

**BOARD OF STUDIES**  
**Journalism and Mass Communication**  
**Kumaun University, Nainital**  
**(11.06.2025)**

**SYLLABUS APPROVED**  
**Skill Enhancement Courses**

**List of SEC Papers:**

- Semester I (SEC): Fundamentals of Computers (Practical)  
Semester II (SEC): Photo Editing (Practical)  
Semester III (SEC): Newspaper Designing (Practical)  
Semester IV(SEC): Video Editing (Practical)

**Semester-I**

**Undergraduate Certificate in Journalism & Mass Communication**

**SKILL ENHANCEMENT COURSE (SEC)- Fundamentals of Computers (Practical)**

**No. of Hours-30**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Prerequisite of the course(if any)
		Lecture	Tutorial	Practical		
SEC: Fundamentals of Computers (Practical)	2	0	0	2	Passed Class XII	Nil

**UNDERGRADUATE CERTIFICATE IN JOURNALISM & MASS COMMUNICATION**

<b>Programme: Undergraduate Certificate in Journalism &amp; Mass Communication</b>		<b>Year: I</b>	<b>Semester: I Paper: SEC</b>
<b>Subject: Journalism &amp; Mass Communication</b>			
<b>Course: SEC</b>	<b>Fundamentals of Computers (Practical)</b>		
<b>Course Outcomes:</b> After completion of this course, the student will be able to : <ul style="list-style-type: none"> <li>• Understand an operating system and its working, and solve common problems related to operating systems.</li> <li>• Learn basic word processing, Spreadsheet and Presentation Graphics Software skills</li> </ul>			
<b>Credits: 2</b>		<b>Skill Enhancement Course</b>	
<b>Max. Marks: As per Univ. rules</b>		<b>Min. Passing Marks: As per Univ. rules</b>	
<b>Unit</b>	<b>Topic</b>	<b>No. of Hours</b>	
<b>Unit I</b>	<b>Introduction to Computer</b> <ul style="list-style-type: none"> <li>• Classification of computer</li> <li>• Hardware and Software</li> <li>• Relationship between Hardware and Software</li> <li>• Categorization of Software</li> <li>• <b>Components of Computer-</b> Input &amp; Output Devices, Storage Devices, Processing Device</li> </ul>	6	
<b>Unit II</b>	<b>Operating System</b> <ul style="list-style-type: none"> <li>• Introduction to Operating System</li> <li>• Difference between Single user &amp; Multi User Operating System</li> <li>• Brief Introduction of DOS and Windows</li> <li>• Difference between GUI and CUI</li> <li>• Function of Control Panel</li> <li>• Finding Files and Folders</li> </ul>	8	
<b>Unit III</b>	<b>Introduction to M.S. Excel and M.S. Power Point</b> <ul style="list-style-type: none"> <li>• An overview of M.S. Excel and M.S. Power Point</li> <li>• Creating Charts, Graphs Formatting and Sorting</li> <li>• Tools and Menus of MS Excel and Power Point</li> <li>• Designing and Effective presentation</li> <li>• Using of Animation in Power Point</li> </ul>	8	
<b>Unit IV</b>	<b>Internet</b> <ul style="list-style-type: none"> <li>• Search Engine</li> <li>• Web pages</li> <li>• Websites</li> <li>• Web portal</li> </ul>	8	

**Recommended Readings:**

- Singh, RavindraPratap 2001: Doorsanchar, Drashya, Paidrashya, Allahabad, Achariya Publication (1st edt.)

- Gupta, Om, Jasra, Ajay S. 2002; Information Technology in Journalism, N. Delhi, Kanishka Publication (1st ed.)
- Harimohan 2002: Suchna Prodyogiki Aur Jan Madhyam, New Delhi, Taxsilaprakashan (1st ed.)
- Sharma, GK, Sharma, Hemant 2002, Suchna Prodyogiki New Delhi, Atlantic Pub. (1st ed.)
- Bansal, S.K. 2004: Information Technology, New Delhi, APH Publication
- Harimohan 2004: Sochna Kranti aur Vishva Bhasha Hindi, Delhi, Taxsilaprakashan
- Kumar, Suresh 2004: Internet Patrakarita, New Delhi, Taxsilaprakashan (1st ed)
- Ozha, DD/Satya Prakash 2007: Doorsanchar Evam Praudyogiki, Delhi, Gyan Ganga Publication
- Sinha, P.K. 2009: Computer Fundamentals, New Delhi, BPB Publications
- Rajaraman, V., & Adabala, N. (2014). Fundamentals of computers. PHI Learning Pvt. Ltd..
- Sinha, P. K., & Sinha, P. (2010). Computer fundamentals. BPB publications.
- Tannenbaum, L. (2019). Computer Applications and Networks. TMH.

**Suggested Continuous Evaluation Methods:** Seminar/ Presentation on any topic related to syllabus, Examination/Practical/ Internal/External Test with MCQs/Written Assignments /, attendance and participation in the class.

## Semester-II

### Undergraduate Certificate in Journalism & Mass Communication

#### SKILL ENHANCEMENT COURSE (SEC)- Photo Editing (Practical)

No. of Hours-30

#### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Prerequisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
SEC:  Photo Editing (Practical)	2	0	0	2	Passed Class  XII	Nil

#### UNDERGRADUATE CERTIFICATE IN JOURNALISM & MASS COMMUNICATION

**Programme:** Undergraduate Certificate in Journalism & Mass Communication

**Year:** I

**Semester:** II  
**Paper:** SEC

<b>Subject: Journalism &amp; Mass Communication</b>		
<b>Course: SEC</b>	Photo Editing (Practical)	
<b>Course Outcomes:</b>		
<p>After studying this course Student will acquire knowledge and skills pertaining to-</p> <ul style="list-style-type: none"> <li>• Basic enhancement techniques to develop a photograph</li> <li>• Equalizing different parameters of a photograph</li> <li>• Compose a good frame by editing</li> <li>• Creating basic graphics</li> <li>• Creating collage</li> </ul>		
<b>Credits: 2</b>	<b>Skill Enhancement Course</b>	
<b>Max. Marks: As per Univ. rules</b>	<b>Min. Passing Marks: As per Univ. rules</b>	
<b>Unit</b>	<b>Topic</b>	<b>No. of Hours</b>
<b>Unit I</b>	Need and importance of Photo Editing Basic editing in MS word and Power Point.	5
<b>Unit II</b>	Photo Editing in professional software (Photoshop or any other similar application software) Different file formats, Automate Selection Tool, Sharpen and blur tool, Dodge and burn tool, Shape tool, Eye dropper Tool, Spot healing, Red eye, Patch, Eraser, Cropping, transform tools etc.	10
<b>Unit III</b>	Adjustments-Levels, Brightness, Contrast, Vibrancy, Hue and saturations etc. Different Filters-Liquefy, Artistic, Blur, Sharpen, Sketch, Texture etc. Multi-layer editing	8
<b>Unit IV</b>	Creative use of Typing Tool, Collage Making, Basic graphics etc.	7

**Recommended Readings:**

- Photoshop CS5: Mark Galer, Philip Andrews
- The Advanced Digital Photographer's Work Book: Wonne J Butler
- Photographic Composition, A Visual Guide: Richard D Zakia and David A Page

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Semester-III

Undergraduate Diploma in Journalism & Mass Communication

**SKILL ENHANCEMENT COURSE (SEC)- Newspaper Designing (Practical)**

No. of Hours-30

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Prerequisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
SEC:  Newspaper Designing (Practical)	2	0	0	2	Passed Undergraduate Certificate Course	Nil

**UNDERGRADUATE DIPLOMA IN JOURNALISM & MASS COMMUNICATION**

**Programme:** *Undergraduate Diploma in Journalism & Mass Communication*

**Year:** II

**Semester:** III  
**Paper:** SEC

**Subject:** Journalism & Mass Communication

**Course:** SEC

Newspaper Designing (Practical)

**Course Outcomes:**

After studying this course, the student will be able to get hand-on training about:

- Newspaper & Magazine layouts
- Adobe InDesign, Page Layout
- Professional Typesetting Techniques

**Credits:** 2

**Skill Enhancement Course**

**Max. Marks:** As per Univ. rules

**Min. Passing Marks:** As per Univ. rules

Unit	Topic	No. of Hours
<b>Unit I</b>	Introduction to Adobe InDesign, Page Layout Letter Creation, Setting preferences, The Control panel, Text frames, Basic text attributes, Basic keyboard.	6

<b>Unit II</b>	Large Type Letter, More text attributes, More Text Styling, Baseline shift, Small caps, The Line tool, Making proper fractions, Magazine Ad, Setting up a document bleed, Placing images,	8
<b>Unit III</b>	Professional Typesetting Techniques, Bulleted lists, Hanging bullets, Hyphenation, Discretionary hyphens, Special break characters, Drawing Bezier Curves, The Pen tool, Segments, anchor points, & curves, Multiple Column Ad with Text Wrap.	8
<b>Unit IV</b>	Multiple text columns, Drop caps, The baseline grid, Text wrap, Magazine Cover, Placing transparent art, Defining & using color, swatches, Type on a path. Shortcuts Combining text & images, White type on a black background	8

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#### Semester-IV

#### Undergraduate Diploma in Journalism & Mass Communication

#### SKILL ENHANCEMENT COURSE (SEC)- Video Editing (Practical)

No. of Hours-30

#### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Prerequisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
SEC: Video Editing (Practical)	2	0	0	2	Passed Undergraduate Certificate Course	Nil

#### UNDERGRADUATE DIPLOMA IN JOURNALISM & MASS COMMUNICATION

<b>UNDERGRADUATE DIPLOMA IN JOURNALISM &amp; MASS COMMUNICATION</b>		
<b>Programme: Undergraduate Diploma in Journalism &amp; Mass Communication</b>	<b>Year: II</b>	<b>Semester: IV</b>
		<b>Paper: SEC</b>

<b>Subject: Journalism &amp; Mass Communication</b>		
<b>Course: SEC</b>	Video Editing (Practical)	
<b>Course Outcomes:</b>		
<p>Student will acquire knowledge and skills-</p> <ul style="list-style-type: none"> <li>• About basic Non-Linear editing</li> <li>• Adding different Visual effects and transitions</li> <li>• To correct color and audio</li> <li>• To add basic graphics</li> <li>• To export edited video in desired format</li> </ul>		
<b>Credits: 2</b>	<b>Skill Enhancement Course</b>	
<b>Max. Marks: As per Univ. rules</b>	<b>Min. Passing Marks: As per Univ. rules</b>	
<b>Unit</b>	<b>Topic</b>	<b>No. of Hours</b>
<b>Unit I</b>	<b>Basics of Video Editing:</b> Need and importance of Video Editing, Basic understanding about Non-Linear Editing Different Formats and Aspect ratio/ Pixel Ratio	8
<b>Unit II</b>	<b>Working over a video editing software-I:</b> Adobe Premier / FCP or any other Professional Video editing software Basic Tools, Setting up a project Importing , Media Organizing Media	7
<b>Unit III</b>	<b>Working over a video editing software-II:</b> Mastering the essentials of Video editing, Using Transitions(Cut,Fadein- Fadeout, Dissolve,wipeetc) Working, with Clips and Markers, Adding Video effects, Mastering Advanced Editing Techniques Putting Clips in Motion	8
<b>Unit IV</b>	<b>Working over a video editing software-III:</b> Editing and Mixing Audio Improving, Audio Applying Color Correction and Grading Exploring Compositing Techniques Creating New Graphics, Exporting Project	7

**Recommended Readings:**

- Aaron Goold, The Video Editing Handbook
- Patrick McGrath and Robert M. Goodman, Editing Digital Video: The Complete Creative and Technical Guide
- Sonja Schenk, Premiere Pro for Filmmakers
- Adobe Premiere Pro Classroom in a Book
- Diana Weynand, Final Cut Pro X

- Iain Anderson, Final Cut Pro Efficient Editing: A Step-by-step Guide to Smart Video Editing with FCP 10.5

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