CERTIFICATE COURSE

2018-2019

DON BOSCO COLLEGE

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PG & RESEARCH DEPARTMENT OF COMMERCE

TALLY 9.2

OBJECTIVE:

The courses of tally features through transaction made according to the types of organization it desired enable the students to learn to the basis of accountancy, different types of business organization and various financial accounting and inventory report generating features of tally accounting software applicable   to each of the business organization**.**

SYLLABUS :

PRACTICAL – TALLY ERP 9

Unit – I
Company Information

      a. Company Creation

      b. Select Company

      c. Shut Company

      d. Alter Company

      e. Split Company Data

      f. Backup and Restore

Unit – II: Gateway of Tally

      a. Accounts Info

          a. Groups

          b. Ledgers

          c. Voucher Types

      b. Inventory Info

          a. Stock Group

   b. Stock Category

   c. Stock item

   d. Unit of Measures

   e. Godown

  c. Accounting Vouchers

  d. Inventory Vouchers

Unit – III: Statutory and Taxation

  a. Value Added Tax (VAT)

  b. Tax Deducted at Source (TDS)

  c. Tax Collected at Source (TCS)

  d. Goods and Service Tax (GST)

Unit – IV: Display

  a. Trial Balance

  b. Day Book

  c. Accounts Book

  d. Statement of Accounts

  e. Inventory Books

  f. Statement of Inventory

  g. Statutory Info

  h. Statutory Reports

  i. Cash flow and Fund flow Statements

Reference Books:

1. Financial Accounting – Reddy and Murthy – Margham Publication, Chennai – 17.

2. Financial Accounting – Dr. S. Ganesan and Kalavathi, S.R.Elangovan, Tirumali Publication, Nagercoil.

3. Financial Accounting – Narayanaswamy, PHI learning A Managerial Perspective, Private Limited, New Delhi.

4. Financial Accounting – Mukherjee & Hanif, Megraw Hill Companies, UP.

PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE

WEB DESIGNING

OBJECTIVE:

- Define the principle of Web page design.
- Define the basics in web design.
- Visualize the basic concept of HTML.
- Recognize the elements of HTML.
- Introduce basics concept of CSS.
- Develop the concept of web publishing

SYLLABUS:

Module 1	1.0 Web Design Principles
	1.1 Basic principles involved in developing a web site 1.2 Planning process
Module 2	2.0 **Basics in Web Design**
	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.

Module 3	3.0 **Introduction to HTML**
	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
Module 4	4.0 **Elements of HTML**

	4.1	Introduction to elements of HTML
	4.2	Working with Text
	4.3	Working with Lists, Tables and Frames
Module 5	**5.0**	**Introduction to Cascading Style Sheets**
	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.
Module 6	**6.0**	**Introduction to Web Publishing or Hosting**
	6.1	Creating the Web Site
	6.2	Saving the site
	6.3	Working on the web site

DEPARTMENT OF DIGITAL PRINT MEDIA

ADOBE PHOTOSHOP

OBJECTIVE:

By the end of the course, the student will be able to:

1. Identify the five categories of Adobe Photoshop tools.

2. Identifythe18 Primary Tools of the Adobe Photoshop toolbar.

3. Identifythe39 Secondary Tools of the Adobe Photoshop toolbar.

4. Identify each tools corresponding key board shortcut.

SYLLABUS:

Lesson1.Getting to Know the Work Area ,Using the tools, Using the options bar and other panels, Undoing actions in Photoshop, Customizing the workspace, Tools panel overview Lesson.

2.Basic Photo Corrections Strategy for retouching, Resolution and image size, Adjusting the colorin Camera Raw, Straightening and cropping the image in Photoshop, Replacing colors in an image, Adjusting saturation with the Sponge tool, Repairing areas with the Clone Stamp tool, Using the Spot Healing Brush tool, Using content-aware fill, Applying the Unsharp Mask filter.

3.Working with Selections ,About selecting and selection tools, Using the Quick Selection tool, Moving a selected area, Manipulating, selections Using the Magic Wand tool, Selecting with the lasso tools, Rotating a selection, Selecting with the Magnetic Lasso tool, Cropping an image and erasing within a selection, Refining the edge of a selection.

4.About layers, Using the Layers panel, Rearranging layers ,Applying a gradient to a layer ,Applying a layer style, Flattening and saving files.

5.Working with masks and channels, Creating a mask, Refining a mask, Creating a quick mask, Manipulating an image with Puppet Warp, Working with channels.

PG AND RESEARCH DEPARTMENT OF MATHEMATICS

EASY LEARN MATHEMATICS

OBJECTIVE:

1. This course on quantitative aptitude is expected to be an assert to those who plan to appear in competitive exams.
2. To empower the aptitude skills and logical reasoning skills among the students.

3. To solve questions in a fraction of a minute, using short-cut methods.

SYLLABUS :
Unit -1
Square roots and cube roots – Average
Problems on Ages and Numbers – Percentage.

Unit- 2
Ratio and Proportion
Men and Work – Time and Work
Time and distance.

Unit- 3
Profit and Loss- Simple Interest
Compound Interest – Algebra.

Unit -4
Clock and Calendar
Odd men out and Series

Unit – 5
Logical Reasoning, Logical Diagrams

Reference: Quantitative Aptitude by, R.S.Aggarwal

DEPARTMENT OF PHYSICS

LED BULB MAKING

OBJECTIVE:

- Students are able to assemble and also able to manufacture bulb in less expense way.
- Initiates students to startup a small scale industry and to induces them to be a good entrepreneurs.

SYLLABUS:

- ✓ Understanding of the basics of power electronics and its usages in lighting controls
- ✓ LED power supplies and LED drivers
- ✓ Special safety and handling precautions to be taken during LED luminary testing.