

CERTIFICATE COURSE

2020- 2021



DEPARTMENT OF BUSINESS ADMINISTRATION

COURSE TITLE - BUSINESS SKILLS

OBJECTIVE:

To uplift managerial and entrepreneurial skills among the students and helps to assess the capabilities & skills in entrepreneurial career.

SYLLABUS:

- 1. Introduction** :Introduction – Assess the Individual, What business Should we start (idea Conceiving), Tapping skills need for the business.
- 2. Skills & Opportunities** :Selling, Negotiation and Persuasion Skills and Profile of Dharmapuri District and its Opportunity.
- 3. Risk Taking and Budgeting Taping** :Resources needed, Startup capital planning (Schemes available for the young entrepreneurs-MSME, NSIC, NSDC, DIC opportunities) & Risk Estimation.
- 4. Model** : Model projects from MSME, NSIC and successful schemes and successful entrepreneurs motivational videos.

PG DEPARTMENT OF CHEMISTRY

COURSE TITLE :WATER AND SOIL ANALYSIS

OBJECTIVE:

1. To list and describe the major physical, chemical and biological characteristics of clean water, and explain their effects on aquatic organisms.
2. To list the water parameters and analyze the effect of bad water.
3. To know the standard of drinking water.
4. To list the toxic effect of effluent and creating awareness for our society.
5. To identify the toxic metals and its bad effects.
6. To determination of sulphate contents in soil.
7. To determination of total plate count in soil.
8. To determination of chloride contents in soil.

SYLLABUS

Theory: Chemical nature of the mineral and organic constituents of water. Water pollution – effects of water pollution – Purification methods of water including ion exchange, Reverse osmosis (RO); standards of drinking water – chemistry of water; Analysis of Water – parameters.

Water pollution – effluent: Bad effects of Industrial wastage water – Effluent treatment.

Soil moisture- Maximum water holding capacity, field capacity, wetting point, available Water capacity, soil water movement under saturated and unsaturated condition.

Practical: Analysis of water parameters including total hardness, Ca, Mg, Total alkalinity, DO, Chloride, temperature...

Analysis of Effluent having metal ions Cu, Cd, Pb, Zn, Cr, Mn...

PG AND RESEARCH DEPARTMENT OF COMMERCE

COURSE TITLE – TALLY PRIME

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

Text Books:

1. Financial Accounting – R.L. Gupta and V.K. Gupta, Sultan Chand and Sons, New Delhi.
2. Financial Accounting – S.P. Jain and Narang, Kalyani Publishers, Ludhiana.
3. Tally 9.0 – A Complete Reference – Tally Solutions (P) limited.

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 AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE

COURSE TITLE - WEB DESIGNING

OBJECTIVE:

- A basic introduction to familiarize students with the basics of designing a website And its tools.
- Software applications and themes.
- How to design a website.
- Creating different themes for different layouts.
- How to design the look and feel of a website.
- How to create and design banners, advertisements, etc

SYLLABUS:

1. Intro into web technology- What is internet, history of internet, internet service providers(ISP).URL,DNS servers, world wide web(WWW) using Web browser and search engines, downloading web pages.

2. Introduction to HTML – HTML vs XHTML, Basics Tags, Tables, forms, frames and images

3. Cascading Style Sheet(CSS) – Use of CSS, types of CSS,CSS properties, CSS box model,CSS positioning , CSS class and id, CSS pseudo class.

DEPARTMENT OF DIGITAL PRINT MEDIA

COURSE TITLE – 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. Identify the 18 Primary Tools of the Adobe Photoshop toolbar.
3. Identify the 39 Secondary Tools of the Adobe Photoshop toolbar.
4. Identify each tool corresponding keyboard shortcut.

SYLLABUS:

Lesson

1. 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 color in 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 ENGLISH

COMMUNICATIVE ENGLISH

OBJECTIVE:-

The overall objective of the course are :

- a. To enable the learner to communicate effectively and appropriately in real life situation
- b. To use English effectively for study purpose across the curriculum;
- c. To develop interest in and appreciation of Literature;
- d. To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing;
- e. To revise and reinforce structure already learnt.

SYLLABUS:

Reading Skill - Ability to read English with understanding, student are able to:

- (i) understand the total content and underlying meaning in the context.
- (ii) follow sequence of ideas, facts etc;
- (iii) locate Significant points and features;
- (iv) identify and understand phrase or sentence groups;
- (v) grasp meaning of words and sentences;
- (vi) acquire the ability to use a suitable dictionary;
- (vii) understand labels, simple notices and written instructions:
- (viii) form the habit of reading for pleasure and for information.
- (ix) develop correct reading habits, silently, extensively and intensively;
- (x) comprehend material other than the prescribed text; and

Listening Skill -Ability to understand English when it is spoken, student should able to :

- (i) understand meaning of words, phrases and sentences in context;
- (ii) understand statements, questions, instructions, and commands;
- (iii) follow directions given orally;
- (iv) follow simple narratives and description,
- (v) grasp the substance and central idea of what is heard;
- (vi) listen and understand radio broadcasts, T.V. Programmes;

Speaking Skill -Ability to speak intelligibly, Students are able to:

- (i) pronounce English Correctly and intelligibly;
- (ii) use appropriate word stress, sentence stress and elementary intonation patterns;

- (iii) speak intelligibly while making statements, asking question, giving instructions and commands, reporting events.
- (iv) put ideas in proper sequence;
- (v) narrate simple experiences and series of events to convey its essence and intention,
- (vi) describe accurately what he/she observes and experiences;
- (vii) converse in familiar social situations; and
- (viii) use polite expressions in appropriate ways e.g. Excuse me, I beg your pardon etc.

Writing Skill - Ability to write English correctly, Students are able to:

- (i) master the Mechanics of writing; the use of correct punctuation marks and capital letters;
- (ii) spell words correctly;
- (iii) write neatly and legibly with reasonable speed;
- (iv) use appropriate vocabulary;
- (v) use correct grammatical items;
- (vi) write coherently in more than one paragraph;
- (vii) complete accurately and fluently semi controlled compositions like stories, events, processes etc;
- (viii) write description of people, places and things and respond imaginatively to textual questions;
- (ix) write paragraphs, letters. (personal and official) simple, narrative pieces, reports, notices, messages, diary, entries etc;
- (x) make notes and summarise;

PG AND RESEARCH DEPARTMENT OF MATHEMATICS

EASY LEARN MATHEMATICS

OBJECTIVE:

1. This course on quantitative aptitude is expected to be an asset 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 :

1. TIME AND DISTANCE
2. CHAIN RULE
3. PROBLEMS ON TRAINS AND AGES
4. NUMBERS AND SEQUENCE OF NUMBERS
5. CALENDERS AND CLOCKS
6. SIMPLE AND COMPOUND INTEREST

PG 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.
- ✓ To understand various electronic and electrical components, materials and their specific properties and usages.

முதுகலைத் தமிழ்த்துறை

சான்றிதழ்ப் படிப்பின் பெயர் : தமிழ்த் தட்டச்சுப் பயிற்சி

படிப்பின் நோக்கம் :

1. தற்காலத்தில் தமிழ்த் தட்டச்சுக்குமிகுதியான அரசுபணிவாய்ப்புகள் உள்ளதால் அவ்வேலைவாய்ப்பைபெற்றிட இப்படிப்புதுணைபுரிதல்.
2. தமிழ் எழுத்துருவானபாமினியைகற்றுக் கொள்வதால் ஆங்கில எழுத்துக்களையிகளையிமையாககற்றுக் கொள்ளமுடியும்.
3. இன்றையகணினியமான சூழலில் மாணவர்கள் தட்டச்சினைக் கற்றுக் கொள்வதுமிகவும் இன்றியமையாததாகும்.
4. தட்டச்சுஆசான் என்றமென்பொருள் மூலமாகதமிழ் மற்றும் ஆங்கிலம் இருமொழிகளிலும் குறைந்தநேரத்தில் கற்றுக் கொள்ள பயனுள்ளதாகஅமையும்.

பாடத்திட்டம்:

அலகு - 1

- 1.1 அடிப்படைநடுவரிசை
- 1.2. வார்த்தைப் பயிற்சி
- 1.3. அறிமுகச் சாவி (ச.ர)
- 1.4. துளிகள் விளையாட்டு
- 1.5. வார்த்தைவிளையாட்டு

அலகு- 2

- 2.1. அறிமுகச்சாவி (எ)
- 2.2. வார்த்தைப் பயிற்சி
- 2.3. பிணைப்பெழுத்துகள்
- 2.4. வாக்கியப் பயிற்சி
- 2.5. துளிகள் விளையாட்டு

அலகு- 3

- 3.1. அறிமுகச் சாவிகள்
- 3.2. வாக்கியப் பயிற்சி
- 3.3. மயாவிவிளையாட்டு
- 3.4. மாற்றுவிசைசாவிகள்
- 3.5. பத்திப் பயிற்சி

அலகு- 4

- 4.1. அறிமுகச் சாவி (ப, ர)
- 4.2. வார்த்தைப் பயிற்சி
- 4.3. வாக்கியப் பயிற்சி
- 4.4. துளிகள் விளையாட்டு
- 4.5. வாக்கியப் பயிற்சி

அலகு- 5

- 5.1. அறிமுகச் சாவிகள் (உ இ)
- 5.2. வார்த்தைப் பயிற்சி
- 5.3. மாற்றுவிசைச் சாவிகள்
- 5.4. மயாவிவிளையாட்டு
- 5.5. வாக்கியப் பயிற்சி

அலகு- 6

- 6.1. அறிமுகச் சாவிகள் (எ அ)
- 6.2. வாக்கியப் பயிற்சி
- 6.3. துளிகள் விளையாட்டு
- 6.4. அறிமுகச் சாவிகள் (ல வ)
- 6.5. பத்திப் பயிற்சி

அலகு- 7

- 7.1. அறிமுகச் சாவி(டே)
- 7.2. வாக்கியப் பயிற்சி
- 7.3. துளிகள் விளையாட்டு
- 7.4. மாற்றுவிசைச் சாவிகள்
- 7.5. பத்திப் பயிற்சி

அலகு- 8

- 8.1. அறிமுகச் சாவிகள் (டி, ற)
- 8.2. வாக்கியப் பயிற்சி
- 8.3. மயாவிவிளையாட்டு
- 8.4. பிணைப் பெழுத்துகள்
- 8.5. பத்திப் பயிற்சி

அலகு- 9

- 9.1. அறிமுகச் சாவிகள் (?, னு, ண)
- 9.2. வார்த்தைப் பயிற்சி
- 9.3. வடமொழிஎழுத்துகள்
- 9.4. பத்திப் பயிற்சி
- 9.5. மயாவிவிளையாட்டு

அலகு- 10

- 10.1. அறிமுகச் சாவிகள் (ங, ஞ, .:)
- 10.2. வாக்கியப் பயிற்சி
- 10.3. மாற்றுவிசைச் சாவிகள்
- 10.4. பிணைப் பெழுத்துகள்
- 10.5. வாக்கியப் பயிற்சி

அலகு- 11

- 11.1 எண்கள் (0 - 09)
- 11.2. வாக்கியப் பயிற்சி
- 11.3. சிறப்பெழுத்துகள்
- 11.4. மயாவிவிளையாட்டு
- 11.5. பத்திப் பயிற்சி

அலகு- 12

- 12.1. மயாவிவிளையாட்டு
- 12.2. பத்திப் பயிற்சி
- 12.3. தேர்வு

12.4. .தேர்வு

12.5. நிறைவு