

PSGR Krishnammal College for Women



DEPARTMENT OF BEAUTY THERAPY AND AESTHETICS

CHOICE BASED CREDIT SYSTEM & OUTCOME BASED EDUCATION SYLLABUS

B.VOC BEAUTY THERAPY AND AESTHETICS 2021 – 2022 BATCH



PSGR Krishnammal College for Women



PROGRAMME OUTCOMES

After completion of the programme, the student will be able to

PO1: Gain knowledge about skin types, skin problems and specializes to treat the skin by using electrical equipments.

PO2: Gain necessary skill to become beauty therapist and senior beauty therapist.

PO3: To become skilled Hair care trainer and salon manager and job roles mentioned by Beauty & Wellness sector skill council.

PO4: Work as a Professional Make up artist in a salon or as a Freelance Make up artist.

PROGRAM SPECIFIC OUTCOME

- PSO 1: Graduates will be placed as Assistant Beauty Therapist, Senior Beauty Therapist, Hair Care Trainer & Salon Head with their Sector Skill Certification level 4, 5, 6, & 7
- PSO 2: Graduates are updated with current salon techniques with 5 internship trainings during their 6 semester study period and they will be placed as Pedicurist, Salon Manager, Skin Therapist, Hair Therapist and Makeup artist.
- PSO 3: Graduates can become entrepreneurs by setting up their own Beauty and Makeup studios .
- PSO4: Graduates can run training centres for Beauty Services, Professional Make up and Salon Management.



PSGR Krishnammal College for Women



DEPARTMENT OF BEAUTY THERAPY AND AESTHETICS

CHOICE BASED CREDIT SYSTEM & OUTCOME BASED EDUCATION SYLLABUS & SCHEME OF EXAMINATION B.VOC BEAUTY THERAPY AND AESTHETICS—2021-2022 BATCH

	Part				S	S	J.	E	Exam M	arks	
Se m		Subject Code	Title of the paper	Ins Hrs/ Week	Contact hrs	Tutorial hrs	Duration of Exam	CA	ESE	Total	Credits
I	I	VTM2101/ VHN2101/ VFR2101	Language Paper I (Tamil ,Hindi ,French)	3	41	4	3	40	60	100	3(G)*
	II	VEN2101	Communication and Language Skills-I	3	41	4	3	40	60	100	3(G)*
	III	VB 21A01	Anatomy and Physiology (Allied)	4	56	4	3	40	60	100	4(G)*
	III	VB 21C01	Aesthetic Treatment Level- I	4	56	4	3	40	60	100	4(S)**
	III VB 21 P01 Basic beauty treatment Practical I				90	-	3	40	60	100	6(S)**
	III	VB 21 P02	Basic Hair services— practical II	7	90	-	3	40	60	100	6(S)**
	IV	NME21ES/ NME19B1/ NME19A1	Introduction to Entrepreneurship/Basic Tamil-I/ Advance Tamil -I	2	26	4	3	40	60	100	2 (G)*
	III	VBINSTI	Internship***				(60 Hou rs)			100	2(S)
II	I	VTM2102/ VHN2102/ VFR2102	Language Paper II (Tamil, Hindi, French)	3	41	4	3	40	60	100	3(G)*
	II	VEN2102	Communication and Language Skills-II English II	3	41	4	3	40	60	100	3(G)*
	III	VB 21 A02	Business Communication (Allied)	4	56	4	3	40	60	100	4(G)*
	III	VB 21 C02	Aesthetic Treatment Level- II	5	71	4	3	40	60	100	4(S)**
	III	VB 21P03	Facial &Make Up Practical-III	7	90	-	3	40	60	100	6(S)**

	III	VB 21P04	Basic Hair setting and styling- Practical-IV	7	90	-	3	40	60	100	6(S)**
	IV	NME19B2/ NME19A2	Basic Tamil-II/Advanced Tamil-II								
	IV	21PELS1	Professional English for Life Sciences	2	26	4	2	50	50	100	2 (G)*
	III	VB INST 2	Internship***				(60 Hou rs)			100	2(S)
III	III	VB19A03	Introduction to accountancy	3	41	4	3	40	60	100	3(G)*
	III	VB20C03	Nutrition and Fitness	3	41	4	3	40	60	100	3(G)*
	III	VB20C04	Hair shaping Theory	4	56	4	3	40	60	100	4(G)*
	III	VB19C05	Advance hair treatment Theory Level- I coreI	4	56	4	3	40	60	100	4(S)**
	III	VB17P05	Hair shaping Practical	7	105	-	3	40	60	100	6(S)**
	III	VB18P06	Advance hair treatment Practical	7	105	-	5	40	60	100	6(S)**
	IV	NM14VHR	Value education	2	26	4	3	40	60	100	2(G)*
	III	VBINST3	Internship***				(60 Hou rs)			100	2(S)
IV	III	VB19A04	Communication and Soft skill	3	41	4	3	40	60	100	3(G)*
	III	VB17AP1	Preparation of herbal and homemade cosmetics Practical	4	60	-	3	40	60	100	4(G)*
	III	VB20CO6	Body spa and Body massage Theory	4	56	4	3	40	60	100	4(G)*
	III	VB19C07	Hair colouring Theory	4	56	4	3	40	60	100	4(G)*
	III	VB17P07	Hair colouring Practical	6	75	-	3	40	60	100	5(S)**
	III	VB17P08	Ayurvedic body massage Practical	7	105	-	3	40	60	100	6(S)**
	IV	NM10EVS	Environmental studies	2	26	4	3	40	60	100	2 (G)*

	III	VBINST4	Internship***				(60 Hou rs)			100	2(S)
V	III	VB18C11	Professional make up theory	4	56	4	3	40	60	100	5(S)
	III	VB18CO9	Basics of Electricity and Electrotherapy	4	56	4	3	40	60	100	4(G)
	III	VB17P13	Professional make up practical	7	105	-	3	40	60	100	6(S)
	III	VB16P10	Body spa practical	7	105	-	3	40	60	100	6(S)
	III	VB16P11	Advance aesthetics treatment with machinery practical	7	105	-	3	40	60	100	6(S)
	IV	NM13IS1	Information Security- Level 1	2	26	4	-	10 0	-	100	
	III	COM15SER	Community service						30 (hou rs)	100	1(S)
	III	VB INST 5	Internship ***						(120 Hou rs)	100	4(S)
VI	III	VB18C10	Professional ethics and salon management	4	56	4	3	40	60	100	4(G)
	III	VB18C08	Aroma Therapy Theory	4	56	4	3	40	60	100	3(G)
	III	VB16P12	Advance facial and hair treatment practical	7	105	-	3	40	60	100	6(S)
	III	VB17P09	Aroma therapy Practical	6	90	-	3	40	60	100	6(S)
	III	VB16P14	Flower and Ornaments making-practical	5	75	-	3	40	60	100	6(S)
	III	VB18C12	Business application software	3	41	4	3	40	60	100	3(G)

VB 21A01	ALLIED -ANATOMY AND	Category	L	Т	P	Credit
	PHYSIOLOGY	ALLIED	56	4	-	4

The Course aims at helping the students to understand the anatomy and physiology of the human body with relevance to beauty therapy. It also enables the students to apply the beauty treatments confidently to improve the particular functioning systems of the body.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Use the appropriate scientific terms in the subject to explain and interact with the client on the importance of a particular treatment.	K1 & K2
CO2	Gain a fairly good knowledge on the general health condition of the client.	K1 & K2
CO3	Assess and select the type of beauty treatment that is best suited for the client.	K3
CO4	Apply the knowledge obtained from the subject to improvise the existing therapy methodology.	K3
CO5	Excel and sustain in the business due to the confidence reposed by the clients on the therapists' clarity on the subject and the choice of a particular treatment.	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	S	S	M	S
CO2	S	S	M	S
CO3	S	S	M	M
CO4	S	S	M	M
CO5	S	S	M	M

S- Strong; M-Medium; L-Low

Syllabus

Unit-I 13 hrs

The Skin - Functions of Skin-Protection, Heat regulation, Excretion, Warning, Sensitivity, Nutrition, Moisture control. The Structure of Skin- The epidermis, Langerhan cells, Melanocyte cells, Stratum granulosum, Stratum lucidum, stratum corneum, The dermis

Unit-II 10 hrs

The hair - Structure and Functions of Hair and the surrounding Tissues, The three types of hair, Hair growth, factor affecting the growth rate and quantity of hair.

Unit-III 10 hrs

The nails - The structure and functions of nails, nail plate, free edge, the matrix, nail bed, the lunula, the Hyponychium the nail grooves, the perionychium, the nail walls, the eponychium, the cuticle nail growth

Unit IV 10 hrs

The bones- Bones of the hand and the forearm, the foot and the lower leg. the muscular system- Facial muscles, muscles of facial expression.

Unit-V 13 hrs

Skin Diseases and Disorders--bacterial infection, viral infection, fungal disease, sebaceous gland disorders, pigmentation disorder, skin allergies.

Reference Books

S. No.	Author	Title of the Book		Pub	lishers	Year of publication	
I.	Lorraine	Beauty	Therapy	The	Habia	cengage,	2012
	Nordmann	Foundations	- Level three		UK		

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

Course Contents and Lecture Schedule Course Designers:

1. Dr. R. Rama

VD 21 C01	CORE-AESTHETIC TREATMENT LEVEL I	Cate gory	L	Т	P	Credit
VB 21 C01	CORE-AESTHETIC TREATMENT LEVELT	The ory	56	4	-	4

Explain the methods of cleaning, disinfecting, and sterilizing. Give thorough knowledge on, Hair removal methods, Skin bleaching, Manicure, Pedicure, Hair draping, Shampooing and conditioning and basic colouring.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1.	List the types of Disinfectants, sanitizers and steps to use them properly.	K1
CO2.	Define standard safety precautions.	K2
CO3.	Explain professional responsibilities	K3
CO4.	Describe waxing, pedicure, manicure, hair wash methods Identify the basic requirements for scalp and skin care	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3
CO1.	S	S	M
CO2.	S	M	M
CO3.	S	M	M
CO4.	S	S	L

S- Strong; M-Medium; L-Low

Syllabus

UNIT I (14 hrs)

Introduction to cosmetology – History – Prospects –Life skills – Steps for success – Personal health – Introduction to hygiene – Hygiene in work place – Infection control – Immunity – Prevention and control – Contamination – Decontamination – Cleaning- Disinfection – Sanitation, Sterilization. Disinfecting non electrical tools and implements- Electrical tools and equipments – Work area maintenance- Storage of equipments – Health and safety- Hair removal methods-Temporary and permanent – Eyebrow hair removal – Eyebrow shaping equipment – Eyebrow shapes – Contra indication, Contra actions –Eyebrow measurement – Correcting shapes.

UNIT II (11 hrs)

Waxing types – Waxing method - Contra indication, Contra actions – Wax ingredients – Safety precautions –Re growth- In growing hair. Bleaching- Types of bleaches –Patch test – Method- Side effects – Homemade bleaches – Contra indications – Contra actions.

UNIT III (10 hrs)

Nail and surrounding structures- The functions of the skin- The formation of the nail – Nail growth – The composition of the nail plate-The foot and lower leg- The hand and lower arm- Nail disorders and diseases. Introduction to Manicure and Pedicure, Manicure Equipments – Implements – Materials – preliminaries - Nail shape and length- Varnishing- Additional treatments- Hands and Arms massage.

UNIT IV (11hrs)

Pedicure- Preliminaries – Foot problems – Feet and Lower leg massage- Professional nail product – Consultation – Importance of cuticle remover, Dead skin removal. Hair- Introduction, structure of hair, composition, hair shapes, direction of growth, hair distribution, hair growth stages, effect of climatic condition and seasonal changes, normal hair shedding, life and density, natural replacement of hair, colour of hair, greying of hair, draping for wet hair services, shampooing, selection of shampoo, conditioning-effect of conditioner.

Introduction to Industry 4.0- Need – Reasons for Adopting beauty Industry 4.0 - Definition – Goals and Design Principles - Technologies beauty of Industry 4.0- Skills required for Industry 4.0- Advancements in Industry 4.0- – Impact of Industry 4.0 on Society, Business, Government and People - Introduction to 5.0

Related Online Contents:

- 1. Introduction to Industry 4.0 and Industrial Internet of Things by Prof. Sudip Mishra, IIT Kharagpur.
- 2. A Complete Guide to Industry 4.0-Udemy

Pedagogy:

Lecture by chalk and talk, power point presentation, e-content, group discussion, assignment, quiz, peer learning, seminar.

Refe	eren	ice Books							
		Aut	hor	Tit	tle of the Book		Pub	lishers	Year of
									publication
1	l.	Jason	Backe,	Milady sta	ndard cosmetole	ogy	Cengage	e Learning	2014
		c.Jeanine	Fulton,						
		Diane	Dacosta,						
		Dr.Rocher	n Joseph						
2	2.	Lorraine N	Vorman	Beauty	Therapy	The	Habia	cengage,	2010
				Foundation	ns Level One		Uk		

Pedagogy:. Teaching – Lecturing, discussions and power point presentations Course Contents and Lecture Schedule

- 1. V.LALITHA
- 2. P.SHANTHIPRIYA

VB 21 P01	BASIC BEAUTY TREATMENT PRACTICAL	Cate gory	L	Т	P	Credit
	BASIC BEAUTY TREATMENT PRACTICAL	Prac tical	-	-	90	6

This course aims to help the students to get practical knowledge on threading, waxing, manicure, pedicure and skin bleaching. It also enables the students to perform various skin services to different type of clients.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Identify and describe the methods of temporary hair removal	K1
CO2	Name and describe the three part procedure used in the performance of the basic manicure	K1
CO3	Identify materials used in performing skin care service	K2
CO4	Summarize the importance of cleaning, disinfecting, sanitation, and sterilization.	K3
CO5	Assess and select the type of skin treatment that is best suited for the client.	

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	S	L	L	M
CO2	S	L	L	M
CO3	S	L	L	S
CO4	S	L	L	S
CO5	S	L	L	S

S- Strong; M-Medium; L-Low

Syllabus

1. Threading (20 Hrs)

- Forehead, Chin, Upper lip
- Full face
- Eyebrows

2. Waxing (20 Hrs)

- Full arms
- Under arms
- Full legs

3. Manicure (15 Hrs)

- Product and Material
- Procedure

4. Pedicure (20 Hrs)

- Product and Material
- Procedure

5. Bleaching (15 Hrs)

- Herbal Bleach
- Cream Bleach

Reference Books

Telefolic Books							
Author	Title of the Book	Publishers	Year of publication				
Jason Backe, c.Jeanine Fulton, Diane Dacosta, Dr.Rochen Joseph	Milady standard cosmetology	Cengage Learning	2014				
Lorraine Norman	Beauty Therapy The Foundations Level One	Habia cengage,	2010				
	Author Jason Backe, c.Jeanine Fulton, Diane Dacosta, Dr.Rochen Joseph	Author Title of the Book Jason Backe, c.Jeanine Fulton, Diane Dacosta, Dr.Rochen Joseph	Author Title of the Book Publishers Jason Backe, c.Jeanine Fulton, Diane Dacosta, Dr.Rochen Joseph Lorraine Norman Beauty Therapy The Habia cengage,				

Pedagogy: Teaching ,discussions, hands on practice, and videos.

Course Contents and Lecture Schedule

- 1. V.LALITHA
- 2. P.SHANTHIPRIYA

VB 21PO2	BASIC HAIR SERVICES PRACTICAL	Cate gory	L	Т	P	Credit
		Prac tical	-	_	90	6

This course aims to help the students to get practical knowledge on Shampooing and conditioning, Head massage, Basic hair colouring and cutting and Nail art, Mehandhi .It also enables the students to perform various skin services to various clients.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Identify the two most basic requirements for scalp care	K1
CO2	Demonstrate scalp massage	K2
CO3	List and describe the procedure for a virgin single process colour service.	K2
CO4	Perform and practice four basic haircuts.	K3
CO5	Assess and select the type of hair treatment that is best suited for the client.	K3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	M	S	S	L
CO2	M	M	M	L
CO3	M	S	S	L
CO4	M	S	S	L
CO5	M	S	S	S

S- Strong; M-Medium; L-Low

Syllabus

1. Hair Treatment-Level-I

(15 hrs)

- Shampooing and conditioning
- Deep Conditioning

2. Indian Head Massage

(15 hrs)

3. Hair Coloring- Level-I

(25 hrs)

- Touch up
- Global Color

4. Basic Hair Cuts Level-I

(22 Hrs)

- Straight Cut
- U cut
- Forward Graduations

5. Nail Art- Level-I

(13 hrs)

- Basic Nail Polishing
- French polish
- Basic Nail Art
- Mehandhi Application

R	leferer	ıce	Boo	ks	

	ice Doores			
	Author	Title of the Book	Publishers	Year of publication
1.	Jason Backe, c.Jeanine Fulton, Diane Dacosta, Dr.Rochen Joseph	Milady standard cosmetology	Cengage Learning	2014
2.	Lorraine Norman	Beauty Therapy The Foundations Level One	Habia cengage, Uk	2010

Pedagogy: Teaching, discussions, hands on practice, and videos.

Course Contents and Lecture Schedule

- 1. V.LALITHA
- 2. P.SHANTHIPRIYA

VB 21 C02		Category	L	T	P	Credit
	AESTHETIC TREATMENT LEVEL II	Core	56	4		4

The course aims to give thorough knowledge on Hair structure, Growth pattern, Scalp problems, Uses of thermal tools. It also enables the students to analyze various skin types and various type of cosmetics and their uses for facial and Makeup.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Describe Hair structure, Hair growth pattern, and the uses of thermal tools. Classification of skin and Hair types.	K1
CO2	Identify different skin types and summarize basic makeup techniques to alter them	K2
CO3	Gain a fairly good knowledge on different hair styles, facial and Makeup	K3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	L	S	S	M	S
CO2	S	M	M	S	S
CO3	M	S	S	S	S

S- Strong; M-Medium; L-Low

Syllabus

UNIT-I (12 Hrs)

Hair structure of root- shaft- chemical composition – Bonds of the cortex – pigments- hair shape- distribution-wave pattern-types of hair-growth cycle-myths and facts about hair growth – normal hair shedding-natural replacement of hair-hair loss causes and treatment-emotional impact of hair loss- types of abnormal hair loss- disorders of hair-scalp- dandruff- fungal infections-parasitic infection- bacterial infections - colour of hair- greying of hair.

UNIT-II (10 Hrs)

Hair analysis -ph- texture-density – porosity- elasticity- hair growth pattern- scalp analysis- dry hair and scalp- oily hair and scalp- scalp care- scalp manipulation. Hair styling basics- removing

tangles- making a p[art of pin curls- part of a curl-roller curls- barrel curls- back combing- back brushing- braiding- artistry in hair styling- facial types- profiles- nose shapes- eyes and head shapes-special considerations- styling for people who wear glasses- hair partings- partings for bangs.

UNIT-III (8 Hrs)

Equipments and materials for hair styling- combs- types- brushes-role of brushing-types of bristles-types of brushes-pins and clips- styling products- thermal hair styling- flat irons- curling irons-crimping irons- combs used with thermal irons –manipulation-temperature-care analysis of hair and scalp before ironing-hair texture-scalp condition-reminders and hints for all processing procedure- special considerations-hot rollers-hood dryer

UNIT-IV (14 Hrs)

Introduction – Consultation – Skin analysis- Skin types – Magnifying lamp- Skin care products –Cleanser – Toner – Exfoliator – Moisturizer – Sunscreen – Serum- Massage cream – Mask -Massage – Physiological effect-Nerve point of face and neck- Guide lines for facial treatments Facial benefits- Problematic skin- Dry skin – Oily skin – Acne prone skin - Consultation and Homecare.

UNIT-V (12 Hrs)

Introduction, Tools and accessories, skin colour analysis, skin preparation, Different types of foundation, Consealer, Face powder, eye Makeup, blusher, Lip colour, Analysing the face shape. Removing Techniques—Foundation—Face powder—Eye shadow—Eye liner—Blusher—Lip colour—mascara—Make up remover—Skin Make up for Occasions and Cosmetics—Casual, Interview, Professional, Party. Traditional Brides of India—Tamil, Kerala, Guajarati, Bengali, and Marathi. Colour Wheel—Eye shadow, Blushers, Corrective Lip make up Contour cosmetics

Reference Books Title of the Pools Dublishers Veen of

	Author	Title of the Book			Pub	olishers	Year of publication
1.	Helene Sunnydale,	The comp	The complete Book of Beauty				2011
					publishing,		
					Leiceste	ershire	
2.	Lorraine Norman	Beauty	Therapy	The	Habia	cengage,	2010
		Foundation	Foundations Level One				

Pedagogy: Teaching – Lecturing, discussions and power point presentations

Course Contents and Lecture Schedule

- 1. V.LALITHA
- 2. P.SHANTHIPRIYA

VB 21P03		Category		Credit
	FACIAL AND MAKE UP PRACTICAL	Practical - 90	90	6

This course aims to help the students to get practical knowledge on Facial, Make up and saree drape. It also enables the students to perform the Facial and Make up to enhance skin texture.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowldge Level
CO1	Name the different categories of skin care products used in facial treatments.	K1
CO2	Conduct a consultation and skin analysis	K2
CO3	Identify examples of contraindications that prohibit performing facial treatments.	K2
CO4	Explain How to use colour theory when choosing cosmetics for makeup application	К3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	L	L	S	S
CO2	M	L	L	S	S
CO3	S	L	L	S	S
CO4	M	M	M	S	S

S- Strong; M-Medium; L-Low

Syllabus

I. Facial (50 hrs)

- Skin type Analysis
- Cleansing
- Toning
- Exfoliation
- Steaming
- Removal of Skin Blockage

- Facial Massage
- Pressure point
- Application of face mask

II. Make up Basics Level- I

(20 hrs)

- Tools & Accessories of make up
- Preparing skin for make up
- Application technique

III. Saree Draping

(20 hrs)

- Tamil Nadu
- Kerala
- Gujarat Style
- Marathi Style
- Bengali
- Contemporary Style
- Brahmin style

Reference Books

	Author	Title of the Book	Publishers	Year of
				publication
1.	Helene Sunnydale,	The complete Book of Beauty	Anness	2011
			publishing,	
			Leicestershire	
2.	Lorraine Norman	Beauty Therapy The	Habia cengage,	2010
		Foundations Level One	Uk	

Pedagogy: Teaching, discussions, hands on practice, and videos.

Course Contents and Lecture Schedule

- 1. V.LALITHA
- 2.P.SHANTHIPRIYA

VB 21 P04	BASIC HAIR SETTING AND STYLING	Category	L	L T	P	Credit
	PRACTICAL	Practical	90	6		

This course aims to help the students to get practical knowledge on Hair styling and Hair setting. It also enables the students to perform various Hair setting and Hair styling for different type of hair.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowldge Level
CO1	List various Blow dry styling techniques and learn the proper use of blow drying tools.	K1
CO2	Describe the three types of Hair pressing	K2
CO3	Explain the importance of preparation, sectioning, pinning, and balance with regard to up dos	K3
CO4	Perform and practice various hair setting methods.	K3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	L	M
CO2	L	S	S	L	S
CO3	M	S	S	L	S
CO4	M	S	S	L	S

S- Strong; M-Medium; L-Low

Syllabus

I. Thermal Hair Setting

(40 hrs)

- Blow drying
- Hair Ironing
- Tong and Twist
- Hot Rollers

II. Hair Setting

(35 hrs)

- Pony Tail
- Pin Curls
- Stand up curls
- Puff or Bum pits
- Braiding
- Hair up Dos
- French Braid
- French plait

III. Hair Styles

(15 Hrs)

- Gels
- Hair spray
- Mousse
- Serum
- Waxes/ Pomade

Reference Books

Ittici	Telefolic Books							
	Author	Title of the Book	Publishers	Year of publication				
1.	Helene Sunnydale,	The complete Book of Beauty	Anness publishing, Leicestershire	2011				
2.	Lorraine Norman	Beauty Therapy The Foundations Level One		2010				

Pedagogy: Teaching ,discussions, hands on practice, and videos.

Course Contents and Lecture Schedule

- 1. V.LALITHA
- 2. P.SHANTHIPRIYA

		Category	L	T	P	Credit
VB20C03	COURSE NAME					
	NUTRITION AND FITNESS	CORE	41	3	-	3

To understand the role of dietician and to gain knowledge about diet therapy and varied therapeutic diets. Learn to rich sources of various nutrients. Understand basic principles of meal planning and use of food exchange list.

Course Outcomes

On the successful completion of the course, students will be able to

	of the business completely of the course, business will be unless.					
CO	CO Statement	Knowledge				
Number		Level				
CO1	Relate the food and nutrition	K1&K2				
CO2	Identify – balanced diet food	K1&K2				
CO3	Understanding minerals and its requirements	K 3				
CO4	Analysis' principles of therapeutic diet	K4				
CO5	Appraise recommended food diet	K5				

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	S	S	S	S
CO2	S	S	S	S
CO3	S	S	M	M
CO4	S	M	S	M
CO5	M	S	S	M

S- Strong; M-Medium; L-Low

Syllabus

UNIT I: (7hrs)

Introduction to food and nutrition- relationship between food, nutrition and health, water and its importance, functions of food balanced diet, food groups, food pyramid and meal planning.

UNIT II: (6hrs)

Diet-concept of balanced diet, RDA-definition, factors, affecting RDA, methods used for deriving RDA, energy values of foods.

UNIT III: (10 hrs)

Carbohydrates, protein,-composition, structure, classification, digestion and absorption, functions, sources, deficiency diseases and requirements.

UNIT IV (10 hrs)

Vitamins (water soluble and fat soluble), lipids, minerals-composition, structure, classification, digestion and absorption functions, sources, deficiency diseases and requirements

UNIT V (8 hrs)

Significance of physical fitness and nutrition in the prevention and management of weight control, obesity, diabetes mellitus, Recipes for preparation of nutritious and healthy food, bone health.

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of publication
I.	Sue rodwell willams	Nutrition and diet therapy	6 th ed. Mosky year book	1996
II.	Raghuram T.C Parricha Sharma R.D (1993)	Diet- diabetes	National institute of nutrition	1993
III.	Srilakshmi B.(2002)	Nutrition and Dietetics	4 th ed. New Age International	2002

Course Contents and Lecture Schedule

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

- 1. MRS .V.LALITHA
- 2. MRS .P.SHANTHI PRIYA
- 3. MRS .HILDA SAHAYA RANI

		Category	L	T	P	Credit
VB 20C04	COURSE NAME					
V B 20C04	HAIR SHAPING THEORY	CORE	56	4	-	4

This course aims to help the student about the proper understanding of scalp and professional hair cutting methods. It also enables the student to conduct an effective haircutting technique.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Identify the reference points on the head and understand their role in haircutting.	K1 & K2
CO2	List the factors involved in a successful client consultation.	K2
CO3	Discuss and explain three different texturizing techniques performed with shears.	K3
CO4	Analyze face shape and suggest haircut according to that.	K3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	L	S	S	L	S
CO2	S	S	S	S	S
CO3	S	S	S	L	M
CO4	L	S	S	L	M

S- Strong; M-Medium; L-Low

Syllabus

Unit-I (8 hrs)

Basic principles of hair cutting-Reference points-Areas of the head-Lines-Section-Angles-Elevation-Cutting line or Finger angles-Guideline-Over direction.

Unit-II (12 hrs)

Client consultation for hair cutting-Face shape-Hair analysis-Wave pattern-Hair cutting tools and their proper use-shears/scissors-part of a shear-maintenance-left handed and right handed scissors-Purchase of scissors-Different blade edges-Types of texture scissors-Holding the scissors correctly-Holding the scissors and comb- Palming -Transferring the comb-Holding razor-Holding comb-Tension.

Unit-III (11 hrs)

Proper posture and body position-Hand position for different cutting angles-Safety in hair Cutting –Basic hair cutting techniques-Blend cut-Graduated-Uniform layered- Club cut technique-Long layered-Tips for graduated and layered cuts.

Unit-IV (13 hrs)

Other cutting techniques-Cutting curly hair-Cutting bangs-Asymmetric bang-Versatile bang-Short texture bang-Sequence bang-Razor cutting-Slide cutting-Scissor over comb-texturing-Point cutting-notching-Free hand notching-Slicing-Carving -Texturizing with razor-Texturizing with thinning shears

razor-Thinning-Removing weight from the ends-scissor-over-Comb with thinning shears-Other thinning shears techniques-Free hand sling with razor-Razor over-comb-Razor rotation-Effective use of clippers and trimmers-Tools for clipper cutting-Basic clipper techniques-Clipper cutting attachments-Using trimmers.

Unit-V (12 hrs)

Principle of hair design, Proportion- Body proportion- Balance (Symmetrical, Asymmetrical) – Rhythm- emphasis- Harmony- Influence of hair type and texture on hairstyle, Harmony between hair style and facial structure, Profiles, Special consideration-top third of the face, middle third of the face-lower third of the face.

Reference Books

Author	Title of the Book	Publishers	Year of publication
Lorraine Nordmann	Beauty Therapy The Foundations - Level two	Habia cengage, UK	2012
•		City &Guilds U.K	2013
	Lorraine Nordmann	Lorraine Nordmann Beauty Therapy The Foundations - Level two John Amstrang and The city and guilds textbook entry 3	Lorraine Nordmann Beauty Therapy The Foundations - Habia cengage, UK Level two John Amstrang and The city and guilds textbook entry 3 City &Guilds U.K

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

Course Contents and Lecture Schedule

- 4. MRS .V.LALITHA
- 5. MRS. JAYANTHI NAIR
- 6. MRS .P.SHANTHI PRIYA

VD 10.005	ADVANCE HAIR TREATMENT	Category	L	Т	P	Credit
VB 19C05	THEORY	CORE	56	4	-	4

This course aims at helping the students to understand the fundamental of chemical treatments and gives knowledge on advance hair chemical techniques. It also enables the students to apply the hair treatments confidently.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Identify structure of hair and chemical service	K1 & K2
CO2	Define and identify levels waves and chemical reaction.	K1 & K2
CO3	Explain the wrapping techniques.	K2
CO4	Demonstrate the categories of hair relaxers	K3
CO5	Analyze and treat various hair problems	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	L	S	S	L	M
CO2	M	S	S	M	M
CO3	L	S	S	L	M
CO4	L	S	S	M	M
CO5	L	S	S	L	M

S- Strong; M-Medium; L-Low

Syllabus

UNIT I (10 hrs)

Chemical services- Introduction- How it affects of the structure of hair- Importance of P^H in texture service- Basic building blocks of hair- Amino acids- Peptide bonds- Poly peptide chains- Keratin proteins – Side bonds- Disulfide bonds- Salt bonds – Hydrogen bond.

UNIT II (12 hrs)

Permanent waving - Chemistry- Reproduction reactions - Thio glycolic acid- ammonium thio glycolate- types of permanent waves- alkaline waves- acid waves - true acid waves - acid balanced waves - exothermic waves- Endothermic waves-ammonia free waves- Thio- free waves- low P^H waves-selecting the right types of perm- permanents waves processing- over processed hair - under processed hair - Thio neutralization - stage one stage two

UNIT III (12 hrs)

Permanent waving procedure- preliminary test curls –types of rods – end papers- double flat wrap- sectioning –base placement – base direction – wrapping techniques – wrapping atterns- partial perms – safety precaution for permanent waving- metabolic salts.

UNIT IV (12 hrs)

Chemical relaxing- curly hair – Thio relaxer – Thio neutralization – Hydroxide relaxers- types of hydroxide relaxers- metallic hydroxide relaxers- dye based relaxers- Non dye based relaxers- low PH relaxers-selecting the correct relaxers – base and non base relaxers- Strength of relaxers – periodic strand testing- hydroxide neutralization – applying hydroxide relaxers to straight the hair. Retouch hydroxide relaxer - Normalizing lotions –Safety precaution for chemical hair relaxing services.

UNIT V (10 hrs)

Hair spa- Definition, Identification of hair problems. Different types of treatment, Product and procedure. Treatment for damage hair –chemically treated hair – Maintenance of chemically treated hair.

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Ted Gibson	Milady Standard cosmetology	Cengage, UK	2016
II.	Louise Hockings	Diploma in hairdressing –Level 3	City&Guilds	2013

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

- 1. MRS .V.LALITHA
- 2. MRS. JAYANTHI NAIR
- 3. MRS .P.SHANTHI PRIYA

		Category	L	Т	P	Credit
VB 17P05	HAIR SHAPING PRACTICAL	PRACTI CAL	-	-	90	6

This course aims to help the student to get the practical knowledge on haircuts, and also it enables the student to perform haircut to various type of customers.

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	Identify the reference points on the head and understand their role in haircutting.	K1 & K2
CO2	Explain the uses of the various tools of haircutting	K2
CO3	Perform and practice haircuts	K3
CO4	Demonstrate various hair cutting methods.	K3
CO5	Analyze face shape and suggest haircut according to that.	K3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	L	M
CO2	M	S	S	M	M
CO3	L	S	S	L	M
CO4	L	S	S	M	M
CO5	L	S	S	L	M

S- Strong; M-Medium; L-Low

Syllabus

1) Basic Hair Cuts

(20 hrs)

• 0 degree elevation

• 45 degree cuts

2) Layered forms

(40 hrs)

- 90 degree cuts
- 180 degree hair cut
- Natural inversion
- Multiple layers
- Graduated forms

3) Short hair cuts

(30 hrs)

- Fringe
- Classic bob
- Blunt
- Boy cut
- Razor cut

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Lorraine	Beauty Therapy The	Habia cengage,	2012
	Nordmann	Foundations - Level two	UK	
II.	Louise Hockings	Diploma in hairdressing -Level	City&Guilds	2013
		3		

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

- 1. MRS .V.LALITHA
- 2. MRS. JAYANTHI NAIR
- 3. MRS .P.SHANTHI PRIYA

VB 18P06

ADVANCE HAIR TREATMENT PRACTICAL

Category	L	Т	P	Credit
PRACTI CAL	-	-	90	6

Preamble

This course aims to give through knowledge on hair chemical treatment –hair straightening, hair rebonding, hair perming.

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	Explain the four chemical reactions that take place during chemical treatment	K1
CO2	Understand how chemical services affect the structure of hair.	K 1&K2
CO3	Describe how hydroxide relaxers straighten the hair.	K 3
CO4	Demonstrate safe and effective hydroxide relaxing techniques.	K3
CO5	Demonstrate the proper technique for permanent waving	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	L	S	S	S
CO2	M	S	S	S
CO3	L	S	S	M
CO4	L	S	S	M
CO5	L	S	S	M

S- Strong; M-Medium; L-Low

Syllabus

1. Hair straightening

(30 Hrs)

- Hair analyzation
- Hair Ironing
- Cream Application
- Neutralization

2. Hair rebonding

(35 Hrs)

- Hair analyzation
- Hair Ironing
- Cream Application
- Neutralization

3. Hair perming

(25 Hrs)

- Hair analyzation
- Perm rod setting
- Neutralyzation

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Lorraine	Beauty Therapy The	Habia cengage,	2012
	Nordmann	Foundations - Level two	UK	
II.	Louise Hockings	Diploma in hairdressing -Level	City&Guilds	2013
		3		

Pedagogy: Teaching, discussion, live demo, Video's, Hands on Practice

- 1. MRS .V.LALITHA
- 2. MRS. JAYANTHI NAIR
- 3. MRS .P.SHANTHI PRIYA

		Category	L	Т	P	Credit
VB 19A04	COMMUNICATION AND SOFT SKILLS	ALLIED	41	3	-	3

The Course aims at helping the students to understand the importance of soft skill for communicating process in successful professional life.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Identify the importance of soft skill and a general understanding of communication process.	K1
CO2	Recognize the importance of language in professional life and use of various communications terminologies.	K1
CO3	Gain a thorough knowledge on grammar usage in communication and its application	K1 &K2
CO4	Describe the concepts of soft skills, and relevance of Soft Skills in today's workplace	K2
CO5	Demonstrate critical thinking in application of soft skills while in Group discussion, Interview and Presentations	К3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	M
CO2	S	S	S	M	M
CO3	S	S	S	M	M
CO4	S	S	S	M	M
CO5	S	S	S	M	M

Syllabus

OBJECTIVE:

This paper aimed to develop communicative skills. It will enable students to improve their Listening, Speaking, Reading skills and thereby enhance their employability skills.

UNIT I (8 hrs)

Greeting Callers

Part One, Part Two

Filing

Part One

Present Tense of Regular Verbs

Part Two

Present Tense of Irregular Verbs

Part Three

Present Tense of Verbs Ending in -y

Present Tense of the Verb to have

UNIT II (8 hrs)

Incoming Mail

Part One

Past Tense of Regular Verbs

Part Two

Past Tense of Verbs Ending in Silent e

Outgoing Mail

Part One

Past Tense of Irregular Verbs

Part Two

Past Tense of Irregular Verbs

UNIT III (8 hrs)

Telephoning

Part One

Helping Verbs

Part Two

Helping Verb to be + Present Participle

Planning a Meeting

Part One

Passive Voice

Part Two

Perfect Tense

UNIT IV (8 hrs)

What are Soft Skills? - An Overview

Identifying Soft Skills- Relevance of Soft Skills in today's workplace

How the Knowledge of Soft Skills will help in the workplace

Non- Verbal Communication Skills

Oral Skills

UNIT V (9 hrs)

Group discussion

Interview skills

Presentation skills

Text book prescribed:

S.No	Author	Title of the Book	Publishers	Year of
				Publication
1.	Anuradha	Soft Skills for Aspiring	Emerald Publishers	2009
	Ajit	Leaders		
2.	Yvonne	English for the Secretary	Tata McGraw-Hill	
	Hoban		Private Company	
			Limited	

Pedagogy: Teaching, discussion, live demo, Video's, hands on Practice

Course Designers:

1. Ms.D.JAYAMALA

VB 17AP1

PREPARATION OF HERBAL AND HOMEMADE COSMETICS

Category	L	T	P	Credit
PRACTI	-	-	60	4
CAL				

Preamble

This course aims to help the student to gain practical knowledge on preparation of herbal and homemade cosmetics.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	List several herbals related to cosmetics	K1
CO2	Gain a fairly good knowledge on the herbal cosmetics	K 1&K2
CO3	Assess and select the type of home made products that is best suited for the client.	К 3
CO4	Excel and sustain in the retail business due	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	M	L	M	L
CO2	M	L	M	L
CO3	M	L	L	M
CO4	M	L	M	M
CO5	M	L	M	M

S- Strong; M-Medium; L-Low

Syllabus

(60 hrs)

- 1. Cleanser 3 types
- 2. Toner 6 types
- 3. Exfoliator 3 types
- 4. Face pack 6 types
- 5. Shampoo 2 types
- 6. Herbal conditioner
- 7. Herbal Hair oil 3 types
- 8. Hair pack 2 types

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Reshmi Sharma	Herbal beauty and body		
II.	Blossom Kochhar	Health and beauty through aromatherapy		

Pedagogy: Teaching, discussion, live demo, Video's, hands on Practice

- 2. MRS .V.LALITHA
- 3. MRS. JAYANTHI NAIR
- 4. MRS .P.SHANTHI PRIYA

	BODY SPA & BODY MASSAGE THERAPY- THEORY	Category	L	Т	P	Credit
VB 20C06		CORE	56	4	-	4

This course aims to help the student about anatomical and directional terms in order to work on the body. It also enables the student to carry out proper massage mechanics for massage and bodywork and also the maintenance of spa area.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Describe the skills and knowledge necessary for body massage.	K1 & K2
CO2	Explain about skeletal and muscular system.	K2
CO3	Classify the five different massage sequence	K3
CO4	Assess the massage skills.	K3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	M	L	M	S
CO2	S	L	M	S
CO3	M	L	L	S
CO4	L	M	M	S

S- Strong; M-Medium; L-Low

Syllabus

UNIT I (10 hrs)

History of body massage, Massage treatment contraindication. Areas of massage endangerment, Directional term, the art of skeletal muscle palpation, Considerations in applying massage strokes, Physiological effects of the massage techniques, Benefits of massage.

UNIT II (12 hrs)

Five classical massage movements- Effleurage, Petri sage, Percussion, Friction, Vibration and other comprehensive massage strokes. Massage sequence and flow. Pressure points. Bed and Chair massage sequence. Duration for each area.

UNIT III (12 hrs)

Massage manipulation- How it is accomplished, Purpose of massage, Physiological effects of massage, Joint movement massage, Body Detoxification, Lymphatic drainage, Activating glands.

UNIT IV (10 hrs)

History of spa services, Massage preparation for client and therapist. Introduction to spa services. Spa operation- Sauna, Steam, Jacuzzi. Setting up and cleaning work area. Spa equipments and products.

UNIT V (12 hrs)

Heat and cold applications, Exfoliation, Body wraps- mud, clay and herbal therapies, Spa massage, Stone therapy, Reflexology, chakras in the body, Different between body spa and body massage.

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Lorraine Nordmann	Beauty Therapy The Foundations - Level two	Habia cengage, UK	2012
II.	Tanushree podder	The magic of massage		

Course Contents and Lecture Schedule

- 1. MRS .V.LALITHA
- 2. MRS. JAYANTHI NAIR
- 3. MRS .P.SHANTHI PRIYA

VB 19C07	HAIR THEORY	COLOURING	Category	L	Т	P	Credit
	IIILORI		theory	56	4	-	4

This course aims at helping the students to understand the fundamental of coloring and gives knowledge on advance hair coloring techniques. It also enables the students to apply the hair coloring treatments confidently.

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	Identify primary, secondary, and tertiary colors	K1 & K2
CO2	Define and identify levels and their role in formulating hair color.	K1 & K2
CO3	Explain the action of hair lighteners.	K2
CO4	Demonstrate the categories of hair color	K3

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	M	S	M	S
CO2	L	S	M	S
CO3	L	S	L	M
CO4	L	S	M	M

S- Strong; M-Medium; L-Low

Syllabus

Unit-I (10hrs)

Review of hair facts-hair structure-structure of hair shaft-chemical composition of hair-side bonds of the cortex-hair pigment-behavior of bonds and pigments during coloring.

Unit-II (11 hrs)

Hair coloring -introduction-why people color their hair-identify natural hair color and tonethe level system-natural level- previously colored hair level--coloring theory- color wheel-the law of color-primary-secondary- territory -complementary-tone or tone

Unit-III (11 hrs)

Types of hair color-temporary-semi permanent-demi permanent-permanent-natural hair colors- metallic hair colors-hydrogen peroxide developers-volume and uses-lighteners-activators-decoloring process-toners-consultations.

Unit-IV (12 hrs)

Hair coloring application-patch test-pre lightening, strands test- single processing permanent color -double process -hair color processing time-hair color retouch-lightening retouch- high lightening -low lightening -cap technique-foil technique-free form or ballade technique.

Unit-V (12 hrs)

Gray hair -determining the percentage of gray hair - challenges -solution- yellowes hair-formulating for gray hair -gray coverage - pre-softening - rules for effective color correction-damaged hair-fillers-hair coloring safety precautions.

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Louise Hockings	Diploma in Hair dressing Level3	City &Guilds	2014
II.	Jason Backe	Milady standard Cosmetology	Cengage	2016

- 1. MRS .V.LALITHA
- 2. MRS. JAYANTHI NAIR
- 3. MRS .P.SHANTHI PRIYA

VB 17P07	/B 17P07 HAIR COLOURING PRACTICAL	Category	L	T	P	Credit
V D 1/1 U/		Practical	-	-	75	5

This course aims to help the students to get practical knowledge on grey coverage, fashion coloring and pre lightening. It also enables the students to perform different type of application method.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Identify natural hair color and tone	K1
CO2	Define and identify levels and their role in formulating hair color.	K 2
CO3	Create special effects using hair coloring techniques	K 3
CO4	List and describe the procedure for a virgin single process color service.	K 4
CO5	Demonstrate hair color procedure	K 5

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	L	S	S	L
CO2	L	S	S	L
CO3	M	S	M	L
CO4	M	S	S	M
CO5	L	S	S	M

S- Strong; M-Medium; L-Low

Syllabus

1 Grey coverage (20 hrs)

- Root touch up
- Global coverage

2 Fashion coloring

(30 hrs)

- High lighting
- Crown Streaks, Global Streaks
- Global fashion
- Streaks with global colour fashion

3 Pre lightening (10 hrs)

4 Color wash (5 hrs)

5 Nutralization (10 hrs)

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Martin green and	Professional hairdressing and	VTCT	2014
	leo palladino	barbering		
II.	Louise Hockings	The city and guilds textbook of	CITY &GUILDS	2013
		level 3		

Pedagogy: Teaching discussion live demo, Video's, hands on Practice

- 1. MRS .V.LALITHA
- 2. MRS. JAYANTHI NAIR
- 3. MRS .P.SHANTHI PRIYA

VB 17P08	AYURVEDIC	BODY	MASSAGE	Category	L	Т	P	Credit
	PRACTICAL			PRACTICAL	-	-	90	6

This course aims to help the students to get practical knowledge on Ayurvedic body massage and treatments.

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	List out various massage techniques	K1 & K2
CO2	Discuss Ayurveda's history and treatments.	K2
CO3	Demonstrate Abhyangam, Sirodhara, and Navarakizhi	K3
CO4	Manipulate Lympatic Drainage	К3
CO5	Demonstrate the types of Ayurvedic services.	

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4
CO1	S	L	M	S
CO2	S	L	M	S
CO3	S	L	L	M
CO4	S	L	M	M
CO5	S	L	M	M

S- Strong; M-Medium; L-Low

Syllabus

1. Ayurvedic Body massage

(40 hrs)

- Abhyangam
- Sirodhara
- Navarakizhi
- 2. Manual Lymphatic Drainage

(30 hrs)

3. Udwardhana (20 hrs)

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Tanushree podder	The magic of massage	V&S	2004
			PUBLISHERS	
II.	Neena khanna	Body and beauty care	PUSTAK	1989
			MAHAL	
III.	Maya Tiwari	Ayurveda a life of balance	Healing Arts	1994
			Press	

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

- 1. MRS .V.LALITHA
- 2. MRS. JAYANTHI NAIR
- 3. MRS .P.SHANTHI PRIYA

VR19	PROFESSIONAL MAKEUP	Category	L	T	P	Credit
VBISCII	II TROFESSIONAL MAKEU	THEORY	56	4	-	5

This course aims at helping the students to learn the client's lifestyle and makeup values. They will also learn the proper tools needed for professional makeup and proper application of makeup cosmetics. It also enables the students to apply the professional makeup techniques confidently.

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	To learn the basics of makeup ,tools and the products for makeup	K1
CO2	Change the features in the face by highlighting and contouring	K2
CO3	Apply makeup for different types of skin ,skin tones and different ages	K3
CO4	Practice the makeup for different occasions	K4
CO5	Outline the guide for expired makeup products, wedding day essentials, wedding wellness tips, do's and don'ts	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	S	M	S	S
CO3	S	S	M	M	S
CO4	S	S	M	M	S
CO5	S	S	M	M	S

S- Strong; M-Medium; L-Low

Syllabus

UNIT I (10 hrs)

History of makeup- Makeup revolution ancient and modern- Beauty basics –Face shapes-Face proportion, Vertical face measurement, Chromatics and facial enhancement- Color wheel – Skin, Hair, Eyes. Tools and products for Makeup application – Brushes, Disposables, Miscellaneous tools.

UNIT II (12 hrs)

Makeup master class – creating balances – exquisite eyes – eye- shapes – Color – Beautiful brows- eye liner – perfect eye shadow – Smokey eyes – eye lashes – false eye lashes – concealing dark circles – spots – eye balls highlighting – contouring – Blush application – Bronzer application – perfect lips – altering lip shades

UNIT III (10 hrs)

Makeup for-Oily skin, Sensitive skin, Dry skin, Normal skin, Dehydrated skin, Skin problems and solution – Makeup for different skin tones- porcelain – Fair – Light – Olive – Dark olive _ Makeup for different ages –Mature skin – Teens _ Mid 20's to 30's- Mid 30's to 40's, 40's ,50's ,60's and beyond- Organic products

UNIT IV (12 hrs)

Make with light effect- Everyday look – daytime glamour – boardroom beauty – corporate look – Blushing bride – Night time party look – Red carpet glamour – Vacation looks

UNIT V (12 hrs)

Smart products – Mineral makeup –guide to expired makeup products. Wedding day essentials – pre wedding wellness tips – Bridal do's and don'ts. Cosmetic approach in fashion jewelry.

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Jason Backe, c.Jeanine	Milady standard	Cengage Learning	2014
	Fulton, Diane Dacosta,	cosmetology		
	Dr.Rochen Joseph			
II.	Lorraine Norman	Beauty Therapy The	Habiacengage, Uk	2010
		Foundations Level One		
III.	Aruna anand	The complete book of	Vishu books	2011
		beauty care		

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

- Mrs.V.Lalitha
- Mrs.P.Shanthipriya
- Mrs. M.R.Sudha

		Category	L	Т	P	Credit
VB 18C09	BASICS OF ELECTRICITY					
	AND ELECTROTHERAPY	THEORY	56	4	-	4

The Course aims at helping the students to understand the basic of electricity and electro therapy of machineries with relevance to beauty therapy. Its provides thorough knowledge about skin and also the usage of electrical equipments and light therapy.

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	To learn the safety measures of electricity and equipment	K1
CO2	Classify the electrical equipment of hair and light therapy	K2
CO3	Explain the skin therapy machineries and its usage	K3
CO4	Analysis the skin, cells, blood and various organ systems etc	K4
CO5	Determine the skin disorders and diseases	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	S	S	S	S
CO2	M	S	S	M	S
CO3	S	S	M	S	S
CO4	S	M	M	S	S
CO5	S	M	M	S	S

S- Strong; M-Medium; L-Low

Syllabus

Unit-I 10 hrs

Basics of electricity-understanding electricity-Types of electric current-electrical measurements-electrical equipment safety- safety device-grounding- ground fault interrupter-safe use of electrical equipment.

Unit-II 10 hrs

Electrotherapy- polarity-modalities-galvanic current-effects-micro current-electrical equipment-hood hair dryer-ionic hair dryer-electric curling and flat iron-heating caps-hair color processing machine-steamer-light therapy equipment. Difference between light energy and light therapy-visible spectrum of light –invisible light-ultraviolet light-infrared light-light therapy-lasers-LED-benefits of LED-intense pulse.

Unit-III 12 hrs

Purpose of facial equipment-magnifying lamps-Facial steamer-Brushing machines-Vacuum suction-cold spray machine-Galvanic-High frequency-Micro current lifting-Light therapy-Infrared lamp-LED-red light-blue light-Micro-dermabrasion-Ultrasonic.

Unit- IV 12 hrs

Describe cells, Tissues, Bones, Organs, Muscles, Blood, Lymphatic/immune system. Anatomy of the skin, Nerves of the skin. Skin color, Glands of the skin, Vitamins and dietary supplements.

Unit-V 12 hrs

Skin disorders and diseases-To identify lesions-primary lesions-Secondary lesions, Disorders of sebaceous glands-Disorders of sweat glands-inflammation and infections of the skin-pigmentation-Hypertrophies-Skin cancer, Acne and skin problems-Acne treatments-aging skin issues-the sun and its effect-Protection from the sun-contact dermatis-protection.

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
II.	Jason Backe, c.Jeanine	Milady standard	Cengage	2014
	Fulton, Diane Dacosta,	cosmetology	Learning	
	Dr.Rochen Joseph			
III.	Lorraine Norman	Beauty Therapy The	Habiacengage,	2010
		Foundations Level One	Uk	

Pedagogy:. Teaching – Lecturing, discussions, seminar and power point presentations

- Mrs.V.Lalitha
- Mrs.P.Shanthipriya
- Mrs. M.R.Sudha

V/D17D12	PROFESSIONAL MAK	E UP	-	Category	L	T	P	Credit
VB17P13	PRACTICAL							
	FRACTICAL			PRACTICAL	_	_	90	6

This course aims at helping the students to learn professional makeup practically. They will learn the proper method of makeup essential for the bridal. It also enables the students to apply the professional makeup techniques confidently.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Describe the methods of corrective makeup	K1
CO2	Explain Air Brush makeup Techniques	K2
CO3	Describe the Various methods of Bridal Makeup	K3
CO4	Experiment the various makeup looks	K3
CO5	Examine the advanced make up for HD and 3D	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	S
CO2	S	S	M	S	S
CO3	S	S	M	M	S
CO4	S	S	M	M	S
CO5	S	M	S	M	M

S- Strong; M-Medium; L-Low

Syllabus

Corrective Makeup

(30 hrs)

- Highlighting and contouring
- Colour correction
- Eye, Lip and Nose Correction

Bridal Makeup

(30 hrs)

- Cine Makeup,
- Water proof makeup and
- Oil makeup

Advance Techniques

(30hrs)

- Air Brush Makeup
- TV And Stage Makeup

Reference Books

S. No.	Author	Title of the Book	Publishers	Year publication
I.	Judith culp	Milady standard advance esthetics	Cengage Learning	2013
II.	Lorraine Norman	Beauty Therapy The Foundations Level One	Habiacengage, Uk	2010
III.	Richa Dave	Make up album	Navneet, India	2007
IV.	Aruna anand	The complete book of beauty care	Vishu books	2011

Pedagogy: Teaching, discussions, livedemo, hands on practice

- Mrs.V.Lalitha
- Mrs.P.Shanthipriya
- Mrs. M.R.Sudha

VB16P10	BODY SPA-PRACTICAL	Category	L	Т	P	Credit
		practical	-	-	90	6

This course aims at helping the students to get practical knowledge in SPA exfoliation service, body wraps, Swedish massage, SPA pedicure, SPA manicure. It also enables the students to perform various SPA services for different types of clients.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	To learn the exfoliation service	K1
CO2	Classify the body wraps and spa services.	K2
CO3	Practice the Swedish massage	K3
CO4	Demonstrate SPA pedicure	K4
CO5	Demonstrate SPA manicure	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	S	S
CO2	S	M	M	M S S	
CO3	S	M	M	S	S
CO4	S	M	M	S	M
CO5	S	S	M	S	M

S- Strong; M-Medium; L-Low

Syllabus

UNIT -I Exfoliation

(30 hrs)

- Hand exfoliation
- Back exfoliation
- Full body exfoliation

UNIT-II Body warps

(20 hrs)

- Mud pack
- Peel off pack

UNIT III (30 hrs)

• Swedish massage

UNIT IV (5 hrs)

• Spa pedicure

UNIT V (5 hrs)

Spa manicure

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
1.	Judith culp	Milady standard advance esthetics	Cengage Learning	2013
2.	Parvesh Handa	A complete book on Beauty, Body, Make-up and Hairstyles	Goodwill	2014

Pedagogy: Teaching -Demo, practice, videos

- Mrs.V.Lalitha
- Mrs.P.Shanthipriya
- Mrs. M.R.Sudha

VB16P11	ADVANCE AESTHETIC TREATMENT	Category	L	Т	P	Credi t
	WITH MACHINARY PRACTICAL	PRACTI CAL	-	-	90	6

The Course aims at help the students to get practical knowledge on skin analysis and skin electro therapy. It also enables the students to perform various skin services in using different types of machinery to different types of clients.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	To learn how to examine the skin	K1
CO2	List the skin electrotherapy machinery	K2
CO3	Practice the skin analyser and electrotherapy machine	K3
CO4	Demonstrate the machineries used in skin treatments	K4
CO5	Outline the steps in skin treatments.	K4

Mapping with Programme Outcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	S	S
CO2	M	M	M	S	S
CO3	M	M	M	S	S
CO4	S	M	M	S	S
CO5	S	M	M	S	S

S- Strong; M-Medium; L-Low

Syllabus

I SKIN ANALYSIS

(30 hrs)

- Magnifying lamp
- Skin analyser

II SKIN ELECTROTHERAPY

(60 hrs)

- Brushing unit
- Infrared
- Galvanic
- High frequency
- Ultra sound
- Warts removal
- Dermabrasion
- Vacuum suction

Pedagogy: Teaching – Demo, practice and power point presentations

- Mrs.V.Lalitha
- Mrs.P.Shanthipriya
- Mrs. M.R.Sudha

	PROFESSIONAL	ETHICS	AND	Category	L	T	P	Credit
VB18C10	SALON MANAGEN	MENT						
				THEORY	56	4	-	4

This course aims at helping the students to understand the fundamentals of professional ethics and salon management and gives knowledge. It also enables the students to apply the professional ethics confidently.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	To learn Cosmetology and its history and careers opportunities	K1
CO2	Explain life skill in action and professionally success in life	K2
CO3	Apply time management and professional image building and positive attitude	К3
CO4	Analyse professional behavior, attitude , communication and client consulting in the salon	K4
CO5	Illustrate resume development and portfolio, targeting the establishment, field research and interview preparation.	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	M
CO2	S	S	M	S	M
CO3	S	S	M	M	M
CO4	S	S	M	M	S
CO5	S	S	M	M	S

S- Strong; M-Medium; L-Low

Syllabus

UNIT I (10 hrs)

Understand the History of cosmetology. Learn the importance of continuing education. Discover the career paths for cosmetologists. A timeline of milestones in the professional beauty industry. Career opportunities. Salon management.

UNIT II (12 hrs)

Life skill – Life skill in action. Interpret the psychology of success. Action steps for success, Motivation and self management, Creative capability. Design a mission statement. Set goals – How it works..

UNIT III (10 hrs)

Time management. Employee successful learning tool. Practice ethical standard develop a positive personality and attitude, the importance of professional image, Health habits in daily routine. Image building basics.

UNIT IV (12 hrs)

Professional behavior, Body postures, Body movement, Communication skills, Importance of communication, Client consultation, Consultation methods, Managing scheduling mix-ups, Resolving client problems. Getting too personal, In salon communication.

UNIT V (12 hrs)

Resume development, Employment portfolio, targeting the establishment, Field research. Salon visit –Check list, Interview preparation, Employee contracts.

Reference Books

	Author	Title of the Book	Publishers	Year of
				publication
I.	Jason Backe, c.Jeanine Fulton, Diane Dacosta, Dr.Rochen Joseph	Milady standard cosmetology	Cengage Learning	2014
II.	Lorraine Norman	Beauty Therapy The Foundations Level One	Habiacengage, Uk	2010

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

- Mrs.V.Lalitha
- Mrs.P.Shanthipriya
- Mrs. M.R.Sudha

	AROMA	Category	L	T	P	Credit
VB18C08	THERAPY -	THEORY	41	4	-	3
	THEORY					

The Course aims at helping the students to understand the aroma therapy the study acknowledge at improving a person's health. It also able the students to get knowledge experience in aroma therapy- oil using skin care, hair care and full body massage, reflexology

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	To learn the basic essential oil and its usage -sources of oil	K1
CO2	Illustrate the essential oil –benefits	K2
CO3	Examine –therapeutic usage of oil in health	K3
CO4	Apply aroma therapy oil in various skin problems	K3
CO5	Usage of aroma therapy oils for complete hair and skin care	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	S
CO2	M	M	M	S	S
CO3	M	M	S	S	S
CO4	S	M	M	S	S
CO5	S	M	S	S	S

S- Strong; M-Medium; L-Low

Syllabus

Unit I (11 hrs)

Introduction to aroma therapy- brief history- what are essential oils- how it works-sources of essentials oils chemical composition –purity- preservation – characteristics-extraction- distillation – effleurage –solvent extraction -how to use aroma oils.

Unit II (10 hrs)

Carrier oils –characteristics – chief essential oils – source – their therapeutic properties- application –blending of essential oils- synergy – top/ middle and base notesstoring essentials oils –precautions before using aroma oils- patch test/ toxic effects- allergic effects –safety note.

Unit III (10 hrs)

Therapeutic role of aroma oils on digestive system – cardio vascular system-lymphatic system – respiratory system – urinary system- reproductive system – menopause – the endocrine system – the nervous system.

Unit IV (13hrs)

Skin care and aroma therapy- daily skin care for normal skin/ oily skin/ dry and sensitive skin-combination skin- acne skin – skin problem- daily skin care and do's and don'ts for acne –Melanesia –leucoderma –eczema – cellulite control- cellulite/ autolysis/ how aroma therapy can help cellulite

UnitV (12hrs)

Hair care and aroma therapy —caring for oily hair — caring for dry hair- caring for normal hair — combination hair — how to mix oils- general hair problems —dandruff- how to get rid of dandruff — diet — aroma cosmetic care for oily dandruff — for dry dandruff- falling hair — how to prevent hair fall- grey hair — head lice.

Reference Books

S. No.	Author	Title of the Book	Publishers	Year	
				public	
I.	Valerie Ann	The complete book of essential oils &	New world	1991	
	Worwood.	Aroma Therapy	library		
II.	Julia Lawless	Encyclopedia of essential oils: The	Red wheel/	2013	
		complete guide the use of Aromatic oils	weiser		

Pedagogy: Teaching – Lecturing, discussions, seminar and power point presentations

- Mrs.V.Lalitha
- Mrs.P.Shanthipriya
- Mrs. M.R.Sudha

V/D1//D12	HAID TDEATEMENTS	Category	L	T	P	Credit
VB16P12	PRACTICAL	Practical	-	-	90	6

This course aims at helping the students to get practical knowledge on different types of advance treatment facials, back facial, under eye treatment and hair treatment. It also enables the students to perform various treatment facials for different types of clients.

Course Outcomes

On the successful completion of the course, students will be able to

СО	CO Statement	Knowledge
Number		Level
CO1	To learn the skin types and its problems	K1
CO2	To analyse different types of facial treatments	K2
CO3	Apply the suitable facial treatments for suitable skin types	K3
CO4	Demonstrate back massage, under eye treatment	K4
CO5	Outline the steps in antidandruff treatment and hair spa	K4

Mapping with Programme Outcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	M	S	M	S
CO3	M	S	M	S	S
CO4	S	M	S	S	S
CO5	S	S	S	S	M

S- Strong; M-Medium; L-Low

Syllabus

UNIT I

1. different types of facials

(60 hrs)

- Fruit facial
- Silver facial

- Gold facial
- Diamond facial
- Pearl facial
- Skin lightening facial
- Anti aging facial
- Anti acne treatment

UNIT II (15 hrs)

- Back massage
- Under eye treatment

UNITIII (15hrs)

- Antidandruff treatment
- Hair spa

Reference Books

S.	Author	Title of the Book	Publishers	Year of
No.				publication
III.	Judith culp	Milady standard advance esthetics	Cengage Learning	2013
IV.	Aruna anand	The complete book of beauty care	Vishu books	2011

Pedagogy: Demo, practical and videos

Course Designers:

- Mrs.V.Lalitha
- Mrs.P.Shanthipri
- Mrs.

M.R.Sudha

	AROMA THERAPY -	Category	L	Т	P	Credit	
VB 17P09	PRACTICAL	Practical	-	-	90	6	

This course aims to help the students to get practical experience on aroma therapy- oil using skin care, hair care and full body massage, reflexology. It also enables the students to apply the beauty treatment confidently and also if helps to improve the particular functioning of systems through body massage.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	Show the formulation with aroma oil.	K1
CO2	Describe the preparation of aroma oil to control hair fall, hair and skin problems.	К 2
CO3	Prepare the aroma oil for - head massage, hand and foot, face massage	К3
CO4	Illustrate manicure, pedicure, and facial massage using aroma oil.	K 4
CO5	Classify the essential oil and carrier oil	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	M
CO2	S	S	M	S	M
CO3	S	S	S	M	M
CO4	S	S	M	M	M
CO5	S	M	S	M	M

S- Strong; M-Medium; L-Low

Syllabus

Formulation with Aroma oil,

(54 Hrs)

- To stop hair fall
- Prevent lice
- Open pores
- To lighten pimple scars
- To lighten pigmentation
- For dry skin
- For oily skin
- Pimple gel
- Eye gel

Practical (36 Hrs)

- Stress head massage
- Foot and hand massage (reflexology)
- Face massage
- Blending oils
- Hands & feet care Aroma manicure and pedicure recipe
- Aroma facial recipe (for massage only)

Reference Books

S. No.	Author	Title of the Book	Publishers	Year of
				publication
I.	Valerie Ann	The complete book of essential oils &	New world	1991
	Worwood.	Aroma Therapy	library	
	* 1. * 1		2 1 1	2012
II.	Julia Lawless	Encyclopedia of essential oils: The	Red wheel/	2013
		complete guide the use of Aromatic oils	weiser	

Pedagogy: Teaching discussion live demo, Video's, hands on Practice

FLOWER AND ORNAMENTS	Category	L	Т	P	Credit
				1	

VB16P14	MAKING – PRACTICAL	PRACTICAL	-	-	90	6

This course aims at helping the students to learn flower and ornaments making. They will also learn the proper method for tying the flower practically, needed for the bridal. It also enables the students to apply the flower making techniques confidently.

Course Outcomes

On the successful completion of the course, students will be able to

CO	CO Statement	Knowledge
Number		Level
CO1	To learn the methods of traditional, western and regular wear ornaments	K1
CO2	Identify the method of making bridal ornaments	K2
CO3	Demonstrate the methods of making fashion ornaments	K3
CO4	Illustrate the ways of different types of flower making	K4
CO5	outline the basic of ornaments and jewellery making	K4

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	S	M
CO2	S	S	M	S	M
CO3	S	S	M	M	M
CO4	S	S	M	M	S
CO5	S	S	M	M	M

S- Strong; M-Medium; L-Low

Syllabus

1) Traditional, Western, Regular wear

(20 hrs)

• Chains / Necklace

- Bangles /Bracelets /Watches
- Ear rings / drops
- Finger ring /Toe ring
- Hair band
- Anklets

• Bridal Ornaments (15 hrs)

• Fashion Ornaments (15 hrs)

• Flower making (25hrs)

- Semi circle
- Full circle
- Chendu
- Hair dollars
- Plait net
- Colour spraying and stone fixing

Pedagogy: Teaching, discussions, live demo, hands on practice

Course Designers:

- Mrs.V.Lalitha
- Mrs.P.Shanthipri
- Mrs.

M.R.Sudha

	BUSINESS	APPLICATION	CATEGORY	L	T	P	CREDIT
VB18C12	SOFTWARE		Allied	41	4	-	3

This course covers the fundamental concepts in computer generations, windows, toolbars, files and folders. It also provides the document creation, automation, formatting and workbook data entry in office package software.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Define the functions of computers	K1
CO2	Demonstrate the basic working of windows, menus and tools	К2
CO3	Understand the document formatting ,alignment of document	K2
CO4	Implement the formulas for work book entry	K3
CO5	Show the concepts of charts and graphs	К3

Mapping with Programme Outcomes

S-M-L-Low

Cos	PO1	PO2	PO3	PO4	PO5	
CO1	S	S	M	S	S	
CO2	S	S	S	S	M	
CO3	S	M	S	S	S	
CO4	S	M	S	S	S	
CO5	S	S	S	S	S	

Strong; Medium;

Syllabus

UNIT I (9 Hrs)

Introduction to computer- Generation of computers-classification of computers-characteristics of computers – Hardware and Software.Introduction to windows- working within a window-toolbars, menu, dialog boxes-working with drivers, folders & files.

UNIT II (8 Hrs)

Microsoft Word- Basics-Menus and toolbar-creating and saving a document-editing text – insert options.

UNIT III (8 Hrs)

Formatting a document – changing paragraph alignment- Bulleting and Numbering- Mail merge- working with Tables- Printing a document.

UNIT IV (8 Hrs)

Microsoft Excel- Introduction -Menus and Toolbars-creating and saving a work booknavigating in a work book- data entry.

UNIT V (8 Hrs)

Basic Formatting- Adding pictures- Formulas- Charts and Graphs.

Text Book

S.No	Author Name	Book Name	Publisher	Year and edition
1	Alexis Leon, Mathews	Fundamentals Of	Vijay	Reprint 2004,
1.	Leon	Computing, C programming		1001iii 2001,
	Leon	and MS Office	Imprints	
		and wis office	Imprints	

Reference Books

S.No	Author Name	Book Name	Publisher	Year and edition
1	Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, Mary Z. Last, Philip J. Pratt	Discovering Computers & Microsoft Office 365 & Office 2016:A Fundamental Combined Approach / Edition 1	Cengage Learning	2016

Pedagogy

Lecture, Demonstration.

Course Designers:

• R. KAVITHA