

CHHATTISGARH SWAMI VEVEKANAND TECHNICAL UNIVERSITY, BHILAI

Course of Study and Scheme of Examination of Diploma in INTERIOR DECORATION & DESIGN

SEMESTER - VI

S No.	Subject Code	Board of study	Subject	Periods per week			Scheme of Examination					Total marks	Credit L+(T+P)/2
				L	T	P	Theory			Practical			
							ESE	CT	TA	ESE	TA		
1	200615 (37)	Mech.	Entrepreneurship Development	4	1	-	100	20	10	-	-	130	5
2	235612 (35)	IDD	Working Drawing**-II	4	1	-	100	20	20	-	-	140	5
3	235613 (35)	IDD	Interior Design* -IV	4	1	-	100*	20	20	-	-	140	5
4	235614 (35)	IDD	Landscape**	3	1	-	100	20	20	-	-	140	4
5	235621 (22)	Computer Science	Computer Application -III, Lab	2	1	3		-		50	40	90	4
6	235622 (35)	IDD	Working Drawing-II Lab	-	-	3		-	-	50	40	90	2
7	235623 (35)	IDD	Interior Design -IV Lab	-	-	5	-	-	-	100	80	180	3
8	235624 (35)	IDD	Presentation Techniques Lab	-	-	3	-	-	-	50	40	90	2
		Total		17	5	14	400	80	70	250	200	1000	30

L-Lecture, T-Tutorial, P-Practical, ESE-End semester exam, CT-Class Test, TA-Teachers assessment.

*Theory paper duration 6Hrs.(3Hrs.+1/2 to 1 Hr.Break + 3Hrs.)

**Theory paper duration 4Hrs

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

- A) **SEMESTER** : **VI**
 B) **COURSE TITLE** : **ENTREPRENEURSHIP DEVELOPMENT**
 C) **CODE** : **200615 (37)**
 D) **BRANCH/DISCIPLINE** : **INTERIOR DECORATION & DESIGN**
 E) **RATIONALE**

It has been experienced in most parts of the world that entrepreneurship development is a means of rapid economic development vis-à-vis creation of gainful employment of masses. The myth that entrepreneurs are born and not made no longer holds good. Experiences of last few decades in India show that it is possible to develop entrepreneurs through planned efforts. These designed efforts are more essentially required in polytechnics where increasing unemployment has necessitated promoting self-employment/entrepreneurship as career option thereby creating more job providers than job seekers. This course focuses on inputs required for students to undertake entrepreneurial activities as career option.

F) TEACHING AND EXMINATION SCHEME:

Course Code	Periods/Week (In Hours)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
200615 (37)	4	1	-	100	20	10	-	-	130	5

L: Lecture hours; T: Tutorial hours, P: Practical hours

ESE – End of Semester Exam.; CT – Class Test; TA- Teacher’s Assessment ;

G) DISTRIBUTION OF MARKS AND HOURS:

Sl. No.	Chapter No.	Chapter Name	Hours	Marks
1.	1.	ENTREPRENEURSHIP DEVELOPMENT	10	12
2.	2.	FORMS OF BUSINESS ORGANIZATION	8	10
3.	3.	INSTITUTIONAL SUPPORT FOR SSI	8	10
4.	4.	PLANNING A SMALL SCALE INDUSTRY	10	18
5.	5.	MANAGEMENT OF SMALL BUSINESS FIRMS	8	12
6.	6.	PROJECT SELECTION, FORMULATION AND APPRAISAL	12	10

7.	7.	PROBLEMS OF SMALL INDUSTRIES	12	12
8.	8.	ENTREPRENEURIAL MOTIVATION TRAINING	12	10
		TOTAL	80	100

1.

H) DETAILED COURSE CONTENTS:

Chapter-1 ENTREPRENEURIAL DEVELOPMENT

- Definition of entrepreneurship,
- Characteristics of entrepreneurs,
- Factors influencing entrepreneurship,
- Need for promotion of entrepreneurship and small business
- Entrepreneurial Environment
- Environmental analysis.
- Government policies for setting up new small enterprises
- Opportunities in service industries.

Chapter – 2 FORMS OF BUSINESS ORGANIZATION

- Forms of ownership
- Sole Proprietorship
- Partnership
- Cooperative society
- Joint – stock company
- Private Limited Companies
- Public Limited Companies

Chapter – 3 INSTITUTIONAL SUPPORT TO SSI

- Institutional set up
- Industries centers,
- Industrial estates
- Institutional support at National level
- Institutional support at State level
- Commercial banks and financial institutions

Chapter – 4 PLANNING A SSI

- What is planning?
- Types of planning
- Importance of planning
- Steps in planning
- Steps in planning a SSI
- Technical dimensions for setting up an enterprise

Chapter-5 MANAGEMENT OF SMALL BUSINESS FIRM

- Functional areas of small business firm
- Fundamentals of Management
- Managerial effectiveness
- Essential data for effective control of small business
- Resource management
- Office management
- Employees Welfare & safety
- Factory rules and Labour Laws related to SSIs
- Sales Tax and Income Tax laws related to SSIs

Chapter-6 PROJECT SELECTION, FORMULATION & APPRAISAL

- Project selection & formulation
- Scope of project report
- Content & Format of Project report
- Need of Project Appraisal
- Steps of Project Appraisal

Chapter-7 PROBLEMS OF SMALL INDUSTRIES

- Power shortages
- Project planning
- Finance
- Raw material
- Production constraints
- Marketing
- Personal constraints
- Regulations

Chapter-8 ENTREPRENEURIAL MOTIVATION TRAINING

- Achievement Motivation
- Creative thinking
- Risk taking abilities

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- **Lecture Method.**
- **Industrial visits.**
- **Simulation**
- **Role play**
- **Interaction with successful entrepreneurs**

- **Demonstration.**
- **Games**

J) SUGGESTED LEARNING RESOURCES:

(a) Reference Books :

Sl. No.	Title	Author, Publisher, Edition & Year
1.	Starting your own Business, A step-by-step Blue print for the First-time Entrepreneur	Stephen C. Harper, Mc Craw-Hill
2.	Harward Business Review on Entrepreneurship	Harvard Business School Press
3.	Entrepreneurship Development in small scale proceedings of National Seminar, DCSSI, New Delhi	Patel V.G.
4.	Entrepreneurship : Strategies & Resources	Abrams Grant Pass, Oregon: Oasis Press
5.	The Business Planning Guide	David H. Bangs Upstart Publishing Company, In Chicago
6.	Entrepreneurship development in India	Dr. C.B. Gupta Dr. N.P. Srinivasan Sultan Chand & Sons

LIST OF TEAM WORK

Team Work will consist of collecting following information by the students:

1. Collect State industrial policy
2. Report of interaction with successful entrepreneurs/industrial visits
3. Prepare list of opportunities for business, service and industrial ventures
4. Whom to approach for What?
5. Facilities and incentives available from various support agencies

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

- A) **SEMESTER** : VI
 B) **SUBJECT TITLE** : WORKING DRAWING-II
 C) **CODE** : 235612 (35)
 D) **BRANCH / DISCIPLINE** : INTERIOR DECORATION & DESIGN
 E) **RATIONALE** :

The course content at this semester intends to develop advance stage in drawing & detailing of Interior project. The student at this stage shall be able to understand & present the interior drawing in such a way that it can be executed at site..

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods / Week (In Hours) (Teaching Scheme)			Scheme of Examination					Credit L+(T+P)/2	
	L	T	P	Theory			Practical			Total Marks
				ESE	CT	TA	ESE	TA		
235612 (35)	4	1	-	100	20	20	-	-	140	5
235622 (35)	-	-	3	-	-	-	50	40	90	2

L : Lecturer hours, T : Tutorial hours, P : Practical hours,
 ESE : End of Semester Exam., CT : Class test, TA : Teacher's Assessment.

G) DISTRIBUTION OF MARKS AND HOURS:

Sl.No.	Chapter No.	Chapter Name	Hours	Marks
1	1	WORKING DRAWING OF PARTITION	15	20
2	2	WORKING DRAWING OF FALSE CEILING	15	20
3	3	WORKING DRAWING OF TOILET	18	20
4	4	WORKING DRAWING OF KITCHEN	17	20
5	5	WORKING DRAWING OF ROOM	15	20
		TOTAL	80	100

H) DETAILED CONTENTS:

Chapter -1- WORKING DRAWING OF PARTITION

- Preparation of working drawing of partition.

Chapter-2: WORKING DRAWING OF FALSE CEILING

- Preparation of working drawing of false ceiling.

Chapter -3- WORKING DRAWING OF TOILET

- Preparation of working drawing of toilet (European / Indian w.c.)

Chapter -4- WORKING DRAWING OF KITCHEN

- Preparation of working drawing of kitchen.

Chapter -5- WORKING DRAWING OF ROOM

- Preparation of working drawing of any one room like living room, dining room, office parlour etc showing all furniture layout & other details..

D) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Lecturer Method
- Industrial / Market visit (In tutorial class the student are required to visit sites to enhance the knowledge of working drawing)
- Lecture with media like OHP, Multimedia projector & other latest technology.
- Demonstration

J) SUGGESTED LEARNING RESOURCES

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Building Drawing	M.G.Shah, G.M.Kale, S.Y.Patki, Tata McGraw Hill Publisher co.
2	Civil Engineering Drawing	Dr. N.Ghosh, CBS Publisher & Dist. Delhi
3	Civil Engineering Drawing	Gurucharan Singh, Standard Publisher & Dist., Delhi.
4	Architectural Graphic standard	Ramsey sleeper, Super book house, Mumbai.

(b)Others

- (i) Video Programs
- (ii) Learning Packages
- (iii) Computer Unit

Subject: Working Drawing-II Lab

PRACTICAL CODE: 235622 (35)

HOURS: 48

LIST OF PRACTICAL / TUTORIALS:

- Preparation of working drawing of Partition
- Preparation of working drawing of False ceiling
- Preparation of working drawing of Toilet
- Preparation of working drawing of Kitchen
- Preparation of working drawing of any small room.

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

- A) **SEMESTER** : VI
 B) **SUBJECT TITLE** : INTERIOR DESIGN -IV
 C) **CODE** : 235613 (35)
 D) **BRANCH / DISCIPLINE** : INTERIOR DECORATION & DESIGN
 E) **RATIONALE** :

This subject intends to equip the student to handle the project independently with guidelines given by the faculty so that she is exposed to live situation gaining live experience. It also becomes essential for the assessment of achievement based on application of all levels. The course therefore aims & allows students for creating most meaningful project demonstrating his/her learnt integrated knowledge of previous semesters.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods / Week (In Hours) (Teaching Scheme)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
235622 (35)	4	1	-	100	20	20	-	-	140	5
235623 (35)	-	-	5	-	-	-	100	80	180	3

L : Lecturer hours, T : Tutorial hours, P : Practical hours,
 ESE : End of Semester Exam., CT : Class test, TA : Teacher's Assessment.

G) DISTRIBUTION OF MARKS AND HOURS:

Sl.No.	Chapter No.	Chapter Name	Hours	Marks
1	1	FORMULATION OF REQUIREMENTS	4	-
2	2	PREPARATION OF INTERIOR SCHEME PLAN	8	-
3	3	RELATIVE DISTRIBUTION	4	-
4	4	STUDY OF MOVEMENTS	4	-
5	5	USERS' COMMENTS	4	-
6	6	ANALYSIS (STRENGTH & WEAKNESS)	4	-
7	7	REMOVAL OF CONSTRAINS	4	-
8	8	PLAN(FINAL), SECTIONAL ELEVATIONS & OTHER DETAILS	24	60
9	9	PRESENTATION DRAWING (VIEWS)	12	20
10	10	BRIEF REPORT	12	20
		TOTAL	80	100

Note: Chapter No.1-7 For Theory TA, Practical ESE & TA purpose only.

H) DETAILED CONTENTS:

Chapter -1- FORMULATION OF REQUIREMENTS

- Identify the problem.
- Various alternate solutions.
- Select the appropriate solution.
- Formulate the requirements.

Chapter-2: PREPARATION OF INTERIOR SCHEME PLAN

- Prepare the plan as per the requirements formulated in above

Chapter -3- RELATIVE DISTRIBUTION

- Justification the Space distribution for the various activities provided in above plan.

Chapter -4- STUDY OF MOVEMENTS

- Study the space provided for circulation / movement.

Chapter -5- USERS' COMMENTS

- Collect the comments by the users / Expert. For the plan prepared above.

Chapter -6- ANALYSIS (STRENGTH & WEAKNESS)

- Analysis various strength & Weakness in the interior plan scheme.

Chapter -7- REMOVAL OF CONSTRAINS.

- Remove the various constrains find in the plan as per users' comments & analysis.

Chapter -8-PLAN (FINAL), SECTIONAL ELEVATION & OTHER DETAILS

- Interior scheme for interior with plans, elevations, ceiling plan, sections, furniture detail & other required working in suitable media & techniques.
- Complete Interior project furnishing with fittings, accessories, lighting, Ventilation, Climate control.

Chapter -9- PRESENTATION DRAWING (VIEWS)

- Perspective with colour or any other suitable presentation drawing for the project in suitable media & techniques.

Chapter -10- BRIEF REPORT

- A brief report on the project on the points described above (Chapter 1 to 9) including the Aims, Objectives, Methodology, proposals not more than 20 (1.5 Line spacing, Font size 12) pages. for Practical ESE,TA .

(Note : Theory ESE, The report Should be @ 600 words)

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Lecturer Method
- Market visit
- Expert Lecture
- Demonstration

JP) SUGGESTED LEARNING RESOURCES

(a) Reference Books :

Sl.No.	Title	Author, Publisher, Edition & Year
1	Interior Design Principles and Practice	M. Pratap Rao, Standard Publishers Distributors, 1705-B, Nai Sarak, Delhi-110006, 2001
2	An Introduction To Art, Craft, Science Technique & Profession Of Interior Design Interior Design	Ahmed Abdullah Kasu, Iqaira Publ. Pvt. Ltd., Mumbai
3	Time saver standard for Interior design & space planning	Joseph De Chira, Jullius Panero, Martin Zelnik, McGraw Hill, Newyork, 1991
4	Ernst Neufert Architects' Data	Editor John Thackara, @1980 by Black well sciences ltd. Osney Mead Oxford OX2 OEL New International edition. 1986.

(b) Magzines (Same as Sub. Landscap Sem. VI)

© Others

- (i) Video Programs
- (ii) Learning Packages
- (iii) Computer Unit

Subject: Interior Design –IV Lab

PRACTICAL CODE: 235623 (35)

HOURS: 80

LIST OF PRACTICAL / TUTORIALS:

- Interior scheme for interior *with plans, elevations, ceiling plan, sections, furniture detail & other required working.
- Complete Interior project furnishing with fittings, accessories, lighting, Ventilation, Climate control.
- Perspective with colour or any other suitable presentation drawing for the project.
- A brief report on the project on the points described above (Chapter 1 to 9) including the Aims, Objectives, Methodology, proposals not more than 20 pages.

*(Living units like Living room, Drawing room, Dinning room, living cum dinning room, Drawing cum living room, Drawing cum dinning room, Kitchen, Kitchen cum dinning, Bedroom, Master's bed room, Children's bed room, guest room, Toilet, Lounge, Commercial like restaurant, Fast food centre, Ice cream Parlour, Beauty Parlour, STD-PCO canter, Hospital, Clinic, Cyber café, Office, Shop, Class room, Computer centre, Religious building, Library, Museum, Theatre, Auditorium, Bowling alley or any contemporary interior project.)

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

- A) SEMESTER : VI
 B) SUBJECT TITLE : LANDSCAPE
 C) CODE : 235614 (35)
 D) BRANCH / DISCIPLINE : INTERIOR DECORATION & DESIGN
 E) RATIONALE :

Landscape plays an important role in enhancing the aesthetic value of interior space. At the same time psychologically plants give mental peace. The objective of introducing this subject is to equip the students with the knowledge of qualities and functions of plants and incorporating it in designing interior & exterior spaces.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods / Week (In Hours) (Teaching Scheme)			Scheme of Examination					Credit L+(T+P)/2	
	L	T	P	Theory			Practical			Total Marks
				ESE	CT	TA	ESE	TA		
235614 (35)	3	1	-	100	20	20	-	-	140	4

L : Lecturer hours, T : Tutorial hours, P : Practical hours,
 ESE : End of Semester Exam., CT : Class test, TA : Teacher's Assessment.

G) DISTRIBUTION OF MARKS AND HOURS:

Sl.No.	Chapter No.	Chapter Name	Hours	Marks
1	1	INTRODUCTION TO LAND SCAPE	5	10
2	2	WATER IN LANDSCAPE	5	10
3	3	PLANTS	5	10
4	4	AESTHETIC COMPONENTS OF LANDSCAPE DESIGN	7	10
5	5	PHYSICAL COMPONENT OF LANDSCAPE DESIGN	7	10
6	6	DEVELOPMENT OF GARDEN IN HISTORY-I	7	10
7	7	DEVELOPMENT OF GARDEN IN HISTORY-II	7	10
8	8	DEVELOPMENT OF GARDEN IN HISTORY-III	7	10
9	9	PAVEMENTS	7	10
10	10	GARDEN FURNITURE	7	10
		Total	64	100

H) DETAILED CONTENTS:

Chapter -1- INTRODUCTION TO LANDSCAPE

- Definition of landscape, its scope and importance.

- Importance of interior landscape.

Chapter-2: WATER IN LANDSCAPE

- Role of water in landscape design, its functional and aesthetical consideration in landscape design.

Chapter -3- PLANTS

- Functional qualities of Plants
- Role of light in landscape design.

Chapter -4- AESTHETIC COMPONENTS OF LANDSCAPE DESIGN

- Elements of design: Space, Mass, Line, Colour, Light & Shade, Texture, Time, Climate & season.
- Principles of design: Unity, Variety, Rhythm, Balance, Scale, and Proportion.

Chapter -5- PHYSICAL COMPONENT OF LANDSCAPE DESIGN

- Natural : Earth, Rock, Water, Plants,
- Structural: Earth related structure, Enclosure structure, Shelter structure, Engineering structure.

Chapter -6- DEVELOPMENT OF GARDEN IN HISTORY-I

- Western (i) Egyptian (ii) Assyrian (iii) Greek (iv) Roman

Chapter -7- DEVELOPMENT OF GARDEN IN HISTORY-II.

- Mugal Garden with example
- English Garden.

Chapter -8- DEVELOPMENT OF GARDEN IN HISTORY-III.

- Non Western (i) Chinese (ii) Japanese.

Chapter -9- PAVEMENTS

- Different types of pavements.
- Different materials used for pavements.

Chapter -10- GARDEN FURNITURE

- Different types of garden furniture with sketches.

I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Lecturer Method
- Lecturer with media OHP, LCD
- Expert Lecture
- Site visit : Student should have a brief knowledge of garden design. At the same time students should be aware of different varieties of seasonal plants. They should have knowledge about their flowering season, colour and other properties

J) SUGGESTED LEARNING RESOURCES

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Landscape Architecture	John Orms bee Simonds
2	Planting design	Brain Hackett
3	Encyclopaedia Britannica	

(b) Magazines

S. no	Name of Magazine / Journals	Period	Publisher	Rate @ Rs.
1	Inside-Outside	Monthly	Business India Group Production Cell 12 th Floor, Nirmal, Nariman Point, Mumbai -400021	50/ copy 400/year
2	Architecture + Design	Bio-monthly	Media Transasia India Ltd. K-35, Green Park, New Delhi-110016	125/copy y
3	Indian Design & Interiors	Do	Do	50/copy 270/year
4	Archi- e- funda	3/year	Saraswatham, 24/234/19, Krishna Green Garden, Kottapuram Road, Poonkunnam Thrissur -680002	300/year
5	House layout	Bio-monthly	Quorum Publishing Pvt. Ltd. B-103, Sussex Industrial Estate, Dadoji Kondeo Cross Marg, Byculla, Mumbai-400027	50/Copy
6	Journal of Indian Institute of Architects	Monthly	Indian Institute of Architects Prospect Chambers Annexe 5 th floor, Dr. D.N. Road, Mumbai 400001	40/Copy
7	Architecture Time, Space & People	Monthly	Council of Architecture India habitat Centre Core 6-A, 1 st Floor, Lodhi road, New Delhi 110003	30/ Copy
8	Architecture Chhattisgarh	Bio monthly	Indian Institute of Architects Chhattisgarh Chapter, Matruchhaya, Rajbhawan Chauk, Civil Line, Raipur (C.G.)	300/year
9	Society Interiors	Fortnightly		
10	The world of Interiors	Monthly		
11	Better homes & Garden	Monthly		
12	House & Garden	Monthly		

© Others

- Video Programs
- Learning Packages

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

A) SEMESTER	:	VI
B) SUBJECT TITLE	:	COMPUTER APPLICATION-III
C) CODE	:	235621 (22)
D) BRANCH / DISCIPLINE	:	INTERIOR DECORATION & DESIGN
E) RATIONALE	:	

In the present day computer is becoming essential tool in architecture and interior design for data management presentation & documentation. This subject intends to develop the basic knowledge & skill of ms office, ms excel & PowerPoint to enable them to present their design, estimate etc.

J) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods / Week (In Hours) (Teaching Scheme)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
235621 (22)	2	1	3	-	-	-	50	40	90	4

L : Lecturer hours, T : Tutorial hours, P : Practical hours,
ESE : End of Semester Exam., CT : Class test, TA : Teacher's Assessment.

G) DISTRIBUTION OF HOURS:

Sl No.	Chapter No.	Chapter Name	Hours
1	1	WORKING WITH WINDOWS OS	4
2	2	COMPUTER HARDWARE	4
3	3	MS OFFICE-(MS WORD)- I	6
4	4	MS OFFICE-(MS WORD)- II	4
5	5	MS OFFICE-(MS EXCEL)- I	6
6	6	MS OFFICE-(MS EXCEL)- II	4
7	7	MS OFFICE-(MS EXCEL)- III	4
8	8	MS OFFICE-(MS POWER POINT)- I	5
9	9	MS OFFICE-(MS POWER POINT)- II	4
10	10	INTERNET	7
TOTAL			48

H) DETAILED COURSE CONTENTS:

Chapter-1- WORKING WITH WINDOWS OS

- Working with desktop
- Creating folder, creating shortcuts, creating text files

- Finding the files, renaming and deleting the file or folder
- Working with recycle bin, getting help, setting desktop wallpaper
- Setting screen saver, shutting down,

Chapter-2-COMPUTER HARDWARE

- Hardware
- Memory implementation
- PC configuration
- The session in brief

Chapter-3-MS OFFICE-(MS WORD)- I

- Introduction
- Creating a document, editing a document
- Formatting text and paragraphs, section break & page break
- Header & footers, language tools
- Cutting, copying and pasting text
- Modifying font, aligning text
- Indenting paragraphs and modifying line spacing
- Setting and modifying tabs
- Inserting numbers and bullets in the word document
- Inserting header & footer to the document
- Creating page break, using autocorrect, setting auto text
- Spelling and grammar tool, find text closing document

Chapter-4- MS OFFICE-(MS WORD)- II

- Viewing document windows
- Working with columns
- Saving and protecting the document
- Printing documents, creating a table, creating main document
- An exercise

Chapter-5- MS OFFICE-(MS EXCEL)- I (SPREADSHEET BASICS)

- Getting started with ms excel
- Creating workbook and worksheets
- Entering text, entering numbers, formatting the text
- Selecting multiple cells
- Writing simple formula, writing complex formula
- Copying formulae in rest of the cells
- How to edit formulae
- Applying formatting features to numbers
- Saving the worksheet
- Formatting the text
- Changing the column width, changing row height
- Inserting and deleting rows, inserting and deleting columns
- Moving and copying cell contents
- Transferring data between worksheets
- Transferring data between workbooks

- Checking spelling mistakes, printing the worksheet

Chapter-6- MS OFFICE-(MS EXCEL)- II (MANAGING DATA)

- Creating a worksheet on “ quarterly sales figure”
- Relative references, absolute references
- Creating a range, using excel function
- Saving the worksheet
- Using common statistical functions
- Previewing the worksheet
- Sorting data, filtering data, data forms

Chapter-7- MS OFFICE-(MS EXCEL)- III

- Introduction to chart, creating chart, using a chart wizard
- Editing and formatting charts, to print the graph
- To add data series, deleting data series, formatting the charts
- Using the chart dialog box
- Inserting and formatting the title in the chart
- Previewing the worksheet, saving the worksheet
- Working with auto format, using auto formats
- Creating styles, conditional formatting
- Using cell references in conditions, using formulae in conditions
- Custom formats, preview the worksheet, save workbook

Chapter-8-MS OFFICE-(MS POWER POINT)- I

- Starting PowerPoint,
- Creating presentation using blank presentation
- Creating presentation using auto content wizard
- Using design templates, different view of slides, viewing slid master

Chapter-9-MS OFFICE-(MS POWER POINT)- II

- Making handouts
- Printing slides
- Setting the slide timings, drawing on slides
- Customising a presentation
- Working with graphs, insert objects and graphics
- Adding transition to the slide, adding slid animation
- Modify slid background colour and fill pattern
- Saving presentation

Chapter-10-INTERNET

- Introduction to the internet
- Application area of internet
- The world wide web
- File transfer protocol
- Email- the internet as a postman, connecting the pieces together
- Requirements of an internet connection
- Opening the web page wizard,

- Giving title and saving location of the web page
- Selecting the navigation type, adding pages, organizing the links
- Applying themes, end of web pages wizard
- Sending e-mail messages using word
- Sending e-mails
- Publishing excel documents on the web
- Creating online presentations with power point.

(I) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Lecture Method
- Expert Lecture
- Demonstration
 - (i) Demonstration of work of Expert
 - (ii) Demonstration of various projects on MS Word, MS Excel, MS Power Point and Internet
 - (iii) Demonstration of MS PowerPoint Presentation with the help of LCD projector.

J) SUGGESTED LEARNING RESOURCES.

(a)Reference Books:

Sl No.	Title	Author, Publisher, Edition & Year
1.	A to Z office	Hemant Goyal, Ravi Pocket book-2005.
2.	A to Z Microsoft word 2002	Hemant Goyal, Ravi Pocket Book-2005
3.	A to Z Microsoft Excel 2002	Hemant Goyal , Ravi Pocket Book-2005
4.	Rajat internet course with networking	j. Surnjana, j. Vasu, Rajat Publication-2005
5.	Learning to use internet	Ackermann, Bpb Publications, New Delhi-2
6.	Mastering MS Office XP- Premium edition	Courter, Bpb Publications, New Delhi-2
7.	Mastering MS Office 2003	Courter, Bpb Publications, New Delhi-2

(b) Others

- i. LCD projector
- ii. OHP transparencies
- iii. Computer aided instructional package
- iv. Video/ audio teaching
- v. Complete computer unit

LIST OF PRACTICALS / TUTORIALS:

- Practice on computer for word processing
- Preparation of minimum two documents i.e., letters, passage etc. In ms word and practice to take printout.
- Copy of a file from hard disk to floppy disk, compact disk, pen drive
- Preparations of estimate using ms excel.
- Preparation of various worksheets with ms excel
- Using search engines
- Using e-mail account, sending e-mail with attachments
- One work on power point

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL
UNIVERSITY, BHILAI**

- A) **SEMESTER** : VI
 B) **SUBJECT TITLE** : PRESENTATION TECHNIQUES LAB
 C) **CODE** : 235624 (35)
 D) **BRANCH / DISCIPLINE** : INTERIOR DECORATION & DESIGN
 E) **RATIONALE** :

A designer can express his/her ideas in a better way by appropriate presentation skills. This subject intends to equip the students in better visualisation and transforming her imagination on to the paper. Presentation can be done by various means like black and white presentation by pen, pencil, and colour presentation by the use of different colours, by making slides etc.

F) TEACHING AND EXAMINATION SCHEME:

Course Code	Periods / Week (In Hours) (Teaching Scheme)			Scheme of Examination						Credit L+(T+P)/2
	L	T	P	Theory			Practical		Total Marks	
				ESE	CT	TA	ESE	TA		
235624 (35)	-	-	3	-	-	-	50	40	90	2

L : Lecture hours, T : Tutorial hours, P : Practical hours,
 ESE : End of Semester Exam., CT : Class test, TA : Teacher's Assessment.

G) DISTRIBUTION OF HOURS:

Sl.No.	Chapter No.	Chapter Name	Hours
1	1	STUDY OF PRESENTATION BY MEANS OF VARIOUS RENDERING TECHNIQUES	8
2	2	PRESENTATION OF 2D DRAWING	10
3	3	PRESENTATION OF TEXTURES AND COMPOSITION	10
4	4	PRESENTATION OF A 3D DRAWING	10
5	5	PREPARATION OF SLIDES	10
		TOTAL	48

H) DETAILED COURSE CONTENTS:

Chapter -1- STUDY OF PRESENTATION BY MEANS OF VARIOUS RENDERING TECHNIQUES

Study of presentation by means of various rendering techniques such as:

- Pencil (black and white presentation)
- Pen and ink
- Colour pencil
- Water colour

- Photo/Fuji colour

Chapter-2: PRESENTATION OF 2D DRAWING

- Presentation of 2D drawing (plan, elevation, views) with the help of above rendering techniques.

Chapter -3- PRESENTATION OF TEXTURES AND COMPOSITION

- Presentation of textures and composition with the help of drawings

Chapter -4- PRESENTATION OF A 3D DRAWING

- Visualisation of 3 dimensions and appropriate presentation of the same through presentation techniques

Chapter -5- PREPARATION OF SLIDES

- Presentation of sheets/slides on current design problem/landscape problem/historical building, monuments etc. through sheets/slides through proper medium

D) SUGGESTED INSTRUCTIONAL STRATEGIES:

- Lecturer Method
- Demonstration
 - Preparation of slides by students
 - Preparation of drawings in AutoCAD (if instructed)

H) SUGGESTED LEARNING RESOURCES

(a) Reference Books:

Sl.No.	Title	Author, Publisher, Edition & Year
1	Rendering with pen and ink	Robert W.Gill, Thames and Hudson ltd, London.1984
2	Commercial Interior perspective	Graphics-sha publishing co, ltd, Tokyo, Japan.
3	Step by step, art school, still life	Jack Buchan and Jonathan backer ,Hymlyn, London
4	An Introduction To Art, Craft, Science Technique & Profession Of Interior Design Interior Design	Ahmed Abdullah Kasu, Iqaira Publ. Pvt. Ltd., Mumbai.
5	A text book of Perspective & Sciography	Shankar Mulik, Allied Publishers ltd,15, JN Hardia road, Ballard estate, Mumbai.-400038

(b) Others

- Learning Packages
- Computer Unit
- Video Teaching

LIST OF PRACTICAL / TUTORIALS:

1.Design a small landscape area. Drawing should be submitted in the form of

- Concept(s)
- Plan(s)
- Section(s)
- Details: Showing different kinds of paving materials used, use of proper hard & soft elements
- Views
- Brief description of plants used in the design of landscape area

2.Presentation Drawings of Design-IV