

DEPARTMENT: ENGLISH

COURSE CODE	COURSE TITLE	DURATION OF THE COURSE	CREDIT	TOTAL MARKS
ENCT01	CERTIFICATE COURSE IN SPOKEN ENGLISH	3 MONTHS	3	100

COURSE CODE	COURSE OUTCOME
ENCT01	<p>After completion of this course the students acquire the following skills:</p> <ol style="list-style-type: none">1. Students will have a complete knowledge of using grammar in Speaking and Writing context.2. Students can master their abilities to convey the message clearly through speaking and in listening with the help of stress and tones of the language.3. Students can write an article with the simple grammar structure.4. Students can enhance their Speaking, Reading, Listening and Writing in Study or at Workplace.

1. PHONOLOGY OF ENGLISH

OBJECTIVES:

- 1) To identify the sound patterns of the English language.
- 2) To understand the sound that is not in their regional language.
- 3) To recognize the word stress and speech rhythm in Spoken English.

Topics:

Phonemes: 12 Pure Vowels, 8 Diphthongs and 24 Consonants

Syllables: Kinds of syllables

Word Stress: Primary Stress, Secondary Stress, Penultimate stress and Anti-penultimate stress.

Tones: Rising Tone and Falling Tone

Practical Test:

- 1 A passage from the text will be given to read aloud, to check the Pronunciations of the words
2. Work Sheets will be given to mark the word Stress and the Tones

Reference Books:

- 1) Elements of Linguistics and Phonetics-Dr. Amresh Sharma
 - 2) English Phonology-An Introduction-Heinz J. Giegerich-Cambridge University Press
- (BOOKS AVAILABLE AT COLLEGE LIBRARY)

II. CONVERSATION IN ENGLISH

OBJECTIVES:

- 1) To train the student to speak slowly and clearly the routine and familiar topics.
- 2) To improve students with day-to-day English conversation.
Describing family, other people and living conditions
- 3) To discard inhibitions and develop competence level in them.

Topics:

Greeting and introducing
Buying and asking prices
Invitations
Describing People
Frequency and Time Duration
Requesting/Offering
Asking permission-Giving permission

Practical Test:

1. Students will be a situation and were asked to do a role-play.
2. Students to listen to the conversation and have mark their responses in the worksheet.

Reference Books:

- 1) Speaking English Effectively -Krishna Mohan & N.P. Singh – Macmillan
- 2) English Conversation Practice- Grant Taylor- Tata McGraw-Hill Publishing Company Ltd.
- 3) Innovative Technique of Communication –Vipul V.Mahodia-Paradise

Publisher-Jaipur

(BOOKS AVAILABLE AT COLLEGE LIBRARY)

III. BASIC ENGLISH GRAMMAR

OBJECTIVES:

1. To introduce temporal linguistics quality.
2. To use appropriate tense for appropriate occasion.
3. To express thoughts and feelings meticulously.

Topics:

1. Parts of Speech and their usage
2. Articles, prepositions, conjunctions/ linkers, adverbs of frequency, can/could for request, used to +verb, Modals verbs, question tags, active and passive, direct and indirect speech
3. Tenses and their uses.

Practical Test: Audio will be played, students have to mark their responses in the worksheet-Cloze Test.

Reference Books: 1) Tenses- Keshab Pradhan-Pacific Books International
2) English Grammar and Comprehension- J.K. Chopra- Unique Publisher
(BOOKS AVAILABLE AT COLLEGE LIBRARY)

DEPARTMENT: PHYSICS

COURSE CODE	COURSE OUTCOME
PYCT01	After completing this course, Student must have a basic knowledge rules and regulations followed in electrical wiring and testing methods. The Students should be well versed to troubleshoot various faults in the circuits of all Home appliances.
PYCT02	After completing this course, Student must have a basic knowledge of testing methods of various electrical and electronic components in electronic circuits. The Students should be well versed to troubleshoot various faults in Television circuit and all the circuits used in Home appliances.

COURSE CODE	COURSE TITLE	DURATION OF THE COURSE	CREDIT	TOTAL MARKS
PYCT01	CERTIFICATE COURSE IN BASIC ELECTRONICS AND SERVICING OF HOME APPLIANCES	3 Months	3	100

Objective of the Course

This course has been designed to provide the knowledge of Repairing and Maintenance of home appliances. Students will be familiar with maintenance of everyday household necessities. At the end of the course the students will be having knowledge of: -

- ✓ *Observing the safety precautions while working,*
- ✓ *Single Phase and Three Phase House wiring, Main board, Switch board connections, and testing.*
- ✓ *Electrical and Electronic components Identifications*
- ✓ *Knowledge of constructing power supply*
- ✓ *Dismantle and reassemble of an electric iron,*
- ✓ *Testing of Water Heater, hair dryer, mixer grinder etc.,*
- ✓ *Test line cord for continuity with test lamp/ multimeter*
- ✓ *Install a ceiling fan, Table fan and the regulator,*
- ✓ *Check a fluorescent lamp, LED lamp, Electronic choke, starter and install it,*

UNIT-I

Electrical safety – Ohm's law - Kirchhoff's laws – DC current – AC current - Neutral and earth conductor – Single Phase - Three phase AC fundamentals - Continuity testing - Switch – Types of Switches - Fuses - Transformer and Classification of Transformers

UNIT-II

Resistors – Classification of resistors – Colour code resistance designation – Inductors – Types of Inductors - Capacitors – Classification of Capacitors – Transistor – Junction diode – Zener diode –Testing of electronic components

UNIT III

Half wave rectifier - Full wave rectifier - Bridge rectifier – Power supply construction using Zener diode & IC –Trouble shooting - Analog multimeter – Digital multimeter – Series testing circuit

UNIT-IV

House wiring – Single phase energy meter- Three Phase energy meter- Main Switch – Three Phase and Single phase trip switch – Switch board construction – Load distribution – Power calculation

UNIT V

Inverter circuit- Battery for inverter and maintenance - inverter installation - Automatic Iron & Trouble shooting – Water heater & Trouble shooting - Mixer grinder & Trouble shooting - Ceiling & Table Fan –Trouble shooting - Fluorescent Lamp & Trouble shooting – LED Lamp

Books for study:

1. A Text book in applied electronics- R.S. Sedha, S.Chand company LTD. New Delhi
2. A Text book of Electrical Technology- AK Theraja, S Chand &Co, New Delhi
3. Electrician Trade Theory I Year -National Instructional Media Institute, Chennai.
4. Electrician Trade Theory 2nd Year -National Instructional Media Institute, Chennai.
5. Information Technology & Electronic system maintenance, Trade theory I year--National Instructional Media Institute, Chennai.
6. Basic electronic-Repair & Maintenance of Power supply, Inverter & UPS, National Instructional Media Institute, Chennai.

Books for References:

1. Instrumentation and Measurement in Electrical Engineering – Roman Malaric, Brown Walker press, New York.
 2. Fundamentals of Electrical Engineering and Electronics – BL Theraja, S Chand &Co, New Delhi
 3. Maintenance & Repair of Test Equipment-National Instructional Media Institute, Chennai.
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COURSE CODE	COURSE TITLE	DURATION OF THE COURSE	CREDIT	TOTAL MARKS
PYCT02	Certificate Course in Television & Troubleshooting	3 Months	3	100

Objective of the Course

This course has been designed to provide the basic knowledge of Television and Its Troubleshooting. Students will be familiar with basic troubleshooting of Television receiver. At the end of the course the students will be having knowledge of: -

- ✓ *Observing the safety precautions while servicing Television,*
- ✓ *Testing knowledge of Electrical and Electronic components in Television,*
- ✓ *Knowledge of Servicing any power supply,*
- ✓ *Testing knowledge for various section in Television,*
- ✓ *Testing method of CRT*
- ✓ *Knowledge of testing for high voltage section in Television,*
- ✓ *Knowledge of alignment of image quality in Television screen.*

UNIT I: Receiver Circuit Components Identification and Testing:

Resistors: Colour coding of Resistors – Potentiometers and Non linear resistors – Capacitors: fixed and variable – Inductors and transformers – Printed circuit board – Testing of PCB – Pin identification and testing methods of Transistors, diode and IC

UNIT II: Power Supply and EHT Transformer

Full wave and Bridge Rectifier – Filter circuit – Transistor regulator - Basic power supply circuit – Power Supply for Small Screen receiver – SMPS power supply for large Screen and LCD and LED screen receiver – Troubleshooting techniques – EHT transformer testing and high voltage measurement

UNIT III: Picture Tube and Receiver Circuit

Monochrome picture tube – Degaussing coil for testing of Picture tube – Yoke assembly and testing – RF tuner – VIF section – Sound section – Horizontal oscillator section – Vertical oscillator circuit – EHT section – Trouble shooting in each section – Picture alignment in Screen.

UNIT IV: Colour Picture Tube and Remote Control

Colour Picture tube construction and working principle –Precaution in handling picture tube – Remote control transmitter – remote control receiver troubleshooting

UNIT V: Television antenna

Television Antenna – construction of antenna for different channels – Booster amplifier for antenna – balun transformer – dish antenna – Satellite communication system – Cable TV system

Books for Study:

1. Modern Television Practice - R.R. Gulati, New Age International (P) Limited, Publishers, New Delhi.
2. Television Engineering and Video Systems Second Edition - RG Gupta, Tata McGraw Hill Education Private Limited New Delhi.
3. Television and Video Engineering – J Rangarajan, Charulatha Publications, Chennai.

Books for Reference:

1. Basic television theory & Servicing – Paul B Zbar, petter W One, Tata McGraw Hill Education Private Limited New Delhi.
 2. Modern television circuit – S.K Gupta, BPB Publication, New Delhi
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DEPARTMENT: CHEMISTRY

COURSE CODE	COURSE TITLE	DURATION OF THE COURSE	CREDIT	TOTAL MARKS
CHCT01	CERTIFICATE COURSE IN PREPARATION OF DOMESTIC PRODUCTS	3 Months	3	100

Objectives:-

- To develop self employment skills.
 - To become entrepreneur.
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1. Preparation of Detergent washing powder.
 2. Preparation of Utensils cleaning powder.
 3. Preparation of Normal shampoo.
 4. Preparation of Polyvinyl alcohol adhesive.
 5. Preparation of Room freshener.
 6. Preparation of Liquid blue.
 7. Preparation of Pain relieving balm.
 8. Preparation of Jasmine perfume liquid.
 9. Preparation of Tooth powder.
 10. Preparation of Face powder.
 11. Preparation of White phenol.
 12. Preparation of automobile decarboniser.
 13. Preparation of Tooth paste.
 14. Preparation of Talcum powder.

TEXT BOOKS AND REFERENCES:

1. Venkateswaran V., Veeraswamy R., Kulandivelu A.R. Basic principles of practical chemistry, 2nd Edition, New Delhi, Sultan Chand & Sons (1997).
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COURSE CODE	COURSE TITLE	DURATION OF THE COURSE	CREDIT	TOTAL MARKS
CHCT02	CERTIFICATE COURSE IN TESTING OF INDUSTRIAL PRODUCTS	3 Months	3	100

Objectives:-

To compare the experimental and standard values of certain commercial substances.
To check the purity of same samples.

1. Estimation of total hardness of water using EDTA.
2. Determination of Iodine value of an oil by Hanus method.
3. Estimation of Ascorbic acid (Vitamin C).
4. Determination of saponification value of oil.
5. Determination of percentage purity of washing soda.
6. Estimation of available chlorine in bleaching powder.
7. Determination of percentage of calcium in lime stone.
8. Determination of acid value of an edible oil.

TEXT BOOKS AND REFERENCES:

1. Venkateswaran V., Veeraswamy R., Kulandivelu A.R. Basic principles of practical chemistry, 2nd Edition, New Delhi, Sultan Chand & Sons (1997).
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DEPARTMENT: BIOCHEMISTRY

COURSE CODE	COURSE OUTCOME
BICT01	After completion of this course, the students acquire the following technical skills 1. Identification of different varieties and species of Mushroom 2. Management of Laboratory for production of Mushroom spawn and mushroom 3. Production process of Mushroom spawn under controlled condition 4. Cultivation of different types of Mushroom 5. Mushroom collection, drying and preservation 6. Preparation of food, taking mushroom as an important ingredient 7. Industrial cum study tour to mushroom cultivation farms 8. Preparation of on project for commercial Mushroom cultivation

COURSE CODE	COURSE TITLE	DURATION OF THE COURSE	CREDIT	TOTAL MARKS
BICT01	CERTIFICATE COURSE IN MUSHROOM CULTIVATION TECHNIQUES	3 Months	3	100

Objectives

- The main objective of the exercise is to present a small scale viable bankable model production unit through adoption of appropriate technology, utilization of resources and suitable market strategy for Mushroom.
- To provide technical skill for the cultivation of Mushroom
- Be able to produce of spawn.
- Be able to cultivate of oyster mushroom.

Unit: I Mushroom morphology & Classification

Different parts of a typical mushroom & variations in mushroom morphology. Key to differentiate Edible from Poisonous mushrooms. Based on occurrence- Epigenous & Hypogenous, Natural Habitats-Humicolous, Lignicolous & Coprophilous, Color of spores- white, yellow, pink, purple brown & black, Morphology- fruiting layers exposed to air, fruiting layers not exposed to air, plants with predominantly pitted cap, cap saddled shape & saucer shape, Structure and texture of fruit bodies-gilled fungal & pore fungal, Fruit bodies and spores-classification.

Unit: II Biology of Mushrooms and Nutrient Profile of Mushroom

Button, Straw & Oyster- General morphology, distinguishing characteristics, spore germination and life cycle.

Protein, amino acids, calorific values, carbohydrates, fats, vitamins & minerals.

Unit: III Health benefits of Mushroom:

Antiviral value, antibacterial effect, antifungal effect, anti-tumour effect, haematological value cardiovascular & renal effect, in therapeutic diets, adolescence, for aged persons & diabetes mellitus.

Unit: IV Cultivation System, Farm design and Composting methods

Fundamentals of cultivation system- small village unit & larger commercial unit. Principles of mushroom farm layout- location of building plot, design of farm, bulk chamber, composting platform, equipments & facilities, pasteurization room & growing rooms. Methods of Composting- Long method of composting (LMC) & Short method of composting (SMC).

Unit: V Cultivation of Button, Oyster and Straw Mushrooms:

Collection of raw materials, compost & composting, spawn & spawning, casing & case run, cropping & crop management, picking & packing. Visit to relevant Labs/Field Visits

Text Books

1. Mushroom Cultivation, Tripathi, D.P.(2005) Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
2. Handbook of Agricultural Sciences. S.S. Singh, P. Gupta, A.K. Gupta, Kalyani Publications.
3. Elements of Farm Machinery. A.C. Srivastava. Oxford & IBH Pub. Co. Pvt. Ltd.
4. Principle of Agricultural Engineering – Vol. I. Michael & Ohja.
5. Mushroom Cultivation, Published by PAU, Ludhiana.
6. Technology of Food Preservation. Derosier AVI Publication.

References

1. Mushroom Production and Processing Technology, Pathak Yadav Gour (2010) Published by Agrobios (India).
2. A hand book of edible mushroom, S.Kannaiyan & K.Ramasamy (1980). Today & Tomorrows printers & publishers, New Delhi
3. Handbook on Mushrooms, Nita Bahl, Oxford & IBH Publishing Co.

Practical - Mushroom Cultivation

Objectives

- To provide technical skill for the cultivation of Mushroom
1. Identification of different varieties and species of Mushroom
 2. Management of Laboratory for production of Mushroom spawn and mushroom

3. Production process of Mushroom spawn under controlled condition
4. Cultivation of different types of Mushroom
5. Mushroom collection, drying and preservation
6. Preparation of food, taking mushroom as an important ingredient
7. Industrial cum study tour to Mushroom cultivation farms
8. Preparation of on project for commercial Mushroom cultivation

Text Books

1. Mushroom Cultivation, Tripathi, D.P.(2005) Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
2. Handbook of Agricultural Sciences. S.S. Singh, P. Gupta, A.K. Gupta, Kalyani Publications.

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3. Elements of Farm Machinery. A.C. Srivastava. Oxford & IBH Pub. Co. Pvt. Ltd.
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3. Handbook on Mushrooms, Nita Bahl, oxford & IBH Publishing Co.

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DEPARTMENT: BIOTECHNOLOGY

COURSE CODE	COURSE OUTCOME
BTCT01	Students study Herbal Medicine Certificate course will be able to CO1 - Attain the knowledge of traditional medicine – Tamil and Indian medicinal system CO2 – Demonstrate the use of plant parts for the treatment of various ailments for both Human and Animal CO3 – Establish the treatment procedure and method of preparation of Herbal medicine for various pathogenic non pathogenic diseases. CO4 – Understand the nature and treatment methods for the common infections and non infectious diseases and other health problems. CO5 – Explain the water therapy and management of unwanted metabolic products developed in Human system.

COURSE CODE	COURSE TITLE	DURATION OF THE COURSE	CREDIT	TOTAL MARKS
BTCT01	CERTIFICATE COURSE IN HERBAL MEDICINE	ONE MONTH	1	100

Objectives: To focus the students about the importance and applications of herbal products for various disease prevention and treatments.

Unit 1 : Introduction Herbal Medicine – History of Traditional Medicine – History of Islamic Medicine, Siddha, Ayurveda, Homeopathy, Allopathic and Unani medicine.

Unit 2: Common Herbal Knowledge – Fruit (Lemon, Gooseberry), Root (Ginger, Garlic), Stem (*Pirandai*), Leaf (Balloon vine / *Cardiospermum*, Mint), Seed (Pepper, Kadukkai).

Unit 3: Common Diseases- Prevention – symptoms – Treatment for Cold cough, Head ache, Hair, Skin, Eye, Fever, Ulcer, Sperm count, Woman problem.

Unit 4: Epidemic Diseases - Heart disease, Cancer, Diabetics, Jaundice, Bone, Brain.

Unit 5: Without medicine- Prevention our body – Water therapy, Obesity, Food taken method, Waste management system.

Text Book:

Mooligai Maruthuvam, 2010, Trichy Pathipagam, Trichy.

**REGULATIONS FOR
UNIVERSITY GRANTS COMMISSION SPONSORED
CAREER ORIENTED CERTIFICATE COURSE
IN
E-COMMERCE & FOOTWEAR TECHNOLOGY**

Semester System with Credits with effect from the year 2013 – 2014 onwards

1. Eligibility for Admission:

Any student of the second and third year undergraduate course

2. Duration of the Course:

One academic year comprising of ninety working days spread over two semesters of forty five days each. Each semester shall have 120 hours out of which 90 hours shall be for theory classes and 10 hours each shall be allocated for practical classes, project work and field work.

3. Course of the study

The course of study shall be under semester pattern with credits. The course consists of one core paper, practical classes, project work and field work.

4. Scheme of Examination:

Semester	Course Code	Course Title	Teaching	Exam.	Credits	Marks
First	COECFT01	E-Commerce & Footwear Technology	120 Hrs.	3 Hrs.	5	100
Second	COEC FT02	E-Commerce & Footwear Technology	120 Hrs.	3 Hrs.	5	100

Requirements to take the Examination:

A candidate shall be permitted to take the examination provided they secure 75% attendance in both theory and practical classes and must successfully complete project work and field work as prescribed.

5. Practical Classes:

Practical classes shall be designed in such a manner that a student acquires practical knowledge in handling, managing and practicing the tools and equipments relating to the orientation courses.

6. Project Work:

Project work will consists of small assignments in the subject area. Topics will be selected by the students and approved by the faculty.

7. Field work:

Field work consists of industrial visits and observations designed to gain firsthand knowledge in the subject. It will be done either individually or in groups.

8. Medium of instruction and Examination:

The medium of instruction and examination of the candidate shall be English.

9. Minimum Pass Marks:

A candidate shall be declared to have passed the paper if he obtains minimum of 40 marks i.e. 25 from theory and 15 from practical and project work. The maximum and minimum marks for the course shall be as follows:

Course	Maximum Marks	Minimum Marks
Theory	75	25
Practical	10	15
Project	10	
Field Visits	5	
Total	100	40

10. Question Paper Pattern:

Question paper pattern for the course shall be as follows:

- Section – A 10 Questions without choice of 2 marks each (10X2=20)
- Section – B 5 out of 8 questions – 5 marks each (5X5=25)
- Section – C 3 out of 5 questions – 10 marks each (3X10=30)

COURSE CODE	COURSE OUTCOME
COECFT01	1. Define E-Business, E-Commerce, various current and emerging business models in E-Commerce. 3. Impart basic training on shoe making process. 3. Understand the various media of electronic communications.
COECFT02	1. Define E-Commerce Process and areas of solutions of e-commerce. 2. Enumerate the various types of electronic payment schemes. 3. Understand the various closing technology in shoe making process.

**CERTIFICATE COURSE
E – COMMERCE & FOOTWEAR TECHNOLOGY**

SEM	COURSE CODE	COURSE TITLE	INS HRS/ WEEK	CREDIT	EXAM HRS	MAX. MARKS		
						IA	EXAM	TOTAL
I	COECFT01	E-COMMERCE & FOOTWEAR TECHNOLOGY – PAPER I	120	5	3	25	75	100
II	COECFT02	E-COMMERCE & FOOTWEAR TECHNOLOGY – PAPER II	120	5	3	25	75	100
TOTAL			240	10	6	50	150	200

Syllabus for UGC sponsored Certificate Course

Paper I : E- Commerce & Footwear Technology

UNIT-I

Electronic Commerce: Meaning – Significance – Advantages – Disadvantages – Features – Application of e-Commerce in Business – Basic blocks of e-Commerce – e-Commerce and e-Business Communication.

Electronic Communication: Media of Electronic Communication – Electronic Mails – Advantages – Video Conferencing – Its significance in business.

Internet: Components of internet – Intranet.

UNIT – II

Electronic Data Interchanges (EDI): Meaning – Benefits of EDI – EDI and e-Commerce – Components of EDI – Application of EDI in business – Documents Library – Types of Digital Documents – Corporate Data Warehouse.

UNIT – III

Basic Shoe Designing: Introduction – Functions of shoes – Footwear Types and Styles – Elementary – Typical Ladies Shoes – Mens' Shoes and Children's Shoes.

UNIT – IV

Shoes and its Components: Common Parts of Footwear – Upper – Bottom and Other Components.

UNIT – V

Upper Clicking: Comparison between hand and press cutting methods – Advantages of Press Clicking – Clicking Techniques for Goat and Sheep Skins and Side Leather – Spot Check Inspection.

Practicals:

- 1) Basic Shoe Designing
- 2) Upper Clicking

UNIT-I : e-Commerce Process

Introduction – Solutions – Areas of solutions – B2B, B2C, C2B – e-shopping.

UNIT – II : e-Banking

Electronic Payment Scheme – Electronic Cash – e-Money, Digital Money, Electronic Cheque, e-Wallet – e-Banking – ATM, EFT, EMT.

UNIT – III: Closing Technology

Tools and Equipments used – Basic Sewing Machinery – Flat-bed, Post-bed, Cylinder-arm Sewing Machine – Non-sewing Machinery and equipments – Stitch Marking – Skiving – Perforation – Folding – Needles and Thread Types, Sizes, Classification – Relationship.

UNIT – IV: Bottom Stock Preparation

Tools and Equipments used – Bottom Stock Preparation and Principles – Attachment – Features and operations of Lasting and Bottoming Machineries – Beam Clicker Machine, Heavy Duty Skiver – Insole Moulding Machine – Insole and Unit Sole Preparation.

UNIT – V: Shoe Room & Finishing

Objectives and Methods of finishing for leather and synthetic upper and bottom – Comparison between various finishing systems – Methods and procedures for finishing various upper and soling materials – Statutory requirements – Fault Identification – Causes and remedies.

References:

Mathew Reynolds, Beginning e-Commerce, Shroff Publishing and Distributors, Calcutta.
Dr. C.S. Rayadu, e-Commerce, Himalaya Publishing House, Delhi.
Kamlesh K. Bajaj, Debjani Nag, e-Commerce, Tata McGraw Hill, Delhi.
B. Venkappaiah, Introduction to the Modern Footwear Technology.
JK Sharpshouse, Leather Technician's Handbook.
E-Cooney, Manual of Shoe Making.
FDDI, Essentials of Sewing.
AJ Harvey, Footwear Materials and Process Technology.



The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

Add-on Course

CAT – Certificate in Accounting Technicians Prospectus

(An Official ROCC by Department of Commerce (Finance & Accounts))

Objective

To meet the huge demand for entry level Accountants in India, ICAI has launched a short term Course - Certificate in Accounting Technicians (CAT) for 12th (10+2) passed and Under Graduates. This Course has been introduced in consultation with Ministry of Corporates Affairs, Government of India. CAT equip students become well versed with the maintenance of accounts, preparation of Tax Returns, Filling of Returns under Companies Act, Filling of Returns under Income Tax, GST, Custom Act, Export & Import documentation etc .

Eligibility

The Students who have passed/appearing 12th (10+2) examination are eligible to take admission in Foundation (Entry Level) Part-I of CAT Course.

Coaching

Institute has Coaching Centres all over India. The Students desirous of pursuing the course have to get admitted in their nearest Regional Council or Chapter or Recognized Coaching Centres (ROCCs) for undergoing Oral Coaching. Our Department of Commerce (F&A), Islamiah College is one of the official ROCC, of Vellore Region.

Course Details

- A) Foundation Course (Entry Level) Part-I
 - Paper 1: Fundamentals of Financial Accounting.
 - Paper 2: Applied Business and Industrial Laws
 - Paper 3: Financial Accounting-2
 - Paper 4: Statutory Compliance

- B) Competency Level – Part-II
 - (A) Fundamentals of Computers
 - (B) Filling of Statutory Returns

- (C) Introduction to Costing Principles and Preparation of Cost Statements
- (D) 5-days Orientation Programme

Internship:-

The Internship will be for 45 days. The Internship can be taken from organizations prescribed under Internship scheme of CAT Course.

Course Fees:- Rs. 9800/-

Mode of Examination

Multiple choice question to be answered on-line.

Last Date for Admission:-

For June Term Examination 31st January

For December Term Examination 31st July

Contact:

Regional Oral Coaching Centre (ROCC)
Department of Commerce (Finance & Accounts)
Islamiah College (Autonomous)
Vaniyambadi – 635752.
Email: islamiahcommercefa@gmail.com

CERTIFICATE COURSE IN BUSINESS COMPUTER APPLICATIONS

Course Objectives:

1. To teach the students the use of Computers in Practical Business Scenarios
2. To Prepare Business documents using MS-Office
3. To enable students to utilize Tally ERP 9 Software for preparing Accounts in a computerised environment.

Course Outcomes:

CO1	Understand basic concepts of Computers and Identify different components of a computer system
CO2	Prepare and present the business documents using Microsoft Word
CO3	Prepare and present the business documents using Microsoft Excel & Microsoft Power Point
CO4	Describe the role of Computerised Accounting in Businesses
CO5	Prepare Accounts using Tally ERP 9 Software and Generate Financial Statements

UNIT I: Introduction

Computers – Meaning - Characteristics of Computer — Classification of Computers –Computer Peripherals – Input Devices, Output Devices and Auxiliary Storage Devices – Computer Hardware and Software - Areas of Computer Applications in various fields of Business.

UNIT II: Word Processing

Meaning – Basic Word Processing Features – Microsoft Word – Features of MS Word – Working with Documents – Editing Documents – Formatting Documents – Language Tools – Working with Tables – Preparing some Business Documents using MS Word.

UNIT III: PPT – Power Point Presentation & Spreadsheet

Presentation Tool - MS Powerpoint – Basic Features and Enhanced Features – Creating a Presentation Slide – Editing and Formatting Text in a Slide – Inserting Pictures, Charts and Graphs in Slides – Inserting Animations and Transitions. Spreadsheet: Meaning – Features – Microsoft Excel – Basic Features – Screen Elements – Moving Around Worksheet – Working with a Spread Sheet – Preparing Business Documents using MS Excel and Power Point Presentation.

UNIT IV: Computerized Accounting – Theory

Fundamentals of Computerized Accounting- Need for Computerized Accounting – Salient Features of Computerized Accounting – Various Accounting Softwares – Advantages and Disadvantages of Computerized Accounting – Manual Accounting Vs Computerized Accounting – Problems faced in Computerized Accounting System- Computerized Accounting in Financial Accounting – Management Accounting.

UNIT V: Computerized Accounting – Practical

Computerized Accounting using Tally ERP 9 Software Creating Companies – Altering, Shutting and Deleting Company details – Creating Ledgers – Single Ledger Creation – Multiple Ledger Creation, Creation and Alteration of Inventory Items. Accounting Vouchers –Entering transactions of business using appropriate predefined vouchers. Displaying and Generating Financial Reports - Display Day Books –Trial Balance – Profit & Loss Account –Balance sheets- Generating Invoices etc.,

Books for Study:

1. Ananthi Sheshasaayee & Sheshasaayee, Computer Applications in Business and Management, Margham Publications, Chennai.
2. Dr. P. Rizwan Ahmed, Computer Applications in Business, Margham Publications, Chennai.

Books for Reference:

1. Kapoor VK, Computers and Information Technology, Sultan Chand & Sons, New Delhi.
2. Alexis Leon & Mathews Leon, Computer Applications in Business, Vijay Nicole Imprints Pvt.Ltd., Chennai.
3. Peter Norton, Introduction to Computers, Tata McGraw Hill, Publishing Co., Ltd., New Delhi.