# CERTIFICATE COURSE
in
# BASIC PHOTOGRAPHY

Course conducted by
College of Commerce, Arts and Science,
Patna.
with
Digital Graphics

# Objective

The objective of the Certificate course in Basic Photography is to develop and nurture the basic understanding of Photography among the students. This course will provide an in depth understanding of the various factors that can affect the quality of images and also about the challenges that are likely to come up while clicking the most impressive pictures. Students will be exposed to different kinds of photography practices such as Photojournalism, Product, Sports, Wedding, Industrial, Documentary and Mobile photography.

## Mentor

**Mr. Suman Mukherjee,**

Professional Photographer
M.A (History), Dip. in Photography
RKV, University of Calcutta,
Life Member- FIP,
Owner- Digital Graphic

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# Course Structure

| Sl. No | Course Content | Duration |
|---|---|---|
| 1. | **Introduction to Image Making-** Stops, Film Speed, Shutter Speed, Aperture, Av & Tv Together, Lighting, Camera Shooting Modes, Composition, Lenses, Depth of Field, The Rule of Thirds, Framing, Fill the Frame, Landscapes. | 4 hours |
| 2. | **Basics of Digital Photography-** Introduction, Understanding the terminology used for the digital camera, Acquiring basic knowledge of taking a picture with the digital camera, using different methods in accordance with various situations, Basic knowledge of taking a picture with digital cameras, Terminology used for digital cameras, Equipment you will need, Prerequisite Knowledge or skills | 8 hours |
| 3. | **Basic Lighting and Flash techniques-** Styles of Lighting, Broad Lighting, Short Lighting, Narrow lighting, Butterfly Lighting, Rembrandt Lighting, Three-point lighting, Key light, Tungsten lights, What is Light, Light Examples | 4 hours |
| 4. | **Writing for Photography-** Photography, History, Macro-photography is the form of photography, How to take good photographs, Review of important settings, Taking photos at night, Taking close-up photos. | 4 hours |
| 5. | **Studio Portraiture-** Portraiture, Lesson Objectives, Introduction Discussion, Image Based Discussion, Activities/Projects, The Editing Stage, The Outsourcing Stage, The Capturing Stage | 4 hours |
| 6. | **Commercial Photography-** Making Great Pictures, Special Photographs, Seeing Well, Behind the Lens, Camera Equipment—What You Need, Basic Camera Controls, Lenses and Focal Length, Behind the Lens, Special-Purpose Lenses, Shutter Speeds, Panned-Action Images. **( Practical Session will be done as per requirement)** | 8 hours |

# Learning Outcomes

Upon successful completion of the program, students will be able to:

Create artistic photo with their acquired knowledge.

Knowledge of Composition, Light sense, quality enhancement will be grown within them.

Select and use photographic equipment and technologies appropriate to the task.

Demonstrate effective use of written, verbal, and non-verbal communication, employing relevant knowledge, skills, and judgment in a business setting.

Work as a professional photographer in different event, companies, organizations etc.

Use and adapt to a variety of computer software and hardware for both photographic and business purposes.

# For Admission

Call - 8372098447 or E-mail - ayanmukherjee88@gmail.com

# Classes Details

**Practical Classes with mobile camera**

Classes of these courses shall be on weekend days.

Timing : 08.00 AM to 10.00 AM

# Course Co-ordinator

Dr. Ayan Mukherjee
Assistant Professor, Dept. of Physics,
College of Commerce, Arts and Science, Patna.

Ayan Mukherjee
Dr. Ayan Mukherjee
Assistant Professor
Department of Physics
College of Commerce, Arts & Science, Patna

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# IQAC of College of Commerce, Arts and Science, Patna

## *Organizes German Language Programme (Online Mode)*

*Timing- 09:00 AM to 10:00 AM*

*Register yourself with the given link:*
*https://www.cocaspatna.ac.in/*

**Contact Person:**
Dr. Akanksha Priya
Assistant Professor
Department of Botany
COCAS, Patna

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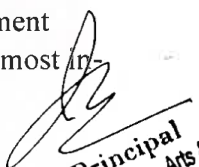# Learn German Language for Beginners

## TRAINING OVERVIEW

- German language Training (Online mode) gives you the opportunity to sharpen your language skills. The focus is on widening and consolidating vocabulary as well as developing and practicing listening and reading skills. Writing skills are practiced using fill-in-the-blanks exercises. Speaking skills are not a focus of this training.
- German Training Online is divided into chapters, which tackles different everyday situations and current topics. The necessary grammatical knowledge and relevant vocabulary is provided in each chapter.
- Should you encounter any difficulties or have questions, helpful answers can be found in clear, understandable info boxes.
- Important overviews of different topics are available as printable downloads as a useful supplement for your personal files.
- You learn and are able to practice your language skills using many different types of exercises; for example, using pictures, audios and videos as well as reading and fill-in-the-blanks texts. Access with Abundant Tools and Techniques, video content, assessments, and more. The general format and exercises are based on those used in the Goethe-Institute exams. However, if you are preparing for a particular exam, we recommend you to enroll yourself in one of our specific exam preparation courses.

## LEARNING BENEFITS:

1. Initiate Conversation about Present, future, and past events
2. Explain Habitual action and talk about the memories
3. Describe Feelings and express present and future wishes
4. Learn the basics of Sentence and Word building
5. Express Opinion and argue with people
6. Talk and describe Past events and express Doubts & Probability
7. Make Hypothesis about the past events and explain them
8. Learn extensively about the Advanced German Language Grammar

## CAREER BENEFITS:

1. Exposure to Millions of Jobs Globally in the Arena of German Language Course
2. Be Highly Paid as a Freelancer or as a full-time Professional after the Successful completion of German Language Training Course
3. Improve your CV & LinkedIn Profile with Technical & Professional development
4. Distinguish your Profile from peers and get Promoted in Current Profile with most in-demand Skills

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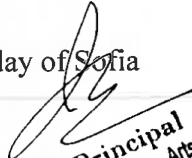College of Commerce, Arts & Science
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5. Distinguish your profile with the Course Completion Certification of German Language Training Course
6. Better Job Security with exceptional growth opportunities
7. Improve your employment chances in Germany, Switzerland, Austria, and EU Countries
8. Get hired as a Translator for an Indian Government Organization, MNCs, NGOs

# GERMAN A1 COURSE CONTENT

| Sl. no | Chapter Name | Topics Covered |
|---|---|---|
| 1 | Guten Tag! (Good Day, Good Afternoon) | • Learning Alphabets and Numbers: One to Ten<br>• W-Questions and Self-Introduction<br>• Learning Personal Pronouns and auxiliary verbs<br>• Talking about Countries and other languages<br>• Learning a few verbs like: Come, speak, etc.<br>• Greetings and say bye<br>• Learning German language words and same words in other languages<br>• Learn verb Conjugation |
| 2 | Freunde, Kollegen und ich (Friends, Colleagues and Me) | • Talking About Hobbies<br>• Verb Conjugation like auxiliary verbs, regular and irregular verbs<br>• Learning articles<br>• Yes or No questions<br>• Understand plural article<br>• Learning Number from 20<br>• Talking about Work and Professions<br>• Learning Days and Months<br>• Learning personal information<br>• Creating Simple sentence like: What do you like, I like dance, I like singing, etc. |
| 3 | In der Stadt (In the City) | • Imperative sentences with "you"<br>• Irregular Verbs<br>• Definite and Indefinite article with gender<br>• Talking about Places and building names in Germany<br>• Listening audio<br>• discussion with the taxi driver |

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| | | • Asking simple questions using what, that etc.<br>• Explaining the way to an unknown person<br>• Talking about Events<br>• Learning Articles Rules |
| 4 | Guten Appetit! (Enjoy the Meal) | • Verb Conjugation with Irregular and Modal Verbs<br>• Verb Position in Sentence<br>• Accusative Articles<br>• Accusative Verbs<br>• Talking about food and eating<br>• The vocabulary of food, vegetables, drinks, etc.<br>• Listening Audio<br>• Discussion about breakfast, lunch, and dinner<br>• send the invitation to a party<br>• Purchasing things in the supermarket<br>• Talking about food places and profession |
| 5 | Tag für Tag (Day for day) | • Learning Time-related Prepositions<br>• Learning Possessive Articles like Mine, your, his, etc.<br>• Learning Modal verb conjugation with Personal Pronoun<br>• Modal verb position in sentence<br>• Talking about time and time-related conversation<br>• Small conversation day-to-day routine<br>• Listening audio<br>• Sending Mail using modal verbs<br>• Talking about the web page and discussing photos<br>• Listening to audio about appointments with doctor<br>• Listening to audio and discussing talking about family day-to-day routine |
| 6 | Zeit mit Freunden (Time with Friends) | • Learning Separable Verbs<br>• Learning past tense with be and have verbs<br>• Personal Pronouns in Accusative<br>• Accusative Propositions<br>• Talking about the ordinal numbers "on" and "When" like First, Second, etc..<br>• Birthday celebration<br>• Discussing on surprising birthday of Sofia |

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| | | • Discussing in the hotel<br>• Free time program in Germany |
| 7 | Kontakte (Contact) | • Learning Dative Prepositions<br>• Short form of articles<br>• Possessive article in Accusative<br>• Brief Discussion on finding an office with an audio<br>• Discussion on the first day in the office with audio<br>• Studying a letter format<br>• Discussion about Social media in Germany<br>• Self-introduction in the workshop and talking about another thing |
| 8 | Meine Wohnung (My Apartment) | • Learning adjectives with "be" verbs and "very/too"<br>• Changing prepositions with accusative and Dative<br>• Learning colors vocabulary<br>• Talking about apartment and vocabulary<br>• Searching apartments and collecting information about apartments from other sources<br>• Talking about the new apartment with audio<br>• Kind of building name and discuss |
| 9 | Alles Arbeit? (All is Work?) | • Learning Past Perfect tense with auxiliary verbs<br>• Learning Partizip II with regular and irregular verbs<br>• Learning connecting words and sentences with and, but, and or<br>• Talking and explaining about work<br>• Searching jobs through various media like advertisement, paper, etc.<br>• A telephone conversation through audio<br>• Talking about jobs around the place |
| 10 | Kleidung und Mode (Cloths and Fashion) | • Learning Interrogative article and creating sentences with word "Which"<br>• Understanding Demonstrative article with "this" word<br>• Learning Dative verbs<br>• Learning Personal pronouns with Dative case |

| | | |
|---|---|---|
| | | • Partizip II with Separable and non-separable verbs<br>• Talking about clothes and fashion<br>• A conversation about purchasing clothes in various "Cloth sales centers"<br>• Conversation on cloth exchanging<br>• Learning cloth-related vocabulary<br>• Discussing some popular and old shopping centres in Germany |
| 11 | Gesund und munter (Healthy and Cheerful) | • Imperative Sentences with "You"<br>• Learning modal verbs like Must and should<br>• Talking about health and healthy food<br>• Talking about fitness<br>• Learning vocabularies of the body<br>• Discussing sports exercises and sport related words<br>• Talking about the accident and listening to the audio<br>• Conversation with doctor<br>• Discussing about Home Remedies<br>• Understand health-related professions, tips, etc. |
| 12 | Ab in den Urlaub! (In the Vacation) | • Learning Pronouns with "one"<br>• Learning W-Questions<br>• Learning time adverbs like: first, then, later etc.<br>• Talking about vacation and vacation-related vocabulary<br>• Discussion about city travel<br>• Conversation in Hotel room<br>• Complaining in Hotel |

**Terms and conditions of certification**

All those candidates who have 90% attendance will be allowed to appear for the final written examination of the course. Certificate of completion will be awarded to only those students who fulfill the above said attendance criteria along with their performance in the written examination.

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# Certificate Course in Web Design

## About the course:

The course is designed to give some idea to beginner and intermediate students about basic web designing. This comprehensive, easy-to-understand course will teach learners the fundamentals of web develop and techniques. This course will provide full understanding of key concepts that are commonly used in web pages, including the meaning of inheritance, cascade, pseudo classes elements and selectors. The course then guides you through the use of font, background styles and style sheets.

## Duration: 32 hours

## Highlights of the Course:

- ❖ Industry centric curriculum with job-oriented training.
- ❖ Hands on practical training with latest software
- ❖ Experienced Faculty

## Course Coordinator:

**Anita Sagar**
Assistant Professor
Department of Physics
College of Commerce, Arts & Science
A Constituent Unit of Pataliputra University, Patna

*Objectives –*
The student will be able to
1. Define the principle of Web page design
2. Define the basics in web design
3. Visualize the basic concept of HTML.
4. Recognize the elements of HTML.
5. Introduce basics concept of CSS.
6. Develop the concept of web publishing

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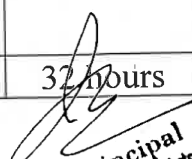College of Commerce, Arts & Science
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**Course outcomes:**

Upon completion students will be able to:

1. Select and apply markup languages for processing, identifying, and presenting of information in web pages.
2. Use scripting languages and web services to transfer data and add interactive components to web pages.
3. Create and manipulate web media objects using editing software

**Course Content:**

| Module | Course Content | Duration |
|--------|----------------|----------|
| 1. | **Web Design Principles**<br>1.1 Basic principles involved in developing a web site 1.2 Planning process 1.3 Five Golden rules of web designing 1.4 Designing navigation bar 1.5 Page design 1.6 Home Page Layout 1.7 Design Concept. | 3 hours |
| 2. | **Basics in Web Design**<br>2.1 Brief History of Internet 2.2 What is World Wide Web 2.3 Why create a web site 2.4 Web Standards 2.5 Audience requirement. | 7 hours |
| 3. | **Introduction to HTML**<br>3.1 What is HTML 3.2 HTML Documents 3.3 Basic structure of an HTML document 3.4 Creating an HTML document 3.5 Mark up Tags 3.6 Heading-Paragraphs 3.7 Line Breaks 3.8 HTML Tags. | 9 hours |
| 4. | **Elements of HTML**<br>4.1 Introduction to elements of HTML 4.2 Working with Text 4.3 Working with Lists, Tables and Frames 4.4 Working with Hyperlinks, Images and Multimedia 4.5 Working with Forms and controls. | 6 hours |
| 5. | **Introduction to Cascading Style Sheets**<br>5.1 Concept of CSS 5.2 Creating Style Sheet 5.3 CSS Properties 5.4 CSS Styling(Background, Text Format, Controlling Fonts) 5.5 Working with block elements and objects 5.6 Working with Lists and Tables 5.7 CSS Id and Class 5.8 Box Model(Introduction, Border properties, Padding Properties, Margin properties) 5.9 CSS Advanced(Grouping, Dimension, Display, Positioning, Floating, Align,Pseudo class, Navigation Bar, Image Sprites, Attribute sector) 5.10 CSS Color 5.11 Creating page Layout and Site Designs. | 5 hours |
| 6. | **Introduction to Web Publishing or Hosting**<br>6.1 Creating the Web Site 6.2 Saving the site 6.3 Working on the web site 6.4 Creating web site structure 6.5 Creating Titles for web pages 6.6 Themes-Publishing web sites. | 2 hours |
| | **Total Duration** | 32 hours |

**Class Mode:** Classes shall be offered both through offline and online modes. 3 classes per week of around 1 hour to 1.5 hours per class shall be conducted on weekly basis. Weekend class schedules or after-regular college hours class schedules may also be offered for the convenience of students already pursuing degree courses subject to availability of batches.

**Probable timing July 2020.**

**(Time will be decided by the co-ordinator).**

Students are requested to contact Department of Physics, COCAS, Patna for the details of the admission procedure.

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