

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI**

| 1       | Name of Syllabus                       | <b>Certificate course in Electronics media and mass communications (413103)</b>   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
|---------|--|---|-------|-------|------------|-------------|--|---------|------------|-----------------|-------|-------|------------|-------------|---|----------|--|------|-------|-----|----|---|----------|-------------------|------|-------|-----|----|---|----------|---------------------|------|-------|-----|-----|--|--|--------------|--|--|-----|-----|
| 2       | Max. Nos of Student                    | 25 Students   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 3       | Duration                               | 6 Month   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 4       | Type                                   | Part Time   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 5       | Nos Of Days / Week                     | 6 days  |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 6       | Nos Of Hours /Days                     | 4 hrs.  |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 7       | Space Required                         | 1) Workshop = 200 sqfeet<br>2) Class Room = 200 sqfeet<br>TOTAL = 400 sqfeet  |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 8       | Entry Qualification                    | 10 <sup>th</sup> Passed   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 9       | Objective Of Syllabus/<br>introduction | After undergoing this course the participant will be able to:<br>1. Get familiarize with working of Newspapers and News Channel Organisations.<br>2. Get familiarize with News Reporting/Writing and Editing.<br>3. Operate Digital Still and Movie Cameras.<br>4. Down loading Captured image in PC.<br>5. Editing process in newspapers, T.V. and Radio Programmes.<br>6.Shoot & record Video Film using Portable Video Cameras   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 10      | Employment Opportunity                 | Self Employment / May get job in Establishment  |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 11      | Teacher's Qualification                | Diploma in Multimedia   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 12      | Training System                        | <b>Training System Per Week</b> <table border="1"><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 hrs</td><td>18hrs</td><td>24hrs</td></tr></table>   |       |       |            |             |  | Theory  | Practical  | Total           | 6 hrs | 18hrs | 24hrs      |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| Theory  | Practical                              | Total   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 6 hrs   | 18hrs                                  | 24hrs   |       |       |            |             |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 13      | Exam. System                           | <table border="1"><thead><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Mini. Marks</th></tr></thead><tbody><tr><td>1</td><td>41310311</td><td>Electronics media and mass communications Theory</td><td>TH-I</td><td>3 Hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>41310321</td><td>Electronics Media</td><td>PR-I</td><td>3 Hrs</td><td>100</td><td>50</td></tr><tr><td>3</td><td>41310322</td><td>Mass communications</td><td>PR-2</td><td>6 Hrs</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td><b>TOTAL</b></td><td></td><td></td><td>400</td><td>185</td></tr></tbody></table> |       |       |            |             |  | Sr. No. | Paper Code | Name of Subject | TH/PR | Hours | Max. Marks | Mini. Marks | 1 | 41310311 | Electronics media and mass communications Theory | TH-I | 3 Hrs | 100 | 35 | 2 | 41310321 | Electronics Media | PR-I | 3 Hrs | 100 | 50 | 3 | 41310322 | Mass communications | PR-2 | 6 Hrs | 200 | 100 |  |  | <b>TOTAL</b> |  |  | 400 | 185 |
| Sr. No. | Paper Code                             | Name of Subject   | TH/PR | Hours | Max. Marks | Mini. Marks |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 1       | 41310311                               | Electronics media and mass communications Theory  | TH-I  | 3 Hrs | 100        | 35          |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 2       | 41310321                               | Electronics Media   | PR-I  | 3 Hrs | 100        | 50          |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
| 3       | 41310322                               | Mass communications   | PR-2  | 6 Hrs | 200        | 100         |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |
|         |  | <b>TOTAL</b>  |       |       | 400        | 185         |  |         |            |                 |       |       |            |             |   |          |  |      |       |     |    |   |          |                   |      |       |     |    |   |          |                     |      |       |     |     |  |  |              |  |  |     |     |

## **Theory - I - Electronics media and mass communications.**

Safety precautions and elementary first aid. Importance of personal cleanliness & Hygiene

Reasons for carrying out good housekeeping practices. What is video? What is videography?

Significance of Video in modern media.

Specifications of a digital video camera. Advantages of digital video camera. Understanding various parts of video camera. Various controls and features of a digital video camera

Understanding various types of daylight- applications.

Introduction to three- point lighting : The key light, the fill light and back light. Bounce and diffused light. What is Framing? Balancing frames, Placement of different objects in Frame.

What is Shot? Detailed explanation of different types of shots- Close- Up, Mid shot, Long shot, Extreme Close-up , Extreme Long shot.

Different types of Camera angle – Subjective, Objective, Point of View shot, Low angle and High angle shot.

Camera movements- Panning & Tilting, Zoom In & Zoom out, Tracking shot.

Rule of line of Axis in Camera movement, when to use different Camera shots.

Care and maintenance of camera and accessories

Types of communication – verbal and nonverbal, Process of communication, Essentials of Good communication, Barrier to Communication and over coming barriers, Listening skill , Basic forms of Journalistic writing for print media., Interviews: Definition and Forms, News Writing for Radio, TV and Internet.

Difference with newspaper, Talks, discussions and others similar programmes for T.V.

Radio,

Regional Reports and News Analysis for Radio, T.V. , Interview for Radio, TV and Internet., Photo Journalism

Editing process – Selection, rejection, hold on, dressing up news copy, Editing for Print

Media, Radio, Television, headline language, Page designing Spell check, Page Make up-

importance, Picture editing- Importance of picture, selection, cropping, sizing, retouching of picture, taste in picture editing, caption writing,

Headlines. Introduction of Photography, Introduction of SLR/Pocket Camera, Camera

Functions, Types of Film, How to Handle the Camera, Studio Lights, Use of Flash Light.

Introduction to Computers: Classification components of computer system., Software: system s/w, application s/w. Basic concepts of operating system, MS OFFICE 2007 Word

Processing: MS-Word, word basics, formatting text and

documents working with header and footer, footnotes, endnotes, tables and sorting,

Introduction to WWW, Sending and reading e-mails, fax.

## **Practical – I - Electronics Media**

Maintain personal cleanliness & Hygiene. Carry out basic first aid treatment/notifying accident.  
Apply good house keeping practices. Identify different parts, controls and accessories of a video camera

Use and store cameras, accessories and equipments in a safe manner.

Set up video camera . Attach the lens cap and strap .

Charge and load the battery . Insert cassette or SD or MMC card . Insert cable . Turn on the camera

Set the language and date/time. Mount the camera on tripod . Practice basic lighting set-up.

Practice framing and balancing the frame. Shoot video on auto mode Shoot videos using advanced features of the camera

Take Wide-shot, Medium shot, Close shot, Cut-in, Cut-away shots. Shoot videos for different events

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indoors and outdoors . Marriage function , Office function , Public function, Dance function, Public rally and demonstration , Birthday Party , School function , Sports event, 15 minute documentary film, Shoot videos during daylight and night .

Troubleshoot minor problems- (Camera does not turn on/ off, Camera buttons and controls do not function, Flash does not fire, Picture quality problems)

## **Practical – II - Mass Communications**

Practice of Interpersonal Communication through debate, Group Discussion and presentation

Collecting and Editing news from surrounding area. Arranging these news items on Quark Express and

print on tabloid size. Writing TV and Radio scripts such as Talk Shows, Discussion and

Advertisements. Interviewing local people, farmers, Government officers and local leaders.

Editing of news items. Making of newspapers – front page, middle page and back page (Horizontal, vertical, balanced, unbalanced, static, dynamic, modular, irregular).

Making headlines and captions. Editing of photographs on Adobe Photoshop. Arranging the photos and text on computers (QuarkXpress).

Practical introduction of Camera to students Practical handling of digital camera, Practical of importing and Scanning of digital photograph. Practical involving aperture, shutter, lens Practice of basic of Windows like Folder making etc., Create Email account, Send and receive, messages, Use of search engines Practice of MS-OFFICE 2003, Quark Express, PageMaker,

### List of tools, equipment

| S. No. | Items & Specification   | Quantity |
|--------|---|----------|
| 1      | 250watts key lights with umbrella and soft box  | 3 Nos    |
| 2      | Power board   | 6 Nos.   |
| 3      | Digital Video camera (VHS and CCD)  | 2 Nos.   |
| 4      | Battery Charger   | 2 Nos    |
| 5      | TV monitor ( to check up the exposure)  | 2 Nos.   |
| 6      | Microphone ( Label Mike )   | 1 Nos.   |
| 7      | Microphone (Condenser and coil)   | 2 Nos.   |
| 8      | Stabilizer  | 2 No.    |
| 9      | Camera Stand  | 2 Nos.   |
| 10     | Additional Batteries  | 2 Nos.   |
| 11     | Video Camera lights   | 2 Nos.   |
| 12     | Pentium IV Computer with DB capturing , Photoshop<br>and premier software                     | 2 Nos.   |
| 13.    | Still Digital Camera  | 5 No.s.  |
| 14     | Digital Video Cameras (VHS and CCD)   | 2 No.s.  |
| 15     | Sound Recorder  | 2 No.s.  |
| 16     | Editing Room with Computer having<br>Quark press, CorelDraw, AdobePhotoshop                   | 1 No     |
| 17     | Photo Studio with basic equipments like<br>studio lights Darkroom for Black and white washing | 1 No.    |

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