.   Clothing Construction by Evelyn A Mansfield, Hougutan Miffin Co., Boston

4.   Creative Sewing by Allynie Bane; McGraw Hill Book Co., Inc., New York

5.   Complete Guide to Sewing by Readers Digest

6.   Fashion Maker by Betty Foster, UBS Publishers Distributors Ltd, New Delhi

7. Fashion Clothes- She by Debbie Bliss, Sue Penerill, MK Kohli & AL Kohli Publishders, Industrial Area, Chandigarh

8. Basic Processes and Clothing Construction by Sherie Doongaji and Raushini Despande, UBS Publishers and Distributors Ltd. New Delhi

9. Simplicity Revised ABC of Short-Cut Sewing, CBS Publishers and Distributors Ltd. New Delhi

10. The Brides Sewing Book by Anne Ladbury

11. Stitch by Stitch by Tarstar Books, MK Kohli Publisher, Industrial Area, Chandigarh

12. Pattern Cutting and Making up by Martin Shoben, Janet Ward Publishers, London

13. The art of Sewing by Aina Jacob Thomas; UBS Publishers Distributors Ltd., New Delhi