

# **Punjab Technical University Kapurthala**

## **Scheme and Syllabus of Bachelors in Sciences Fashion Technology (B.Sc. F.T.)**

**Batch 2012**

**By  
Board of Studies Fashion Technology**

### Ordinance

B.Sc. Fashion Technology is a 03 years Non-AICTE Course. Each year consists of 02 semesters. The course of study of B.Sc. Fashion Technology is divided into 06 semesters and the university examination will be held at the end of every semester in the months of November/ December (for semester I, III, V) and April/ May (for semester II, IV, VI) or as decided by the competent authority.

Admission in the course B.Sc. Fashion Technology shall be open to a student who has:

- passed at least +2 examination in any stream (Arts/ Commerce/ Science etc.) from Punjab School Education Board or any other examination recognized organization as equivalent thereto with at least 33% marks in the aggregate
- or passed one year Diploma (after 10+2) in Fashion Technology/ Fashion Designing or equivalent stream from a recognized board / University
- or 03 years diploma (after 10<sup>th</sup>) in any Diploma stream from a recognized board / University.

A candidate must complete and pass the whole course of three years within a maximum of six years from the date of admission in B.Sc. F.T. first semester. Semester examinations will be open to regular candidates who have been on the rolls of a college affiliated to this University and meet the attendance and other requirements as prescribed in the ordinances of the course. Subject to fulfilment of requirement of House examinations, the attendance requirements etc. the students will be allowed to sit in the semester examinations.

Internal Assessment will be of 40 marks in each paper, which will be calculated as follows:

- Three House examinations - 16 marks (Best of the two will be considered)
  - Two assignments - 16 marks
  - Attendance - 8 marks
- (Up to 74.5% attendance 0 marks)
- |                |         |
|----------------|---------|
| 74.6% - 75.4%: | 3 marks |
| 75.5% - 84.5%  | 6 marks |
| Above 84.5%    | 8 marks |

### Attendance Requirements

Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc, separately provided that a deficiency in attendances may be condoned for special reasons, as per the relevant ordinances on the subject.

To be eligible to appear in the semester examination a candidate must have obtained in the house examination at least 25% marks in each paper; 33% marks in the aggregate of all subjects of the semester. The Principal at his discretion may allow a special test to a candidate who could not appear in the House examination owing to unavoidable reasons or fails to secure the minimum marks as prescribed above.

Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per University rules.

Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the University from time to time.

University medal will be awarded to a candidate who secures first position in the University on the basis of the marks of all the six semesters taken together. The general rules and conditions of the University for the award of medal/prizes etc. will be applicable in the award of University medal to the topper of this examination.

All the question papers will be set in English and candidates are expected to answer the questions only in English.

The successful candidate shall be classified on the basis of aggregate marks secured in all the six semesters B.Com Professional taken together as under:

- a) 75% or more with distinction.
- b) 60% or more in the first division.
- c) 50% or more but less than 60% in the second division.
- d) Below 50% in the third division.

## First Semester

Course Code	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
BSFT-101	Elements of Fashion	3	-		40	60	100	3
BSFT-102	Communication and Soft Skills	3	-		40	60	100	3
BSFT-103	Introduction to Textiles –I	3	-	-	40	60	100	3
BSFT-104	Elements and Principles of Design –I Lab	-	-	4	30	20	50	2
BSFT-105	Pattern Making –I Lab	-	-	4	30	20	50	2
BSFT-106	Fundamentals of Computers Lab	-	-	4	30	20	50	2
BSFT-107	Garment Construction –I Lab	-	-	4	30	20	50	2
BSFT-108	Basic Sketching –I Lab	-	-	4	30	20	50	2
<b>Total</b>		09	-	20	270	280	550	19

## Second Semester

Contact Hours: 28Hr

Course Code	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
BSFT-201	Introduction to Textiles –II	3	-	-	40	60	100	3
HVPE-101	Human Values and Professional Ethics	3	-	-	40	60	100	3
BSFT-202	Elements and Principles of Design –II Lab	-	-	4	30	20	50	2
BSFT-203	Basic Sketching-II Lab	-	-	4	30	20	50	2
BSFT-204	Garment Construction –II Lab	-	-	4	30	20	50	2
BSFT-205	Computer Applications Lab	-	-	4	30	20	50	2
BTHU-102	Communication and Soft Skills Lab	-	-	2	30	20	50	1
BSFT-207	Pattern Making –II Lab	-	-	4	30	20	50	2
<b>Total</b>		06	-	22	260	240	500	17

## Third Semester

Contact Hours: 29 Hrs.

Course Code	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
BSFT-301	History of India Costumes	3	-	-	40	60	100	3
BSFT-302	Textile Dyeing and Printing	3	-	-	40	60	100	3
BSFT-303	Traditional Indian Textiles	3	-	-	40	60	100	3
BSFT-304	Fashion Sketching –I Lab	-	-	4	30	20	50	2
BSFT-305	Traditional Indian Embroideries Lab	-	-	4	30	20	50	2
BSFT-306	Garment Construction –III Lab	-	-	4	30	20	50	2
BSFT-307	Advanced Computers Lab	-	-	4	30	20	50	2
BSFT-308	Pattern Making and Draping Lab	-	-	4	30	20	50	2
<b>Total</b>		09	-	20	270	280	550	19

## Fourth Semester

Contact Hours: 30 Hrs.

Course Code	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
BSFT-401	Fashion Studies	3	-	-	40	60	100	3
BSFT-402	History of World Costumes	3	-	-	40	60	100	3
BSFT-403	Fashion Sketching –II Lab	-	-	4	30	20	50	2
BSFT-404	Textile Dyeing and Printing Lab	-	-	4	30	20	50	2
BSFT-405	Design Process Lab	-	-	4	30	20	50	2
BSFT-406	Computer Aided Designing Lab	-	-	4	30	20	50	2
BSFT-407	Garment Construction –IV Lab	-	-	4	30	20	50	2
BSFT-408	Pattern Making and Grading Lab	-	-	4	30	20	50	2
<b>Total</b>		06	-	24	260	240	500	18

There is a 06 weeks Industrial Internship after fourth Semester which will be evaluated in the 5<sup>th</sup> Semester on the basis of the report as well as on the basis of the Presentation of the work done.

**Fifth Semester****Contact Hours: 28 Hours**

Course Code	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
<b>BSFT-501</b>	Art Appreciation	3	-	-	40	60	100	3
<b>BSFT-502*</b>	Industry Internship		2	-	40	60	100	2
<b>BSFT-503</b>	Principles of Fashion Marketing	3	-	-	40	60	100	3
<b>BSFT-504</b>	Innovative Fabric Development	-	-	4	30	20	100	2
<b>BSFT-505</b>	Advanced Computer Software Packages –I	-	-	4	30	20	100	2
<b>BSFT-506</b>	Garment Construction –V	-	-	4	30	20	100	2
<b>BSFT-507</b>	Advanced Pattern Making	-	-	4	30	20	100	2
<b>BSFT-508</b>	Fashion Art	-	-	4	30	20	100	2
<b>Total</b>		06	2	20	270	280	550	18

Note: \*It will be evaluated externally through PowerPoint presentation out of 60 Marks and internally through a project report prepared on the basis of 06 weeks training that will be done after 4<sup>th</sup> semester out of 40 Marks. The report will be prepared with the help of the faculty during the tutorial classes.

**Sixth Semester****Contact Hours: 25 Hours.**

Course Code	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
<b>BSFT-601</b>	Knitting Technology	3	-	-	40	60	100	3
<b>BSFT-602</b>	Production Management & Quality Control	3	-	-	40	60	100	3
<b>BSFT-603</b>	Production Promotion and Development	3	-	-	40	60	100	3
<b>BSFT-604</b>	Introduction to Fashion Merchandising	3	-	-	40	60	100	3
<b>BSFT-605</b>	Entrepreneurship	3	-	-	40	60	100	3
<b>BSFT-606</b>	Portfolio	-	2	-	40	60	100	2
<b>BSFT-607</b>	Advanced Computer Software Packages –II	-	-	4	30	20	50	2
<b>BSFT-608*</b>	Design Project.	-	-	4	30	20	50	2
<b>Total</b>		15	2	8	300	400	700	21

# ***First Semester***

**BSFT 101 Elements of Fashion**

- Definition of “Fashion”.
- Fashion cycle-concept of haute couture and street fashion.
- Introduction and understanding the meaning of “Silhouette”.
- Importance of Fashion forecasting – concept of seasons, fairs and international markets.
- Knowledge and study of great International designers.
- Study of national and international designers.
- Color – color wheel, dimensions of color, color naming and psychological association of colors.
- Fabric, texture and line (relating them to principles of design) Interplay of elements of design (relating it to anthropometrics)

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**BSFT 102 Communication & Soft Skills**

- Basic parts of speech: Noun, pronoun, verb, adjective, adverb, preposition, article, idioms, one word substitution. Tenses: introduction, uses of present, past and future tense, Use of prepositions conjunctions and interjections. Use of punctuations.
- Sentences: simple compound and complex formation, transformation of sentence: active and passive, affirmative and negative interrogative and assertive, degree of comparison, conversation; Direct and indirect speech. Correct word usage – Homonyms, antonyms and synonyms.

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**BSFT103 Introduction to Textiles –I**

- Fiber Properties
- Fiber Classification
- Different methods of fiber identification-physical examination, burning test, chemical test.
- Flow chart from fiber to fabric.
- Properties of natural fibers (vegetable and animal) i.e., cotton, flax, wool, silk, jute.
- Properties of Synthetic fibers i.e., Polyester, nylon, acrylic, rayon, spandex.
- Latest fibers
- Definition of yarn
- Yarn count, yarn twist

**Suggested Readings / Books:**

- Introduction to Textiles by KVP Singh Kalyani Publishers
  - Textiles-Fiber to Fabric by Bernard P. Corbman McGraw Hill
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**BSFT 104 Elements and Principles of Design –I Lab**

- Colour wheel –primary, secondary and tertiary colour scheme.
- Principles of design-harmony, emphasis, proportion, balance and rhythm and it's importance in designing.
- Elements of basic design – Line, Form, Composition, colour ,texture etc
- Theory of Colour - warm, cool, hot, cold, light, dark pale and bright.
- Basic colour schemes – analogues, complimentary, monochromatic, neutral etc.
- Study of Positive and Negative - Grey scale.
- Colour interaction
- Colour composition
- 3-D forms

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**BSFT -105 PATTERN MAKING-I Lab**

- Method of taking measurements
- Basic principles of flat pattern making
- Drafting of adult bodice block
- Drafting of basic Skirt Block
- Developing patterns for the following
  - **Basic Sleeve Block and sleeve variations:** Puff sleeves – with gathers at the sleeve cap and round arm, gathers only at the sleeve cap and gathers at the round arm; Bishop, Shirt, petal, flared, Leg 'O' mutton, tulip, lantern, Cap
  - **Collars and its variations :-** Flat and rolled collars ,Peter Pan, Cape, Sailors, Puritan, Berhta, Stand and fall, Mandarin, shawl.

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**BSFT-106 Fundamentals of Computers Lab**

- **Computer Fundamentals:** Data, Instruction and Information, Characteristics of Computers, Various fields of application of Computers, Input-output Devices (Hardware, Software, Human ware and Firmware),Advantages and Limitations of Computer, Block Diagram of Computer, Function of Different Units of Computer, Classification of Computers. **Data Representation:** Different Number System (Decimal, Binary, Octal and hexadecimal) and their Inter Conversion.
- Compiler and Interpreter, Generations of languages, Low and High Level Languages. **Computer Memory:** Primary Memory & Secondary memory. Storage Media. **Introduction to Windows Operating System:** All Directory Manipulation: Creating Directory, Sub Directory, Renaming, Coping and Deleting the Directory File Manipulation: Creating a File, Deleting, Coping, Renaming a File Using accessories such as calculator, paint brush, CD player, etc.
- **Introduction to MS-Word:** Introduction to Word Processing, it's Features, Formatting Documents, Paragraph Formatting, Indents, Page Formatting, Header and Footer, Bullets and Numbering, Tabs, Tables, Formatting the Tables, Finding

and Replacing Text, Mail Merging etc. **Introduction to MS Powerpoint:**  
PowerPoint, Features of MS PowerPoint Clipping, Slide Animation, Slide Shows, Formatting etc.

- **Introduction to MS-Excel:** Introduction to Electronic Spreadsheets, Feature of MS-Excel, Entering Data, Entering Series, Editing Data, Cell Referencing, ranges, Formulae, Functions, Auto Sum, Copying Formula, Formatting Data, Creating Charts, Creating Database, Sorting Data, Filtering etc.

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### **BSFT- 107 GARMENT CONSTRUCTIONS- I Lab**

- Tools and equipments used in garment/clothing construction.
- Sewing machine: parts, working and maintenance of sewing machine, its threading, bobbin winding. Introduction to sewing thread, needles and their relationship with the fabric. Common problems of sewing and its remedies
- Fabric preparation and basic rules for cutting of fabric.
- Definition and understanding of hand stitching techniques:
  - Running
  - Basting: uneven/even/diagonal
  - Hemming – Plain, blind, slip.
  - Backstitch, tailor's tack, button hole, overcastting.
- Seams and seam finishes :Definition, their usage and types: Plain, flat fell, lap, french, piped, corded ,Eased, taped, bound, serged (overlocked)
- Fullness techniques/shaping devices: dart, tucks, pleats, gathers, ruffles, shirring, smocking
- Application of buttons and buttonholes, hooks and eyes, snap fasteners
- Application of lace and binding.

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### **BSFT 108 BASIC SKETCHING –I Lab**

- Using and focusing on learning the use of line to capture basic shapes.
- Scribble drawing of objects.
- Simple structural drawing of objects. Circles, cylinders and rectangular solids.
- Introduction to perspective drawing.
- Introduction to still life
- Nature/Trees/Landscape study.
- Textures in pencil rendering and shading.
- Using only black and white media.



Second semester

## **BSFT-201**

### **Introduction to textiles II Semester 2**

Internal Marks...40

External Marks...60

Duration Of Exam3.hours

### **Course Objective:**

The objective of the course is to introduce the students to the fundamentals of yarns and fabrics, so that they can understand the raw material they will be eventually using.

Topics:

1. Ring spinning process
2. Introduction to other non conventional spinning processes
3. Spinning defects
4. Yarn classification on the basis of twist and construction
5. Sewing Thread
6. Fancy Yarns
7. Preparatory processes of weaving
8. Weaving motions
9. Basic weaves- Plain,Twill and satin
10. Weaving defects
11. Calculation of gsm and loom production
12. Non woven fabrics-Introduction

Visits- One visit to a spinning and weaving unit

Books

1. Textiles-Fiber to Fabric By Bernard Corbman, Mc Graw Hill
2. Textiles – Sara Kadolph,Prentice Hall

Instructions to the examiner:

- There will be eight questions spread over the entire syllabus .
- Six questions will be compulsory.
- Each question will carry 10 marks.

## **HVPE 101 Human Values & Professional Ethics Objective/s and Expected outcome:**

To help the students to discriminate between valuable and superficial in the life. To help develop the critical ability to distinguish between essence and form, or between what is of value and what is superficial, in life - this ability is to be developed not for a narrow area or field of study, but for everyday situations in life, covering the widest possible canvas. To help students develop sensitivity and awareness; leading to commitment and courage to act on their own belief. It is not sufficient to develop the discrimination ability, it is important to act on such discrimination in a given situation. Knowingly or unknowingly, our education system has focused on the skill aspects (learning and doing) - it concentrates on providing to its students the skills to do things. In other words, it concentrates on providing "How to do" things. The aspects of understanding "What to do" or "Why something should be done" is assumed. No significant cogent material on understanding is included as a part of the curriculum. A result of this is the production of graduates who tend to join into a blind race for wealth, position and jobs. Often it leads to misuse of the skills; and confusion and wealth that breeds chaos in family, problems in society, and imbalance in nature. This course is an effort to fulfill our responsibility to provide our students this significant input about understanding. This course encourages students to discover what they consider valuable. Accordingly, they should be able to discriminate between valuable and the superficial in real situations in their life. It has been experimented at IIITH, IITK and UPTU on a large scale with significant results.

### **PART A**

#### **1. Course Introduction - Need, Basic Guidelines, Content and Process for Value Education**

- Understanding the need, basic guidelines, content and process for Value Education.
- Self Exploration—what is it?- its content and process; „Natural Acceptance“ and Experiential Validation- as the mechanism for self exploration.
- Continuous Happiness and Prosperity- A look at basic Human Aspirations
- Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
- Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
- Method to fulfill the above human aspirations: understanding and living in **harmony** at various levels **(6 Hrs.)**

#### **2. Understanding Harmony in the Human Being - Harmony in Myself!**

- Understanding human being as a co-existence of the sentient „I“ and the material „Body“
- Understanding the needs of Self („I“) and „Body“ - *Sukh* and *Suvidha*
- Understanding the Body as an instrument of „I“ (I being the doer, seer and enjoyer)

- Understanding the characteristics and activities of „I“ and harmony in „I“
- Understanding the harmony of I with the Body: *Sanyam* and *Swasthya*; correct appraisal of Physical needs, meaning of Prosperity in detail
- Programs to ensure *Sanyam* and *Swasthya* **(6 Hrs.)**

### **3. Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship**

- Understanding harmony in the Family- the basic unit of human interaction.
- Understanding values in human-human relationship; meaning of *Nyaya* and program for its fulfillment to ensure *Ubhay-tripti*; Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship.
- Understanding the meaning of *Vishwas*; Difference between intention and competence
- Understanding the meaning of *Samman*, Difference between respect and differentiation; the other salient values in relationship
- Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhay*, *Sah-astitva* as comprehensive Human Goals
- Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyawastha* )- from family to world family! **(6 Hrs.)**

## **PART B**

### **4. Understanding Harmony in the Nature and Existence - Whole existence as Co-existence**

- Understanding the harmony in the Nature
- Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature
- Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting units in all-pervasive space
- Holistic perception of harmony at all levels of existence **(4 Hrs.)**

### **5. Implications of the above Holistic Understanding of Harmony on Professional Ethics**

- Natural acceptance of human values

- Definitiveness of Ethical Human Conduct
- Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
- Competence in professional ethics:
  - Ability to utilize the professional competence for augmenting universal human order
  - Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems
  - Ability to identify and develop appropriate technologies and management patterns for above production systems.
- Case studies of typical holistic technologies, management models and production systems
- Strategy for transition from the present state to Universal Human Order:
  - At the level of individual: as socially and ecologically responsible engineers, technologists and managers
  - At the level of society: as mutually enriching institutions and organizations **(6 Hrs.)**

**Recommended Books:**

1. R R Gaur, R Sangal, G P Bagaria, 2009, *A Foundation Course in Value Education*.

**Suggested Readings / Books:**

1. Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
2. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
3. A Nagraj, 1998, *Jeevan Vidya ek Parichay*, Divya Path Sansthan, Amarkantak.
4. Susan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991
5. P L Dhar, R R Gaur, 1990, *Science and Humanism*, Commonwealth Publishers.
6. A.N. Tripathy, 2003, *Human Values*, New Age International Publishers
7. Subhas Palekar, 2000, *How to practice Natural Farming*, Pracheen(Vaidik) Krishi Tantra Shodh, Amravati.
8. Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, *Limits to Growth – Club of Rome's report*, Universe Books.
9. E G Seebauer & Robert L. Berry, 2000, *Fundamentals of Ethics for Scientists & Engineers*, Oxford University Press
10. M Govindrajran, S Natrajan & V.S. Senthil Kumar, *Engineering Ethics (including Human Values)*, Eastern Economy Edition, Prentice Hall of India Ltd
11. B P Banerjee, 2005, *Foundations of Ethics and Management*, Excel Books.
12. B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.

## **BSFT-202**

### **Elements and Principles of Design Semester 2**

Internal Marks...30

External Marks...20

Duration Of Exam.... 3 hours

#### **Course Objective:**

The main objective of this subject is to make the students understand the basic elements & principles of Design involved in any exercise or assignment undertaken during the course. This is the very basis of the core specialization that they will ultimately learn through the semesters. This will also be the foundation for all the creative design work done through learning a proper Design Process.

- Understanding “Theme” & “Concept”
- Understanding “Inspiration”
- Making this “Theme” & “Concept” as the basis of the final Design (garment)
- Practicing & learning to make the the colour palette deriving elements from the Inspiration
- Rendering and imitation of fabric swatches in different mix media
- Documentations & Presentations

## **BSFT-203**

### **BASIC SKETCHING Semester 2**

Internal Marks...30

External Marks...20

Duration Of Exam....3 hours

#### **Course Objective:**

The objective of the course is to increase the proficiency in drawing skills and to inculcate creative ability in the application of these acquired skills to translate as ideas for design. Also, to make the students understand the applications of different mediums to draw and colour and render such as pencils, colour pencils, watercolours, crayons etc.

- Introduction to various mediums such as charcoal, pen and ink, oil pastel, color pencils, watercolor etc.
- Advanced perspective exercises.
- Introduction to three dimensional light and shade.
- Introduction to colour drawing and sketching.
- Still life drawing with fruits, vegetables, flowers boxes, books, drapery, bottles, vase etc.
- Nature study in colour.
- rendering observed objects and spaces accurately
- using shading intricately
- depicting correct proportions on faces and figures.

## **BSFT204 GARMENT CONSTRUCTION – II (Semester-2)**

**Internal Marks...30**

**External Marks...20**

**Duration of Exam...4.hours**

### **Objectives:**

To learn the stitching of components of garment.

### **Contents:**

- Necklines-construction and finishing of different types by using facing, interfacing, binding and piping-round, square, sweet heart, key hole.
- Collars-basic terminology and construction of different types of collars: flat, rolled collars (one piece, two pieces), mandarin, shirt, shawl and sailor.
- Sleeves-types and finishes: set-in (plain, puff, leg-o-mutton, bishop, petal), raglan, kimono, dolman, kurta sleeve with gusset. Sleeve finishes: hemming, shaped and bias facing, drawstring, cuff-with and without placket.
- Placket-one side extended, both side extended, concealed.
- Pocket- construction and application-patch(with and without flap),inseam, welt.
- Fasteners :application of zippers: centered, lapped, concealed, open-ended.



## **BSFT-205**

### **COMPUTER GRAPHICS PRACTICAL-SEM-II–(theory and practical)**

Internal-20

External-30

**Course objective-** To develop computer proficiency by understanding the basics of computer.  
To use the skill and knowledge of computers in the various fields.

1. Word processing programmes (MS Word)
  - a) Entering & editing text, copying , cutting, pasting
  - b) Formatting text, character formats, paragraph formats and documents formats
  - c) Special features of word processing software language tools-(spell checker grammar checker, thesaurus). Tables, mail merge, adding graphics & sounds,  
File: save as web page, search options, viewing page properties, customizing page setups, margins, and paper layouts.  
Edit: using go to go to page, footnotes, and end notes  
View: header, footer, zoom, print layout, toolbars, creating a customer toolbar.  
Insert: symbols, comments, pictures, bookmarks, hyperlinks, files  
Format: background, themes, auto format, bullets & numbering, border & shading tab settings  
Tools: language, word count, thesaurus, passwords protecting file, auto correct, options settings overview, using mail merge wizards & letters wizards  
Table: drawing, inserting, deleting, sorting a table, merge cells, split cells, auto files  
Window: split, arrange, switching between documents  
Help: about micro soft word.
2. Spreadsheet Software
  - a. Spreadsheet programmes and their users
  - b. The spreadsheet's interface
  - c. Entering data in a worksheet, labels, values, dates, formulas
  - d. Editing and formatting a worksheet
  - e. Adding charts and images to a worksheet
3. Presentation graphics
  - a) Formatting slides
  - b) Creating slid show
4. Presentation graphics practical:  
File: page setup, slide sizes & orientation, handouts, outlines
5. Introduction to Corel Draw software.

## **BTHU 102 Communication Skills Laboratory**

### **Lab Exercises**

#### **Listening and Speaking**

The audio CD accompanying S.P. Dhanavel's book shall be played in the lab to get the students familiar with the standard spoken English. The students must develop a high degree of understanding of spoken material as used in academic and professional environment. The teacher shall help them in the following:

- a)** With the accent of the speaker if it is unfamiliar to them.
- b)** The Standard English sounds and pronunciation of words.
- c)** With the topical vocabulary and the idiomatic expressions which are generally part of colloquial speech.
- d)** With the implied relationships in larger texts, if they are not stated explicitly.

In addition to the above, extended listening sessions shall be arranged to promote speaking activities among students. For this purpose, a set of twin books ***K. Sadanand and S. Punitha Spoken English Part I and II, A Foundation Course (with audio CD), Orient Blackswan***, is prescribed for use. The teachers shall play the CDs selectively in the lab and involve the students in the practice work based on them. While taking up lessons, the teacher must promote the use of dictionaries for correct pronunciation and give ample practice on word stress and weak forms.

The students are also supposed to supplement their listening practice by regularly viewing news/knowledge channels on the TV or lecture videos on the internet.

At the end of a session, a good speaker must:

- a)** Be able to produce long turns without much hesitation in an accent that is understood all around.
- b)** Have ready access to a large lexis and conventional expressions to speak fluently on a variety of topics.
- c)** Have a knack for structured conversation or talk to make his transitions clear and natural to his listeners.

The teacher may use following different classroom techniques to give practice and monitor the progress of the students:

- Role play
- Question-answer
- Discussion
- Presentation of papers
- Seminars

**BSFT207 PATTERN MAKING –II ( Semester 2)**

**Internal Marks...30**

**External Marks...20**

**Duration of Exam...4.hours**

**Objectives:**

To develop skill in the area pattern making with special emphasis on basics of garments design

**Contents:**

- Dart manipulation: slash & spread method, Pivot method.
- Dart shifting :Shift dart into another area-Two darts into one, two darts into two, multiple darts, darts into gathers, tucks, flare, pleats, yokes and princess line.
- Skirt variations: A-line, gathered, pleated, flared, paneled, gored, yoked, circular, flounce, tiered.