VALUE ADDED COURSES
Academic Year 2020-21

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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VALUE ADDED COURSES

Academic year 2020-21

CONTENT

S.No.	Course Name	Year
1	Smart Phone Trouble Shooting and PCB designing	2020-21
2	Paint and Coating Technology	2020-21
3	Aari Embroidery	2020-21
4	ChemInformatics	2020-21
5	Web App Development	2020-21
6	Mobile App Development	2020-21
7	Python with Data Analytics	2020-21
8	CCNA (Red Hat)	2020-21
9	Dot Net	2020-21
10	GST with E-Filing	2020-21
11	Health Insurance	2020-21
12	Ethical Hacking and Cyber Security	2020-21
13	Data Visualization and Big Data Analytics	2020-21
14	HR Data Analyst	2020-21
15	Marketing and Selling Skills	2020-21
16	Content Writing	2020-21
17	Certificate course in nanomaterial's characterization	2019-20
18	Certificate course in nanomaterial's preparation techniques	2019-20
19	Basic of water and Waste water Analysis	2019-20
20	Mathematical Documentation and Computation	2019-20
21	Certificate course in Bio-Entrepreneurship	2019-20
22	Certificate course in Molecular Diagnostics	2019-20
23	Lab Safety and First Aid	2019-20
24	Plant Tissue Culture	2019-20
25	Protein Purification and Characterization	2019-20
26	Certificate course in Microbial quality control and testing	2019-20
27	Microbial Fermentation	2019-20
28	Sports Nutrition	2019-20
29	Fundamental of Cyber Security	2019-20
30	PC Hardware and Networking	2019-20
31	Stock Market Operation	2019-20
32	Personal Finance	2019-20

33	Online Business Technique	2019-20
34	Goods and Service Tax	2019-20
35	Setting- up of Business entities	2019-20
36	Fundamental of Stock Market	2019-20
37	Total Quality Management	2019-20
38	Customer Relationship Management	2019-20
39	Accounting for Manager	2019-20
40	Insurance Legislation in India	2019-20
41	Banking for Business processing services	2019-20
42	Insurance for Business processing services	2019-20
43	Financial Statement Analysis	2019-20
44	Capital Market Analysis	2019-20
45	Soft Skills and Personality Development	2019-20
46	Freight Forwarding	2019-20
47	Investment Accounting	2019-20
48	Income Tax E -Filling	2019-20
49	Entrepreneurship Development	2019-20
50	Digital Marketing	2019-20
51	Biomedical Waste Management	2019-20
52	Health Care Data Analysis	2019-20
53	பேச்சுக்கலை	2019-20
54	Tourism	2019-20
55	Effective Communicative English	2019-20
6	Journalism	2019-20
57	Water and Waste water Analysis Lab	2019-20
58	Statistical Analysis using R	2019-20
59	Basic Clinical Laboratory Tests	2019-20
60	Health and Fitness Management	2019-20
61	Chinese Cooking	2019-20
62	Traditional South Indian Cooking	2019-20
63	Textile Surface Embellishment	2019-20
64	Textile Printing	2019-20
65	C - programming	2019-20
66	Python programming	2019-20
67	Open Source Tools	2019-20
68	Certificate in Android	2019-20
69	Bio Python	2019-20
70	Linux Foundation	2019-20
71	Computerized Accounting Package	2019-20
72	Payroll Accounting	2019-20
73	Advanced Excel	2019-20
74	Financial Analysis	2019-20
75	Skill Enhancement	2018-19
76	English Language Techniques	2018-19
77	English For Employability Skills	2018-19
78	Mathematics - Skill Enhancement Course	2018-19

79	Spoken Hindi	2018-19
80	Big Data Analytics and Data Visualization	2018-19
81	Skill Enhancement	2017-18
82	English Language Techniques	2017-18
83	English For Employability Skills	2017-18
84	Mathematics - Skill Enhancement Course	2017-18
85	Spoken Hindi	2017-18
86	Android	2017-18
87	computerized Accounting and Taxation with E-filing	2017-18
88	Computer Accountant	2017-18
89	Data Visualization and Big Data Analytics	2017-18
90	Skill Enhancement	2016-17
91	English Language Techniques	2016-17
92	English For Employability Skills	2016-17
93	Mathematics - Skill Enhancement Course	2016-17
94	Spoken Hindi	2016-17
95	.Net Technologies	2016-17
96	Web Design	2016-17
97	CCNA	2016-17
98	computerized Accounting and Taxation with E-filing	2016-17
99	Web Design	2016-17

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APPROVAL

AY 2020 -21

Job oriented Certificate course from the Academic Year 2021-2022

Course Title: Smart Phone trouble shooting & PCB designing

Course Duration: 50 Hours (Service Provider: 40 Hrs, Institution: 10 Hrs)

Syllabus

Note: Theory: 20%, Practical: 80%

Unit I – Basics of Mobile **(12h)**

Smart Phone Trouble shooting Block Diagram- Mobile Accessories- Innovative applications of Mobile App- Finding mobile model -Use of various Tools& Instruments used in mobile phone repairing.

Unit II – Testing and Assembling **(12h)**

Assembling & Disassembling- Testing of various parts with Multimeter- Testing of Mic, Speaker-Ringer-Vibrator-LCD-Antenna using Multimeter.

Unit III – Soldering technique **(12h)**

Soldering & De-soldering-Jumpering-Touch /Display Replacement- Finding faults and replacing the faulty parts.

Unit: IV: Mobile service **(12h)**

Two types of mobile testing -Continuity test, Voltage test- Mic, Speaker, Ringer trouble shooting Solutions-Insert SIM /No signal solution-Charging Solution-Keypad Problem-Dead Mobile trouble shooting- How to Solder and De-solder a component using Blower (CC pin,BCP pin,SIM tray, Memory tray, Head set pin, All mobile IC's)

Unit: V: Software: **(12h)**

What is Flashing-Flashing Tools-Flashing Method-Pattern Lock-Password Lock-Hanging -Logo

Hanging-Auto ON/OFF-Restart-SIM lock-Unfortunately Google chrome Settings-Whats App has Stopped-Unlocking of handset through codes and software-Use of Secret Codes.

Reference books:

1. Katsuhiko Ueda, 2007, "Digital Signal Processors for Mobile Phone Terminals", Matsushita Electric Ind. Co., Ltd.
2. M. Lotia & Pradeep Nair, 2006, "Modern Mobile Phone Repair: Using Computer Software and Service Devices", BPB Publications.
3. Manahar Lotia ,2006, "Modern Mobile Phone Introduction & Servicing", BPB Publications.

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2021-2022

Course Title: Paint and Coating Technology

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Syllabus

Note: Theory: 20%, Practical: 80%

Unit I - Paint

Composition of paint-pigments-physical principles, manufacturing and industrial standard, figures of merit, Organic and inorganic pigments-binders-drying oil, alkyd resin, vinylic and acrylic emulsion, epoxy resin, polyurethanes-Solvents.

Unit II - Paint Preparation methods

Paint manufacturing process – Paint system for automotive and refinish-Processes and coatings, Preparation, Primer, base coat, clear coat, terminology, types and form. Kitchen room paint and its maintenance.

Unit III - Atomization and Spray Gun working principle

Atomization-Sprays-Droplets-Fluid Properties - factors affecting thespray- Viscosity & Density – paint spray and testing procedure – factors affecting on spray finish. Atomization processes-Pressure (Airless) Atomization- Air (Air spray) Atomization - Centrifugal Atomization - Electrostatic Atomization. Types of spray gun–demonstration of all model and application.

Unit I V - Testing and protective equipment's

Temperature control-viscosity control-flow rate measurements- Dry flim and wet flim gauges operation and handling method – Adhesion test-contamination test. Personal protective equipment's –how to use-where to use and benefits – emergency control process. Characteristic measurements during paint mixing and after paint mix.

Unit V - Material safety data sheet

MSDS- purpose- responsibilities of supplier, worker, and employer - Content or sections

globally followed - Trade secret.

Reference Books:

1. *B.K Sharma*, **Industrial Chemistry,** Goel publishing House, Meerut, 2000.
2. *Jain and Jain*, **Engineering Chemistry**, Dhanpat Rai Publishing Co., 1998.

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2020-2021

Course Title: Aari Embroidery

Course Duration: 60 Hours (Service Provider: 50 h, Institution: 10 h)

S.No	Content
1.	Practicing different types of Designs using free hand Sketching
2.	Sketching different designs of neck shape
3.	Applying different small designs around the drawn neck shape designs
4.	Study the different types of fabrics used for Aari and Zardosi Embroidery with their commercial names like georgette, cotton, satin, Silk, Dacron, Chiffon, Georgette, Viscose, Tissue, tec.
5.	Identify the aari work tools
6.	Learn tracing materials and Tracing method
7.	Use Khakha (Chappa) making process
8.	Practice Frame fitting and method of fixing the fabric on the frame for Aari work
9.	Check the tension of the fabric and ensure the fabric is defect free.
10.	Practice the handling of Aari needle, its position, inserting the needle into the fabric and picking the thread from the underneath of the fabric.
11.	Locking, starting and finishing of basic Chain stitch. Practice Locking, starting and finishing of basic Chain stitch
12.	Practice of Basic Chain stitch in straight, Curved, Twisted, Square, Round lines. Practice of Basic Chain stitch in Scalloped Shapes.
13.	Make and Practice the different varieties of Stitches and works like • Salli • Long and Short • Fishbone Stitches • Button Hole Stitches • Zari thread work • Padded Chain Stitch (3 methods i.e, Plain, Cross, Straight) • French Knot • Long French Knot • Matt filling stitches • Honey Comb • Filling stitches • Stitches with Sequins (Flat and Overlapping methods) • Stitches with mirrors • Stitches with beads • Stitches with Full tubes • Stitches with Half tubes • Stitches with Stones • Stitches with Zardosi • Patch Work • Cut work • Works with Running Stone Chains and Antique Beads • Double Colour Embossed thread Work • Padding with Beads, Zardosi and cut tubes • Rope work • Leaf stitch work (2 types) • Butterfly stitch work • Khatta stitch work • Zordosi Leaf Work • Zardosi Rose Work • Zardosi

	Filling Work
14.	Sketching and Practicing Different types of Designs of Aari and Zardosi Embroidery
15.	Selection a Design and Select the suitable fabric, Needle, Raw materials, combination of Stitches, and Combination of Works for the Design
16.	Transfer the design
17.	Do the embroidery work in the transferred design
18.	Do the Finishing process for the embroidery done
19.	Ensure the embroidered fabric without any embroidery defect and stains
20.	Learn the rectification of embroidery defects if any.
21.	Calculate the cost of the above work
22.	Learn Different Fashioned Embroidery Styles and Techniques
23.	Practice the embroidery work to decorate • Sari Blouses (at least 2 Nos.) • Sari (using small motifs in Body/Border/Pallu)
24.	Calculate the cost of the above works
25.	Project Work – Select a suitable latest trend design for a fashioned garment. Complete the garment with embroidery work and work out the final cost of the garment.
26.	Maintain a Clean and Hazard free Work Area
27.	Maintain the tools and Equipment
28.	Use proper method of Handling of tools and Equipment
29.	Store the materials
30.	Use correct posture to do the aari work in
31.	Use the proper method of disposal of waste
32.	Learn to perform Basic First Aid
33.	Learn the method of operating fire extinguisher
34.	Demonstrate the use of PPE like thimble and nose mask
35.	Learn communication and data presentation
36.	Demonstrate effective interaction with the group.
37.	Demonstrate time management in the work.
38.	Prepare your resume.
39.	Explain how to become an Entrepreneur
40.	Use computers and access internet for day to day activity

References

1. Anne Butcher &Debra ,2008. (Royal School of Needle Work Embroider techniques). Indian Textiles. (Edn.) : Sally Saunders designs

2. Janice Vaine,,I.N. (2005). Hand Embroidery stitches at a glance. (10 Edn.): Laundauer Publishers

3. D.K. (2015). Embroidery : A step - by - step Guide to more than 200 stitches. (Edn.) : D.K Publishers

4.Wendi gratz. (2020). How to Embroidery almost everything : A source of 500, modern motifs- Learn to draw with thread .. (Edn.) Quarry books, USA

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APPROVAL

AY 2020 -21

Job oriented Certificate course from the Academic Year 2020-2021

Course Title: Cheminformatics

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Syllabus

MODULE 1:

INTRODUCTION, INTRODUCTION TO DATA AND DATABASE, INSTALLING R, INSTALLING PYTHON, INSTALLING MATHEMATICA, ACCESSING PUBCHEM THROUGH A WEB INTERFACE, CHEMINFORMATICS RESOURCES, PHYTHON ASSIGNMENT, R ASSIGNMENT AND MATHEMATICA ASSIGNMENT

MODULE 2:

REPRESENTING SMALL MOLECULES IN COMPUTERS, MOLECULAR GRAPH ISSUES, LINE NOTATION, STRUCTURAL DATE FILES (MOL FILE, HACK – A - MOL)

MODULE 3:

DATABASE RESOURCES IN CHEMINFORMATICS, DATABASE BASICS, DATABASE MANAGEMENT, PUBLIC CHEMICAL DATABASE, DATABASE QUERY

MODULE 4:

MOLECULAR SIMILARITY, MOLECULAR DESCRIPTORS, SIMILARITY COEFFICIENTS, MATHEMATICA, PHYTHON AND R ASSIGNMENT

MODULE 5:

COMPUTER AIDED DRUG DISCOVERY AND DESIGN, MOLECULAR DOCKING EXPERIMENTS, PHYTON ASSIGNMENT VIRTUAL SCREENING.

Reference:

Engel T 2018, "Chemoinformatics: Basic Concepts and Methods", 1st edition, Wiley-VCH, Germany

Varnek A 2017, "Tutorials in Chemoinformatics", 1st edition, WileyPublishers, United States.

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AY 2020 -21

Job Oriented Certificate Course from the Academic Year 2020-2021

Course Title : Web App Development
Course Duration : 50 Hours (Service Provider: 40 h, Institution: 10 h)
Note: Theory: 20%, Practical: 80%

UNIT 1

HTML – Overview - Basic tags- Elements and Attributes- Formatting - Images- Tables- List- Frames - Blocks- Forms- Layouts – CSS - Overview-Syntax- Inclusion- Colors- Fonts- Borders- Paddings- Dimensions-Positioning- Layers - JS - Overview- Syntax- Variables- Operators- Condition statement- Loop- Functions- Objects- Number- String-arrays- Date- Math- Dom –Java script advanced.

UNIT 2

Asp.net- Introduction- Creating web forms- Tracing- Validation- User controls- Accessing relational data - Managing state - Validators- Database access- Data Sources - Security- Data caching - Web services - Multithreading-Configuration-Deployment - MVC Introduction - Exploring razor views.

UNIT 3

C# - Introduction- Variables and calculations- Attributes and properties - Program statements- classes- System interactions- Threads- Validations and exception handling- Specialized topics.

UNIT 4

SQL – Overview- RDBMS Databases- Create Database- Drop Or Delete Database- Select Database, Use Statement- Create Table- Constraints- Using Joins- Unions Clause- Indexes- Having Clause- Wildcard Operators- Date Functions – Clone Tables – Sub Queries – Using Sequences – Handling Duplicates – Injection

UNIT 5

Photoshop – Introduction- Interface layout- Palettes- Toolbox- Selection tools- Alteration tools- Drawing and Selection tools- Assisting tools- Color Boxes and Modes- Basic Image editing- Cropping- Resizing- Correcting-Understand the flash environment – Working with graphics.

REFERENCE BOOK:

1. Learning Web App Development, O'REILLY Publications, Semmy Purewal, 1st Edition, 2014

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2020-2021

Course Title: Mobile Application Development

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

COURSE OBJECTIVES:	Duration: 60 hrs Eligibility: HSC Course In-charge: Mr. T. R. Anand
• To facilitate students to understand android SDK • To help students to gain a basic understanding of Android application development • To inculcate working knowledge of Android Studio development tool	

COURSE OUTCOMES:

At the end of this course, students will be able to:

- Identify various concepts of mobile programming that make it unique from programming for android platforms
- Describe the life cycle of the activities and application resources
- Knowledge on UI elements, design with Layouts and webservices
- Learn about animation and utilize sensors to add orientation and location
- Deploy applications to the Android marketplace for distribution.

Course Module:

Unit -I

Android Software Development, building a sample Android application using Android Studio.

Android Project Structure, Android Manifest File and its common settings.

Unit II

Activities, Services, Intents. Permissions, Application resources.

Unit III

Basic User Interface Screen elements, Designing User Interfaces with Layouts. Using Content Providers, Handling Persisting Data. JSON Web Service.

Unit IV

Gallery, drawing 2D and 3D Graphics and Multimedia, Drawing and Working with Animation. Networking, Telephony and Location, Android Networking, Web and Telephony API. Search, Location and Mapping, Communication, Identity, Sync and social media. Unit V Sensor and Hardware Programming. Publishing Android Application.
References 1. Https://developer.android.com. 2. Wireless Communications & Networks, Second Edition, William Stallings by Pearson. 3. Mobile Computing Technology, Applications and service creation, Asoke K Telukder, Roopa R Yavagal by TMH. 4. Android Application Development Black Book, Pradeep Kothari, dreamtech press. 5. Wireless and mobile networks, Dr. Sunilkumar S. Manvi, Dr. Mahabaleshwar S.Kakkasageri by WILEY. 6. Mobile Computing, Raj Kamal by Oxford.

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2021-2022

Course Title: Python With Data Analytics

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Syllabus

Note: Theory: 20%, Practical: 80%

Unit I Python Syntax

Comments-Variables- Data types- Numbers-- Strings- Booleans- Operators- If else- For loop- List- Tuples- Sets-While Loop- Functions-Arrays-Lampada- Dictionaries-classes-objects-Dates-Strings- File Handling

Unit II – Introduction to Data Science

Environment setup –Jupiter Overview-Introduction to NumPy-Numpy Array-Array Indexing-Numpy Operations-Numpy Exercise overview

Unit III – Introduction to PANTAS

Series- Data Frames-GroupBy- Merging – Joining- Concatenating-Operations- Data Input and output - SF Salaries Exercise Overview- Ecommerce Purchases Exercise Overview

Introduction to MATPLOTLIB

Mat Plot Lib, **Introduction to SEABORN** Distribution Plots- Categorical Plots- Matrix Plots-Grids- Regression Plots- Style and Color- Seaborn Exercise Overview

Unit IV Importing Datasets

Learning objectives-Understanding the Domains- Understanding the Datasets-python package for data science.

Unit V - Model development and Evaluation

Cleaning and preparing data – Summarizing the data frame – Model development and Evaluation

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Job oriented Certificate course from the Academic Year 2020-2021

Course Title: Dotnet

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Introduction to C# Programming

- What is C#?
- Does C# Replace Java?
- Simple Program: Printing a Line of Text
- Memory Concepts

Variables and Data types

- Initialization of Variables
- Variable Scope
- Constants
- Value Types and Reference Types
- CTS Types Operators And Statements

Arrays and Strings

Object Oriented Programming

- Objects and Classes
- Methods and Properties
- Constructors and Destructors Inheritance Types of Inheritance
- Implementation versus Interface Inheritance
- Multiple Inheritances
- Structs and Classes

Polymorphism

- Abstract Classes
- Implementing Polymorphism by Method Overloading
- Implementing Polymorphism by Method Overriding
- Interfaces and Structures

Interfaces

- Defining and Implementing Interfaces
- Derived Interfaces
- Accessing Interfaces
- Overriding Interfaces

Structures

- Defining Structs
- Creating Structs
- Creating Enum Exception Handling
- Exception Classes
- Standard Exceptions
- User Defined Exceptions

Delegates

An Overview of C#.Net Building Windows Based Applications

- Standard Controls
- Components
- Forms
- Menus and Dialogues
- Validating user input

Accessing Data with ADO.NET, Crystal Reports

- Overview of ADO.NET
- Accessing Data
- Using Dataset Objects and Updating Data
- Binding, Viewing, and Filtering Data
- Connecting With the Database

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2020-2021

Course Title: Redhat System Administrator
Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Syllabus

- **Get started with Red Hat Enterprise Linux**
  Describe and define open source, Linux distributions, and Red Hat Enterprise Linux.
- **Access the command line**
  Log into a Linux system and run simple commands using the shell.
- **Manage files from the command line**
  Copy, move, create, delete, and organize files while working from the bash shell.
- **Get help in Red Hat Enterprise Linux**
  Resolve problems by using local help systems.
- **Create, view, and edit text files**
  Manage text files from command output or in a text editor.
- **Manage local users and groups**
  Create, manage, and delete local users and groups, as well as administer local password policies.
- **Control access to files**
  Set Linux file system permissions on files and interpret the security effects of different permission settings.
- **Monitor and manage Linux processes**
  Evaluate and control processes running on a Red Hat Enterprise Linux system.
- **Control services and daemons**
  Control and monitor network services and system daemons using system.
- **Configure and secure SSH**

Configure secure command line service on remote systems, using OpenSSH.

- **Analyze and store logs**
  Locate and accurately interpret logs of system events for troubleshooting purposes.
- **Manage networking**
  Configure network interfaces and settings on Red Hat Enterprise Linux servers.

- **Archive and transfer files**
  Archive and copy files from one system to another.
- **Install and update software**
  Download, install, update, and manage software packages from Red Hat and yum package repositories.
- **Access Linux files systems**
  Access, inspect, and use existing file systems on storage attached to a Linux server.
- **Analyze servers and get support**
  Investigate and resolve issues in the web-based management interface, getting support from Red Hat to help solve problems.
- **Comprehensive review**
  Review the content covered in this course by completing hands-on exercises.

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SRIKARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

ISO 9001:2015

Course	:	Certification Course in Advanced Excel
Total Hours	:	30 Hours training with 2 Hours Evaluation test
Course Fee	:	Contact SRIKARA Management
Course Motive	:	Knowledge based training in Advanced Excel
Software	:	Microsoft Office
Course Syllabus	:	Attached
Material	:	Exercise material are provided in hard copy or soft copy

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ADDRESS

SRIKARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

23/2, 1st Floor, Divine Tower, 8th Cross Cut Road, Gandhipuram, Coimbatore – 641012.

Ph.no. - 0422 – 4354999, 98430 – 93936.

Mail-id: chesrikara@gmail.com

*** Welcome to Corporate World ***

Advanced Excel Syllabus - 30Hrs Training with 2Hrs Evaluation Test

SNO	TOPICS	HRS
1	**Introduction:** Working and Manipulating with Worksheet, Styles, Using Aggregate Functions.	1
2	Condition formatting	1
3	Excel Formulae(Part 1) – Mathematical Functions	1
4	Excel Formulae(Part 2) – Advanced Mathematical Functions	1
5	**Task 1** (related to above 1 to 4 class)	1
6	**Advance Calculations:** Using Logical Functions & Fixing Errors Using Text Functions	1
7	Using Date & Time Functions	1
8	Using Lookup Functions	1
9	Use Functions like V Look up and H Look up	1
10	Creating Subtotals Using financial functions Using the cumulative interest payment function	1
11	**Advanced Data Tools:** Validating & Protecting Data	1
12	Converting Text to Columns Removing Duplicate Records	1
13	Consolidating Data Importing Data & Adding Hyperlinks	1
14	**Performing A What-If Analysis** Finding an Input Value with Goal Seek Displaying Options via Scenarios Including Variable Values through Data Tables	1

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Advanced Excel Syllabus - 30Hrs Training with 2Hrs Evaluation Test

SNO	TOPICS	HRS
15	**Evaluation Test - 1**	**1**
16	**Auditing Calculated Values** Working with Circular References Tracing Precedents & Dependents & Evaluating Formulas	
17	Using the Watch Window Error Checking, Linking to Databases	1
18	Constructing Pivot Tables Modifying Pivot Table Calculations Setting Pivot Table Properties	1
19	Working with PivotTable Data in Formulas & Pivot Charts	1
20	Adapting Charts For Complex Data Adding a Secondary Chart Axis Working with a Scatter Chart	1
21	Formatting Error Bars Adding a Trend line Freezing Panes	1
22	**Task 3** (related to above 16 to 22 class)	1
23	Macro Concepts & Creating a Basic Macro	1
24	Manipulating Cell & Range References	1
25	A Brief Introduction to VBA Viewing & Editing VBA in Excel	1
26	Making Macros Accessible & Applying Security Settings	1
27	Macros – Calculation using Tools	1
28	**Task- 4** (related to above 23 to 26 class)	1
29	**Case Study** – Student details mark list report	1
30	**Final Evaluation Test - 2**	1

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SCHEDULE for ADD-ON ADVANCED EXCEL		
SNO	**Content**	**Hrs**
1	Class and Task (Case Study)	14
2	**Evaluation Test- 1**	1
3	Class and Task (Case Study)	14
4	**Final Evaluation Test – 2**	1
Total		**30 Hrs**

Note:

- Evaluation test will be conducted twice in each 15Hrs.
- Certificate will be provided after the course completion.
- Exercise material are provided either Hard copy or soft copy.

14.

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2021-2022

Course Title: Health Insurance

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Job Oriented Certificate Course from the Academic Year 2021-22

S.No	Title
1.	Health Insurance an Introduction and its need
2.	IRDA regulations. Governing Body
3.	How Insurance pipeline works.
4.	Various Schemes under Health Insurance plan
5.	Players in the market.
6.	Provider/ clinician associations to a network
7.	Price list/ fee guides management for medical services and packages Facility of price list maintenance
8.	Provider and Network Management Service provider and clinician network maintenance
9.	Policy Servicing(Endorsement)
10.	End-to end claims processing from notification till settlement
11.	Processing of medical services/ benefits and medical packages
12.	Auto-adjudication process for authorizations/claims
13.	Claim rejection or cancellation handling
14.	Eligibility, limit checks and applicable tariff calculation for services/ packages
15.	Manual and automatic denial handling at claim and services level
16.	Waiting Period/ co-payment/ co-insurance handling in claims processing
17.	Reserve handling capability for authorizations/claims
18.	Automatic and manual payment creation and approval
19.	Role-based authority for claims approval

20. Automated communication alerts - emails and SMS
21. Requirement and query handling with automated reminders
22. Automated document generation
23. Fraud handling based on varied business scenarios
24. E-Claim management
25. Downloading of specific claims data for reconciliations

Course Title: Health Insurance

Course Duration: 50 Hours (service provider: 40 hours institution: 10 hours)

Syllabus

Note: 80% Practical and 20% Theory

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APPROVAL

AY 2021-22

Job oriented Certificate course from the Academic Year 2021-2022

Course Title: Ethical Hacking and Cyber Security: Issues and its Prevention

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Syllabus

Note : Theory 20% Practical 80%

Ethical Hacking and Cyber Security: Issues and its Prevention

- . Introduction
- Ethical Hacking Lab Setup
- Kali Linux Configuration
- Reconnaissance & Foot printing
- Network Type & Topologies
- DNS
- Scanning Networks
- Vulnerable Scanning
- NGROK
- Sniffing Network
- Hashes and Passwords
- Hacking System using Metasploit Framework
- Social Engineering
- Hacking Android Phones

- PHP & MYSQL Basic
- Cryptography
- Web Application Attack
- IDS Firewall Honey pot
- Cloud Computing
- Cryptography
- Block Chain Technology
- Death of Privacy
- Dark Web deep web surface web
- Security Protection
- DOS Attack
- Inside Bug Bounty
- Clearing Up and Getting out

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Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

Big Data Hadoop and QlikView Training (50-60 hours)

System requirements:

Hardware

i5 or equivalent processor
Minimum 4GB RAM

Software

Any windows O/S with admin access
Latest version of VM ware (will be provided)
QlikView (will be provided)
Microsoft office

Training Topics:

Big Data - Hadoop Developer — 3 Hours

Big Data

- Introduction
- Evolution
- Characteristics of Big data - 4Vs

Hadoop — 5 Hours

- Introduction
- Architecture and Eco System
- Versions of Hadoop
- Components of Hadoop
- Installation and Setup
- Hadoop File System commands
- Practical Assignments

My SQL — 5 Hours

- Basic Queries in UNIX
- Complex Queries in UNIX

Map Reduce — 6 Hours

QlikView Introduction — 4 Hours

- What and why is QlikView?
- Traditional BI vs. Associative BI
- Associative Search vs. Relational Data Query
- Architecture and components

Walkthrough of QlikView — 4 Hours

- QlikView UI
- Loading data into QlikView
- Associating data from several tables
- Concatenating tables
- Cross tables
- BookMark

Loading data into QlikView — 2 Hours

- Load inline
- Load from a file
- Load from ODBC

Sheet and Sheet Objects — 8 Hours

- Working with Sheet Objects
- Charts and types
- Sheet Objects Properties

Technology

- Informatica (Basics)

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- IBM watson analytics (Basics)
- Microsoft luis analytics (Basics)

Participant

- 100 to 120 students
- Total hours – 60

Deliverable

- Motivational training
- Technical training

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2021-2022

Course Title: HR Data Analytics

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

CONTENTS

UNIT- I

Strategic Workforce Planning – Strategy & Data – Driven Decision Making - Measuring Performance and Potential – Workforce Crisis in 2030 – Creating a Workforce Map - Workforce Scenario Analysis.

UNIT-II

Linking Human Resources to Return On Investment - The HR3P Model in Excel - Financial HR Analytics - Costs of Absenteeism – Calculating Return on Investment – Cost Analysis Tool.

UNIT-III

HR Analytics in Excel – Introduction – Statistics in Excel - Efficient Metrics and Automated Reporting.

UNIT-IV

Tables in Excel – Advanced - Building a First Dash board – Dates in Pivot Tables and Dashboards - Using Power BI or Tableau – Installing Power BI Desktop – Data Structures - Connecting Transactional Data – Structuring and Modeling Data.

UNIT-V

Power BI Challenges – Data editing in Power BI – Visualizing HR Data - Publishing HR Reports – Data Visualization in Power BI.

Reference Books

1. Dr Martin Edwards, Kirsten Edwards, "**Predictive HR Analytics: Mastering the HR Metric**", 2016, Kogan Page Publisher, Edition 1, ISBN-10 : 0749473916, ISBN-13 : 978-0749473914
2. Dipak Kumar Bhattacharyya, "**Hr Analytics: Understanding Theories and Applications**" 2017, Sage Publications India Private Limited, First edition, ISBN-10 : 9386062712, ISBN-13 : 978-9386062710

M.S.

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AY 2020 -21

Job oriented Certificate course from the Academic Year 2021-2022

Course Title: Marketing and Selling Skills

Course Duration: 50 Hours (Service Provider: 40 h, Institution: 10 h)

Topic	Hours
Creating Effective Business Plan	
Customer Service Excellence	
Be A Greatest Sales Person	
Presentation Skills	
Marketing	
Leadership	
Event Management	
Team Building	
Total Hours	**40**

Please note: The course contents given are subjected to change based on the ability and capacity of the participants. The structure and flow of the said topics will be finalized after the initial assessment of the students.

Creating Effective Business Plan

- Why is it important to create a business plan?
- Understanding the components of a business plan?
- Hoe to create a sample business plan
- Creating and presenting a business plan

Customer Service Excellence

- Excellence in customer service
- Types of customers

- Creating distinctive customer experiences
- Handling different types of customers
- Customer journey
- Inspiring trust and building commitment

Be A Great Sales Person

- The sales process
- Suspect Prospect Approach Negotiation Close
- Opening and Closing a sales call
- Negotiation and Objection Handling
- A Day/ Week/ Month of a sales man

Presentation Skills

- Public speaking
- Audience assessment
- Content development
- Engaging audience
- Visual aids and handouts
- Presenting products / service

Marketing

- Marketing and marketing management
- Marketing environment
- Market segmentation
- Market research
- Product place price promotion
- Marcom

Leadership

- Leadership Assessment and Leadership styles
- Leader in the organisation, family and society
- Creation of Leadership Packet: Leadership Definition, Self-Assessment, Action Plan and Results, Leadership Journal, Next Steps
- Ethics, Self-awareness, Emotional intelligence, Delegation, Resilience, Problem solving

Event Management

- Client requirements and promised deliverables
- Pre event checklist, preparation and finalization
- Production and event execution
- Event flow, agenda, roles and responsibilities
- Post event evaluation
- Event marketing

Team Building

- Defining Success
- Types of Teams
- Stages of Team Development
- Making the Most of Team Meetings
- Solving Problems as a Team
- Encouraging Teamwork

REQUIREMENT, SUPPORT AND INVESTMENT DETAILS:

Requirement at the venue by Dr NGPASC:

- A hall where all the participants can sit and do the activities
- Another hall in case we split the team into two
- Movable armless chairs and tables
- Outdoor free space for activities
- Over Head LCD Projector for presentation.
- White board with markers.
- Flip chart
- Writing pads
- Audio set / Music player

To be made available by EBP:

- All Materials for learning games & activities
- Gifts for all games/activities conducted
- Photo copies of materials / activity sheets

Terms - Commercial:

- The Professional Fee for this module of 40 Hrs **per participant is Rs. 1000/- + GST 18%,** for 100 Students Minimum. For every extra student above 100, it will be extra on prorate basis.
- 50% advance balance payment within a week of receipt of the invoice.
- Payment by CHEQUE / Demand Draft only.

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APPROVAL

AY 2020 -21

Job oriented Certificate course from the Academic Year 2020-2021

Course Title: Digital Content writing

Course Duration: 50 Hours (Service Provider: 35 h, Institution: 15 h)

Syllabus

Note: Theory: 20%, Practical: 80%

Unit I - Language Specifications

Introduction to Content Writing, Content Marketing and Content Strategy, Types of Content tones

Types of Styles, Common grammatical errors, Spellings and Punctuation rules, Using Thesaurus/ Software for content spinning, Content formats

Unit II - Digital Aspects

Online research, Cracking Internet using Google, Using Article directories, Learning to use spinning software, Designing of Cover pages, Checking for copyrights, Using content under public domain, Blogging (Word press/Blogger/BlogSpot), Setting up themes/templates, Keyword research (Google keyword planner), Understanding Google analytics and ALEXA rankings, Leveraging social media for content distribution

Unit III - Content Types and Formats

Article writing/spinning, Blog posts and social media posts, Book summaries/reviews, Copy writing/ Landing pages, Creative writing/ fiction, DIY guides/ manuals

Unit I V - Content Types and Formats

EBook writing, Editing / proofreading, Grant writing/ proposal writing, Newsletter/ magazine writing, Press releases, Sales writing, Technical guides, Web content/ SEO writing

Unit V - Academic Content Types

Question banks, Workbooks, Study materials/ courseware, Academic guides/ manuals/ Tutorials

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COURSE CONTENT

FACULTY OF BASIC AND APPLIED SCIENCE

DEPARTMENT OF PHYSICS

Certificate Course on Nanomaterials Characterization

Course Objective: • To acquire knowledge of structure, properties and synthesis of nanomaterials. • To understand the principles of spectroscopic and instrumentation techniques.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Analyze the structure of Nanomaterials.
- Determine the chemical composition and morphology of Nanomaterials.
- Calculate the particle size of nano materials.

Course Module:

Unit I – Structural analysis

X-Ray Diffraction: Solid matter and crystal planes - Basics of crystallography-X-ray reflection - Bragg's law - Millers indices and atomic planes – Instrumentation -Uses and applications.

Unit II - Chemical composition analysis

X-ray photoelectron spectroscopy: Photoelectric effect and physical principles-
Components and design of the instrument.

Unit III – Surface Morphology analysis

Electron microscope: Principle and types - Scanning electron microscopy – Electron generation and types– Backscattered and secondary electrons- X-rays – Application of SEM.

Unit IV – Particle Size analysis

TEM: Principle, Instrumentation and Modes of operation – Specimen preparation- Diffraction and diffraction pattern – HRTEM- Use in nanostructures.

Unit V – Optical Properties analysis

UV-vis spectroscopy: Principle, Instrumentation, Uses and applications - FTIR spectroscopy:Molecular vibrations, Principle, instrumentation, uses and applications - Raman spectroscopy: Raman effect, principle, instrumentation, uses and applications.

Lithography – Photolithography - Electron beam Lithography – X-ray Lithography

UNIT V:Bio-synthesis

Bio-catalysis -Biological synthesis of nanomaterials– Use of plant extracts/enzymes, microorganisms-Protein Based Nanostructured Formation – DNA-Templated Nanostructure Formation –Biologically inspired Nanocomposites.

References:

1.Nanocrystals: Synthesis, Properties and Applications,C.N.R.Rao,P.J.Thomas andG.U. Kulkarni, Springer (2007).

2.Nanochemistry:A Chemical Approach to Nanomaterials–Royal Society of Chemistry, Cambridge, UK (2005).

3.Nanocomposite science and technology, PulickelM.Ajayan, Linda S. Schadler, Paul V. Braun, Wiley-VCH Verlag, Weiheim (2003).

4. Nanotechnology: Basic Science and Emerging Technologies–Mick Wilson, KamaliKannangara, Geoff Smith, Michelle Simmons, Burkhard Raguse, Overseas Press (2005).

Course Incharge: Dr.K.Girija

Head of the Department
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DEPARTMENT OF CHEMISTRY

Certificate Course on Water and Waste Water Analysis

Course Objective: • To introduce the students to underpinning knowledge for operating various process of waste water or water analysis. • To develop the students experimentally to analyze various water quality parameters in laboratory.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:
Students who successfully complete this course will be able to:

- Identify the appropriate treatment schemes to remove certain pollutants present in water or wastewater.
- Apply the best available technologies for treatment of drinking water for the benefit of society.

Course Module:
Chemical analysis of water parameters

- pH
- EC
- TDS
- TSS
- Estimation of total hardness (EDTA method)
- Estimation of acidity and alkalinity
- Estimation of free chlorine and sulphate
- Estimation of Dissolved Oxygen
- Estimation of Chemical Oxygen Demand (COD)

References:

1. *B.K Sharma*, Water pollution, Goel publishing House, Meerut, 2003.
2. *Jain and Jain*, Engineering Chemistry, Dhanpat Rai Publishing Co., 1998.
3. *N. Manivasakam (Water Analyst),* Chemical and Microbiological Analysis of Mineral Water and Packaged Drinking Water, Principal Public Health Laboratory, Coimbatore, 2001.
4. *B.K. Sharma,* Environmental Chemistry, *Krishna Prakasam Medai (P) Ltd., Meerut, 6th Revised Edn., (2001).*

Course Incharge: Mrs. P. Kavitha

Certificate Course on Basis of Water and Wastewater Treatment- LAB

Course Objective: • To introduce the students to know about source of water and operation methods of wastewater treatment processes.	Duration: 20 Hours Eligibility: HSC Pass

• To develop the students with an understanding of the water quality parameters including physico-chemical characteristics, available water softening methods and sewage water treatment process.	

Course Outcome:

- Select or construct appropriate treatment schemes to remove certain pollutants present in water or wastewater.
- Apply the best available technologies for physical and chemical treatment of drinking water.

Course Module:

- **Sources of water** – Specifications for drinking water – Water quality standards. Water pollution – Types, effects and sources of water pollution.
- **Water quality parameters:** Temperature – pH – Electrical conductivity, total suspended solids, total dissolved solids, total hardness, Dissolved oxygen – Biological oxygen demand – Chemical oxygen demand.
- **Physico-chemical characteristics of wastewater:** Textile, electrochemical, leather processing industries.
- **Water softening methods** – Lime soda process (cold and hot) - Zeolite process – Ion exchange or demineralization process. Desalination of brackish water - Electrodialysis – Reverse osmosis. Sewage treatment methods.

References:

1. Venkateswaran. V, Veeraswamy. R, Kulandaivelu. A. R, Basic Principles of Practical Chemistry, 2nd Edition, New Delhi, Sultan Chand and Sons, 1997.
2. *J. Mendham, R.C. Denney, J.D. Bames and M. Thomas*. Vogel's Text book of Quantitati Analysis, 6th Edition, Pearson Education, 1989.
3. *G. Svehla, Vogel's* QualitativeInorganic Analysis, *Orient Longman Ltd, Hyderabad, 1987.*
4. *Sharma, K.K. and Sharma, D.S.* Introduction to Practical Chemistry, *Vikas Publishing House, New Delhi, 2005.*

Course Incharge: Mrs. P. Kavitha

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DEPARTMENT OF MATHEMATICS

Certificate Course on Mathematical Documentation and Computation

Course Objective:	
• Designed to give an chance to students to get familiar with basic concepts of LATEX and MATLAB • To understand and gain the practical knowledge and use to solve mathematical problems.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To provide learners the required training in preparing documents for dissertations, thesis and articles for journals, books using LATEX
- To train the learners to present their work through LATEX
- To provide learners a basic knowledge in MATLAB that makes them to do simple calculations, computations and analyzing the given problem by plotting graphs.

Course Module:

UNIT - I **LATEX: Basics: Introduction to LATEX**

Pros and Cons – Basics - Document Hierarchy - Document Management - Labels and Cross-references - Controlling the Style of References - The Bibliography - Table of Contents and Lists of Things - Class Files – Packages - Useful Classes and Packages - Errors and Troubleshooting.

UNIT - II **LATEX: Tables, Diagrams, and Data Plots: Presenting External Pictures**

The figure Environment - Special Packages - Floats - Legends - External Picture Files - The graphic Package - Setting Default Key Values - Setting a Search Path - Graphics Extensions.

UNIT – III **LATEX: Mathematics and Algorithms: Mathematics**

The AMS-LaTEX Platform - LaTEX's Math Modes - Ordinary Math Mode - Subscripts and Superscripts - Greek Letters - Display Math Mode - Text in Formulae – Delimiters – Fractions - Sums, Products, and Friends - Existing Functions and Operators - Integration and Differentiation – Roots - Changing the Style - Symbol Tables.

Beamer Presentations: Frames - Modal Presentations - Incremental Presentations - Visual Alerts - Adding Some Style.

UNIT - IV MATLAB : Starting with MATLAB and Creating Arrays

Starting MATLAB, MATLAB Windows-Working in the command window-Arithmetic operations with scalars-Display formats-Elementary Math Built-In functions-Defining scalar variables-Useful commands for managing variables-Examples of MATLAB applications-Problems. Creating a one dimensional array(vector)-Creating a two dimensional array (scalar)-Notes about variables in MATLAB-The transpose operator.

UNIT - V MATLAB: Two and three Dimensional Plots

The plot command-The fplot command-Plotting multiple graphs in the same plot-Formatting a plot-Plots with logarithmic axes-Plots with special graphs. Line plots-Mesh and surface plots-Plots with special graphics-The view command-Examples of MATLAB applications-Problems.

References:

1. M.R.C. Van Dongen. 2012. LATEX and Friends. Springer-Verlag Berlin Heidelberg, New York.
2. Stefan Kottwitz. 2011. LATEX Beginner's Guide. Packt Publishing Limited, UK.
3. Rudra Pratap. 2006. Getting started with MATLAB 7 A Quick Introduction for Scientists and Engineers,Oxford University Press.
4. Amos Gilat. 2004. MATLAB:An Introduction with Applications. Wiley India Private Limited.

Course Incharge: Dr. P. Umadevi

Certificate Course on Statistical Analysis using R

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• Designed to give an chance to students to get familiar with basic concepts of R • To understand and gain the practical knowledge and use to solve ststistical problems.	

Course Outcome:

- To provide platform to understand the various statistical techniques available
- To give basic knowledge about analyzing the given situation statistically and to apply appropriate method.
- To write the R code effectively to analyze the given data using specific statistical method

Course Module:

UNIT - I **Basics**

Overgrown Calculator-Assignments-Vectorized arithmetic-standard procedures-graphics in R language essentials: Expression and objects-functions and arguments-vectors-Missing values-Functions-Create vectors-matrices and arrays-Factors-Lists-Data frames-grouped data data frames-Implicit loops-Sorting.

UNIT - II **Descriptive Statistics and Graphics**

Summary statistics for a single group-Graphical display of distributions-Summary statistics group-Graphics data for grouped data- Tables-Graphical display of tables.

UNIT - III **Regression and Correlation**

Simple linear regression –Residuals and fitted values-Prediction and confidence bands-Correlation-Multiple regression -Tabular data.

UNIT - IV **T-test**

One sample t –test- Wilcoxon signed rank test- two sample t- test- Comparisons of variances – Two sample Wilcoxon test- The paired t test.

UNIT - V **Analysis of variance**

One way analysis of variance- Pair wise comparisons and Multiple testing –Relaxing the variance assumption- Graphical presentation-Two way analysis of variance- Anova table in regression analysis.

References:

1. Peter Dalgaard. 2008. Introductory Statistics with R, 2rd Edition. Copenhagen April Springer Science+Business Media, LLC.
2. John Verzani. 2005. Simple R Using R for Introductory Statistics. Taylor & Francis e-Library.
3. Matthias Kohal, 2015. Introduction to Statistical Analysis With R. The e Book Company.
4. G. Jay Kerns. 2018. Introduction to Probability and Statistics Using R. 3rd Edition.

Course Incharge: Mr. D. Ramesh Kumar

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DEPARTMENT OF COSTUME DESIGN AND FASHION

Certificate Course in Textile Surface Embellishment-LAB

Course Objective: • To design various motifs for different stitches. • To develop samples for given stitches.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Learn the fundamentals of Surface Embellishments in Textile.
- Understand the stitch types and methods of stitches.

Course Module:

Prepare samples for the following:

1. Basic stitches- flat stitches- running stitch, back stitch, stem stitch, satin stitch, couching stitch, cross stitch, herringbone stitch.
2. Loop stitches- chain stitch, lazy-daisy stitch, button hole stitch, blanket stitch, fishbone stitch, feather stitch, fly stitch.
3. Knotted stitches- french knot stitch, double knot stitch, bullion knot stitch.
4. Appliqué work.
5. Mirror work.
6. Smocking.
7. Cut work.

References:

1. *Shailaja D. Naik.* 2010. Traditional Embroideries of India. Ashish Publishers
2. *MaryMathews,* 1986. Practical clothing construction- Part I and II, Cosmic Press, Chennai.
3. *Mummi Srivastava.* 2003. Embroidery Techniques from East and West. Trafalgar Square Publiser.
4. *Jan Messent*, 1976. Designing For Needlepoint and Embroidery from Ancient and Primitive Sources. Macmillan Publishers.

Course Incharge: Ms.K.Vishnupriya.

Certificate Course in Textile Printing- LAB

Course Objective:	Duration: 35 Hours
• Creating print design. • Printing textile with various techniques.	Eligibility: HSC Pass

Course Outcome:

- Learn the fundamentals of textile printing.
- Understand the methods and applications of printing.

Course Module:

Prepare samples using the following techniques

1. Block printing- vegetable and wooden blocks.
2. Stencil printing- positive and negative with single/ double/multi colours.
3. Tie and dye- any three methods with single/double/ multi colours.
4. Screen printing method- single/double/multi colours.

References:

1. Shenai .V.A, Naresh M. Saraf, 1987. Technology of Finishing, Sevak Publications.

2. *W.S Murphy*, 1994. Textile Finishing.

3. *Vidhyasagar. P.V* , 2000, Hand book textiles, Woodhead publishing ltd, England.

4. Murphy. W.S,2003. Textile finishing, Abhishek Publication

Course Incharge: Mr.A. Janaki Krishnan

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DEPARTMENT OF CATERING SCIENCE & HOTEL MANAGEMENT

Certificate Course in Chinese Cooking-LAB

COURSE OBJECTIVE: ➢ To provide knowledge about the basic concepts of Chinese cooking. ➢ To provide knowledge about the cooking equipments and ingredients used in Chinese cooking.	Duration: 35 Hours Eligibility: HSC Pass

COURSE OUTCOME:

- The students will have a clear understanding about the characters of different ingredients used in Chinese cooking.
- They will be able to use the different ingredients for cooking different Chinese dishes.
- They will be able to prepare different Chinese dishes and its presentation, manage their own kitchen.

COURSE MODULE:

Introduction to Chinese Cookery

Chinese Cooking – Introduction.

Foundations of Chinese cooking:

Ingredients, spices, herbs and sauces used in Chinese cooking.

Regions of Chinese cooking

Shangai, Szechwan, Hunan, Cantonese, Peking.

Chinese soups & starters

Sweet corn vegetable soup, Hot & sour chicken soup, Vegetable spring Roll, Mushroom chilli, Chilli fish, Chicken lollypop.

Chinese main course dishes

Fish/meat, Vegetable, Main course (Rice, Noodles), Dessert

References:

Purobi Babbar. 1995. Flavours of China. (Edition I), Vakils, Feffer and Simons Publishers Ltd.

1. *Josephine Bacon, Hermes. 2006.* African and Middle Eastern cook Book. (Edition I), Hermes House Publishers.
2. *Thangam E.*Philip, 2014. Modern Cookery for Teaching and the Trade (Volume -II). (Edition VI), Orient Blackswan Private Ltd.

Course Incharge: Mr.M.Venkateswaran

Certificate Course in South Indian Traditional cooking- LAB

COURSE OBJECTIVE: ➢ To provide knowledge about the characteristic features of traditional South Indian cooking. ➢ To provide knowledge about ingredients like spices, herbs and other ingredients used in south Indian cooking. ➢ To provide knowledge about the characteristic features of traditional cooking like Chettinadu, Kongunadu cuisine, etc.	Duration: 35 Hours Eligibility: HSC Pass

COURSE OUTCOME:

- The students will be able to gain knowledge about the characteristic features of South Indian cooking.
- They will be able to make use of the different ingredients South India preparations.
- They will be able to prepare traditional dishes like snacks, sweets, etc.

COURSE MODULE:

Introduction to South Indian cooking.

Ingredients, spices, herbs used in South Indian cooking

Introduction to Chettinadu cooking: Masalas, spices, herbs used in Chettinadu cooking.

Traditional South Indian dishes

Traditional Festival snacks preparation

Traditional Festival sweets preparation

References:

1. J. Indersingh KalrajPrashad, 2004. Cooking With Indian Master. (Edition I)
2. ThangamE.Philip, 2014. Modern cookery for teaching and trade.**(volume II)** (Edition VI), Orient Longman Publishers.
3. Shehzd Husain , Rafi Fernandez. 2002. Complete Book of Indian Cooking. (Edition I), Anness Publishers Limited.

Course Incharge: Mr.V.S.S.Srinivasan

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FACULTY OF BIO SCIENCE

DEPARTMENT OF BIOCHEMISTRY

Certificate Course on Bio-entrepreneurship

Course Objective:	
• Address the central themes of how to manage and develop life science companies. • Linking Education, Innovation and Entrepreneurship. • Awareness and Capacity Building for new budding Entrepreneurs.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Have a solid foundation for working with the development and management of projects and companies in the life science field.
- Learn how to turn a good idea into a real business opportunity.
- Understand how to go about getting your company funded.

Course Module

Innovation and entrepreneurship in bio-business

Introduction and scope in Bio-entrepreneurship, Types of bio-industries and competitive dynamics between the sub-industries of the bio-sector (*e.g.* pharmaceuticals *vs.* Industrial biotech), Strategy and operations of bio-sector firms: Factors shaping opportunities for innovation and entrepreneurship in bio-sectors, and the business implications of those opportunities, Alternatives faced by emerging bio-firms and the relevant tools for strategic decision, Entrepreneurship development programs of public and private agencies (MSME, DBT, BIRAC, Make In India), strategic dimensions of patenting & commercialization strategies.

Bio markets - business strategy and marketing

Negotiating the road from lab to the market (strategies and processes of negotiation with financiers, government and regulatory authorities), Pricing strategy, Challenges in marketing in bio business (market conditions & segments; developing distribution channels, the nature, analysis and management of customer needs), Basic contract principles, different types of agreement and contract terms typically found in joint venture and development agreements, Dispute resolution skills, Incubation centers, Auditing support, Legal support.

Finance and accounting

Business plan preparation including statutory and legal requirements, Business feasibility study, financial management issues of procurement of capital and management of costs, Availability of

bank loans, Procedures for procuring bank loans, Collaborations & partnership, Information technology.

Technology management

Technology – assessment, development & upgradation, Managing technology transfer, Quality control & transfer of foreign technologies, Knowledge centers and Technology transfer agencies, Understanding of regulatory compliances and procedures (CDSCO, NBA, GCP, GLA, GMP). E.commerce – Principles, Promoting product's online

. References:

1. Holger Patzelt, Thomas Brenner, 2008. 2008, Handbook of Bioentrepreneurship, Springer Science & Business Media.
2. Ms. Shreya Sanghvi Malik, Dr. Shiv Kant Shukla, 2018, Bioentrepreneurship Development: A Resource Book, Biotech Consortium India Limited (BCIL), New Delhi.

Course Incharge :Dr.V.Usha

Certificate Course on Molecular Diagnostics

Course Objective:	
• Develop skill sets related to the biomedical sciences. • Trains students in this newly-emerging and rapidly-evolving field of Laboratory Medicine.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Provides a comprehensive overview of the fundamental principles of clinical molecular diagnostics and explores the use of molecular techniques in the diagnosis of disease.
- Students will gain a solid foundation and basic skills necessary for professional employment in Molecular Diagnostic Programs.

Course Module

Introduction to History of Diagnostics:

Diseases-infectious, physiological and metabolic errors; genetic basis of diseases- inherited diseases, traditional methods for the diagnosis of metabolic errors.

Genome Biology- In health and Disease:

DNA, RNA and Protein: an overview; chromosomal structure and mutations; DNA polymorphisms: human identity and clinical variability.

Molecular Diagnosis:

PCR: Real-Time, ARMS, Multiplex PCR, PCR-ELISA. Proteins and Amino acids: qualitative and quantitative techniques; Protein stability, de-naturation; amino acid sequence analysis.

Hybridization techniques and Nucleic acid sequencing:

Hybridization: Southern, Northern, ISH, FISH; Nucleic acid sequencing: new generations of automated sequencers, microarrays chips- EST and SAGE; Protein extraction and analysis: PAGE and its variations;Western Blot. Personalized medicine

Quality Assurance and control:

Regulations and approved testing

References:

1. *Burtis and Bruns*, 2014. Teitz fundamentals of Clinical Chemistry and Molecular Diagnostics, 7th edition, Saunders.
2. *Green and Sambrook,* 2014. Gene Cloning Laboratory manual, 4th edition, CSHL Press.
3. *Carson, Miller and Witherow,* 2012. Molecular Biology Techniques: A classroom laboratory manual, Academic Press.
4. *Pattabiraman, T. N.* 2015. Laboratory Manual and Practical Biochemistry, 4th edition, All India Publishers.

Course In-charge: Dr.C.Venkatesan

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DEPARTMENT OF CLINICAL LAB TECHNOLOGY

Certificate Course on Lab Safety and First aid

Course Objective: • Designed to give a chance to students to get knowledge about lab safety and first aid. • To understand and gain the practical knowledge on first aid and use of precautionary steps to avoid accidents. • The primary goal of first aid is to prevent death or serious injury from worsening.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to save lives and minimize the threat of death.
- Making common sense decisions in best interest of an injured person.
- Have an understanding of Lab Safety rules and symbols in Labs and get familiar with Lab safety.

Course Module:

Laboratory Safety Symbols and Rules

a) Safety Symbols
b) Rules and Guidelines
c) Laboratory Dress Code
d) Handling Chemical
e) Handling Glassware
f) Handling Instruments
g) Hazardous Chemicals
h) Lab safety rules for students

Laboratory injuries and safety

a) Heating and Fire Safety
b) Chemical Safety
c) Electrical Safety
a) Fire Extinguishers
b) Spill control kits

First Aid Procedures

a) Basic First Aid procedure
b) Medical Kit

First Aid Services

a) Wounds
b) Heart
c) Poisoning
d) Choking
e) Shock
f) Injuries
g) Burns

Emergencies and Personal safety

a) Emergencies procedure
b) Emergency Numbers
c) Stay safe in Campus

References:

1. Indian first aid manual 2016 (7th edition) authorized manual – english version, st. John ambulance association (india) – indian red cross society national headquarters.
2. Vaidya G. (General Practice A Practical Manual With Cd 5Ed (Pb 2019) Paperback – 1 January 2019.
3. Dr. Arthur T Bradley, 2012.Prepper's Instruction Manual: 50 Steps to Prepare for any Disaster Paperback.

Course Incharge: Dr.K.Anbalagan

Certificate Course on Basic Laboratory Tests

Course Objective:	
• Designed to give a chance to students to get familiar with basic tests performed in Laboratary. • To understand and gain the practical knowledge on various laboratory tests and results. • To check a sample of your blood, urine, or body tissues by biochemical techniques.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To know sample collection and preservation
- Be able to analyze the test samples to see if results fall within the normal range.
- Have an understanding of applications of various instruments used in Medical Laboratory.
- To get familiar with Blood grouping and Matching.
- To diagnose medical conditions, plan or evaluate treatments, and monitor diseases.

Course Module:

Instruments in Medical Laboratory

a) Centrifuge
b) Spectrophotometer
c) Incubator
d) Hot Air Oven
e) Cooling Centrifuge
f) pH Meter

Processing of sample

a) Containers for sample collection
b) Blood collection
c) Preservation
d) Urine sample
e) Processing

Common Lab Tests

a) CBC
b) ESR
c) Glucose Level
d) Lipid Profile
e) Haemoglobin
f) HIV
g) Pap Smear Test
h) Microalbumin
i) hCG
j) Liver function test
k) TSH
l) Urine analysis

Histopathology Tests

a) Tissue preparation

b) Smear preparation

c) Staining

d) Viewing

Blood grouping

a) Blood collection

b) Typing of blood group antigens

References:

1. *Sadasivam S and Manickam A*. 2008. Biochemical methods. Revised second edition, New age International, New Delhi.
2. *Todd J C, Davidson I and Henry J B* 2016.Clinical diagnosis by laboratory methods. 22nd Edition, Saunders Publications Pvt. Ltd,Pennsylvania.
3. *Mukherjee K L 2010.*Medical Laboratory Technology-A procedure manual for routine Diagnostic tests -Volumes I, II, III. Tata Mc Graw Hill Publishing Company ltd. New Delhi.
4. *Talib V H* 2000 Handbook of Medical Laboratory Technology 2nd Edition, CBS Publishers and Distributors, New Delhi.

Course Incharge: Dr.K.Anbalagan

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DEPARTMENT OF BIOTECHNOLOGY

Certificate Course on Plant Tissue Culture

Course Objective:	
➢ Understand the process of tissue culture is done (successfully transform a plant). ➢ Explain why tissue culture is a necessa ry part of producing a transgenic plant. ➢ Describe genotype specificity and how it impacts genetic engineering. ➢ Comprehend alternatives to tissue culture used in genetic engineering and identify selectable markers	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Enhance skills on plant transformations and genetic engineering of plants.
- To be able to conserve Biodiversity
- Have an understanding of applications of plant tissue culture

Course Module:

Laboratory Practice in Plant tissue culture(PTC)

- Rules and regulation in PTC Lab
- PTC lab set up
- Types of sterilization
- Decontamination methodology

Media preparation

- Types of media preparation
- Role of components in media(Growth regulators)

***Invitro* cultivation and its application**

- Callus culture
- Micropropagation
- Artificial seed germination
- Anther culture

References:

1. *Sant Saran Bhojwani, Razdan, M. K.* 1996. Plant tissue culture: theory and practice. 1st edition. Elsevier science.
2. *Chawla, H. S.* 2013. Introduction to Plant Biotechnology. 3rd edition. Oxford &IBH publishing company.
3. Plant tissue culture; Razdan; Oxford IBH publishers, 1994.

4. *Walsh Gary and Headon R. Denis*, Protein Biotechnology. John Wiley publishers, 1994.

Course Incharge: Mr.P.Arun

Certificate Course on Protein Purification and Characterization

Course Objective:

- To separate one protein from a complex mixture of proteins (such as a tissue extract), while maintaining Biological Function.
- One can maintain biological function by controlling the pH, the temperature and the ionic strength (i.e. salt concentration).
- Methods of analysis and detection, and techniques for characterizing a purified protein.

Duration: 35 Hours

Eligibility: HSC Pass

Course Outcome:

- Enhance skills on down stream processing.
- Protein studies, drug interactions, chemical bonding of proteins can be learnt.
- Function of complex mixture of protein can be analyzed
- Skill on different characterization techniques will be developed

Course Module:

Intermediate Purification Steps

- Salt precipitation
- Chromatographic techniques

Protein visualization

- SDS (Sodium Dodecyl Sulphate)
- Immunoblotting

Application

- High throughput screening
- Drug development
- Ligand receptor binding

References:

1.Jain J L, Jain S and Jain N, 2012, Biochemistry, 1st Edition, S. Chand and Company pvt Ltd, New Delhi

2.Deb, AC, 2001, Fundamentals of Biochemistry, 7th Edition New central Agency, Calcutta

3.Cooper, G M and Hausman R E, 2013, The cell: A Molecular Approach, 6th Edition, Sinauer Associates, Inc.Publishers, Sunderland, Massachusetts.

4.Voet, D and Voet J G, 2011, Biochemistry, 4th Edition, John Wiley and Sons, USA.

Course Incharge: Mr.P. Arun

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DEPARTMENT OF MICROBIOLOGY

Certificate Course on Microbial Quality Control and Testing

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• To know the importance of quality assurance in food industry • To emphasize the role of microbes in food industry and its testing • To be familiar with the aspects and concepts of quality control	

Course Outcome:

- Be able to generate the quality assurance in food industries
- Have an understanding of applications of GMP and GLP
- To get familiar with the microbiological parameters followed in food industry
- To understand the quality control tests in food industry

Course Module

Quality Control & Quality Assurance

Introduction and definition – Quality assurance and Quality control. Quality control in pharma and food industry: Overall process.

GMP & GLP

GMP and GLP – Definition and regulation, function and responsibilities.
SOP – Introduction, preparation, documentation, product recall in pharma and food industry. HACCP – Principles and applications.

Microbiological Parameters

Microbiological parameters: Definition, indicator organisms – coliforms – total coliform, fecal coliform – total bacterial count – viable count – aerobic spore count – Clostridium perfringens. Environmental monitoring and water analysis –Definition, Principle and Purpose.

Classification of Clean Areas

Validation – Definition, Types and Procedure. Types of selective media and growth characteristics of bacteria. Types of clean room and clean room standards in pharma and food industry.

Specific QC Tests

Quality control tests – Microbial limit test, sterility test, bacterial endotoxin test, MPN and phenol coefficient test.

References:

1. Tim Sandle, 2015, Pharmaceutical Microbiology.
2. Anon. 1981. Morbidity and Mortality Weekly Report. US Department of Health and Human Services. Vol 30: 115, 121,171.
3. Richard k. Robinson , 2002, dairy microbiology handbook third edition, a john wiley & sons, inc., publication

Course Incharge :Dr .N.Vidhya

Certificate Course on Microbial Fermentation

Course Objective:	
1. Screening and improvement of microorganism for industrial purpose 2. Design and types of fermentor 3. Industrial scale production of microbial products.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Able to generate the fermentation types and components
- Have an understanding of industrially important strains
- To get familiar with the production of beverages
- To understand the production of fermented products

Course Module

Introduction to fermentation

Fermentation- Definition & types - Submerged and Solid state. Components of fermentor - Baffles, Agitator, Impellers and Antifoaming agents. Types of Fermentors - Tower, cylindroconical & airlift, CSTF.

Screening of fermentation

Industrially important strains- Screening methods- Primary and Secondary screening. Strain development for improved yield- Mutation, Recombination and protoplasmic fusion.

Production of beverages and vitamins

Industrial scale Production of beverages – beer and wine- vitamin B12 and Riboflavin. Antibiotics- penicillin and streptomycin - production of enzymes - Amylases and Proteases.

Fermented products (4 hours)

Fermented products – Bread, jam, pickles, sauerkraut, Single cell protein- Baker's yeast, Spirulina- Details of mushroom development- *Oyster Pleurotus*) and Button (*Agaricus*) mushroom.

Downstream process (4 hours)

Downstream process - Intercellular and extracellular – Filteration- Centrifugation-Breakage of cells - physical and chemical methods.

References:

1. Byong H. Lee, 2021. Advanced Fermentation and Cell Technology, Volume 2, John Wiley & Sons Ltd.
2. Mansi, C. F. A. Bryce, Arnold L. Demain, A.R. Allman,2006 Fermentation Microbiology and Biotechnology, Second Edition, CRC Press.

Course Incharge :Dr .N.Vidhya

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DEPARTMENT OF FOOD SCIENCE & NUTRITION

Certificate Course on Health and Fitness management

Course Objective:	
• To impart knowledge regarding importance of fitness , exercise and nutrition • To develop entrepreneurial abilities in the field of fitness.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Capacity to integrate knowledge and to explain the importance of fitness , exercise and nutrition
- Capacity to start a fitness program for a specific group.

Course Module:

1. Fitness and Nutrition (Theory)

Unit – 1 Introduction to fitness

Meaning and definition of fitness and wellness

Factor affecting physical fitness

Ideal Fitness Centre

Unit – 2 Fitness Trainer and Exercise for Fitness

Qualification and qualities for a fitness trainer.

Instructor's duties for handling beginners.

Means of fitness development - Aerobic and anaerobic exercise.

Warming up and cooling down – Methods, Duration and Calculate target heart rates for various aerobic exercise

Unit – 3 Designing of Programme, Nutrition and Weight Management

Concepts of designing fitness training programme for various special group (Obese, Pregnancy, Bodybuilder etc)

Meaning and importance of nutrition and components of Nutrients and Balanced Diet - daily kilo calorie requirements and daily energy expenditure

2. Training Exercises (Practical)

1. Orientation of fitness center equipments
2. Orientation of Trainee to Weight Lifting
3. Chest Exercises

Push - ups

Bench Press

Dumbbell Press

4. Back Exercises

Pull- ups

5. Shoulder Exercises

Dumbbell/ Bar Press

6. Biceps and Triceps Exercises

Dumbbell

7. Leg Exercises

Exercise for thighs and calf

8. Exercise for Upper and Lower Abdomen

References:

1. Bean, A. (2000). The Complex Guide to Sports Nutrition, A and C Black Publishers,London.
2. PaiPanandiker.D.H, Satyanarayana.K and VenkataRamana.Y. (2013).
3. Nutrition and Hydration Guidelines for excellence in sports performance, National Institute of Nutrition, Hyderabad.
4. Srilakshmi,B., Suganthi,V.,Kalaivani,C., (2016).Exercise Physiology, Fitness and Sports Nutrition, New Age International Private Limited; First edition

Course In charge: Dr.S. Daniel Robert.

Certificate Course on Sports Nutrition

Course Objective:	
• Understand the principles behind creating nutrition plans for sport professionals • Apply sports nutrition principles to enhance performance of sport professionals	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Capacity to integrate knowledge and create nutrition plans for sport professionals
- Capacity to apply sports nutrition principles to enhance performance of sport professionals.

Course Module:

Exercise Physiology

Unit 1.Introduction to exercise physiology

Unit 2. Pulmonary System and Cardiovascular system

Unit 3.Neuromuscular System and Hormones

. Unit 4.Health related exercise benefits and clinical aspects

Essentials of Sports Nutrition and Supplements

Unit 1.Outlines of metabolism ; Carbohydrates, fats and Proteins

Unit 2. Micronutrients in Sport: Vitamins and Minerals, Trace elements, antioxidants and Exercise induced free radicals ; Fluids and electrolytes

Unit 3. Sports nutrition in action: Meal plan development for sports persons involving in Swimming, Cycling, Running,Body-building, Boxing, Gymnastics, Rowing, Football, Hockey, Tennis and Cricket

Unit 4. Sports Supplements Nutritional Ergogenics.

References:

1. Kathleen M. L. Krause's– Food, Nutrition and Diet therapy, 2004, 11th Edition, WB Saunders Company, Philadelphia
2. Williams M. H., Nutrition for Health, Fitness and Sports, 2002, Edition 5, Mc Craw Hill Book Company, New Delhi
3. Judy A. D. Nutritional assessment for Athletes, 2002, Edition I, CRC Press, New York
4. Liane M. S. Nutrition, Exercise and Behaviour, 2001, Edition I, Wordsworth, Australia

Course In charge: Dr.S. Daniel Robert.

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FACULTY OF COMPUTER SCIENCE

DEPARTMENT OF COMPUTER SCIENCE

Certificate Course on Fundamentals of Cyber Security

Course Objective: • To provide an understanding of principal concepts, major issues, technologies and basic approaches in cyber security. • Develop an understanding of the core principles of information assurance. • Develop a basic understanding of E-commerce and fund transfer methods. • Develop an understanding of security issues in hardware.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To master information security control.
- To know how threats to an organization are discovered, analyzed and solved.
- To understand the different security issues and technologies.
- To be familiar in protecting the hardware from security threats

Course Module:

Module - I Information Security

Introduction-Threats to Information Systems-Information Assurance-Cyber Security and Security Risk Analysis

Module - II Application Security

Introduction-Knowledge Security Issues - Security Technology-Intrusion Detection System-Access Management

Module – III Security Threats

Introduction-Security Threats to E-Commerce: Electronic Payment System-Credit/Debit Cards-Smart Cards-Electronic Fund Transfer-E-Commerce Security Systems-Digital Signature

Module – IV Secure Information System

Introduction-Developing Secure Information System-Key Elements of an Information Security Policy-Information System Development Life-Cycle

Module – V Security Issues in Hardware

Data Storage and Downloadable Devices-Physical Security of IT Assets-CCTV and

Intrusion Detection Systems-Security Measures

Reference:

1. Mayank Bhushan, Rajkumar Singh Rathore, Aatif Jamshed, 2017. Fundamental of Cyber Security, First Edition, BPB Publications.
2. Ritendra Goel, Praveen Kumar Shukla Surya Prakash Tripath, 2014 Introduction to Information Security and Cyber Laws, DreamTech Press.
3. William Stallings, Cryptography and Network Security - Principles and Practice, Pearson Education, Seventh Edition, 2017.

Course In-charge: Dr.V.Usharani

Certificate in PC Hardware and Networking

Course Objective:

- Identify the existing configuration of the Computers and Peripherals
- Understand basic concept and structure of Computer Hardware and Networking Components.

Duration : 35 Hours
Eligibility: HSC Pass

Course Outcome:

- Identify and analyze Computer Hardware, Software and Network Components

Course Module

Computer Peripherals and PC-Assembling

- Computer Peripherals
- System Components
- Port Types
- Internal PC Connections and Assembling

PC-Disassembling

- Disassembling overview
- Opening the Case
- Cables and Connectors
- Mother Boards

Processor Types

- Microprocessor History
- Processor Specifications

- Processors Code Names
- Intel Core Processors

Memory and Storage Devices

- Memory Basics
- Speed and Performance
- Memory Modules
- Hard Disk Drive (HDD) Operation
- Basic HDD Components

Networking

- Overview of Networks
- Ethernet
- Other LANs
- Packets
- IP version 6

Reference:

1. Dahiya, U/ Nagpal, S. Taxman , Computer Applications In ManagementAllied Service.
2. Abhyankar, A. K. C- Aditi, Computer Applications With C & C++: With Programs & Numerical Problems.
3. Tanenbaum, Andrew. Computer Networks ,S. 4th ed Pearson.

Course Incharge: Mr. R.Vijay Anand

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DEPARTMENT OF COMPUTER APPLICATIONS

Certificate Course in C Programming

Course Objective: • To help students develop the logic and ability to solve the problems efficiently using C programming. • To learn various concepts and techniques for problem solving and to implement them using C programs.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Learn the fundamentals of C Programming .
- Understand the principles of control structures and arrays.
- Apply the knowledge of functions.

Course Module:

Introduction and Control Structures

i) Structure of C
j) Variables, Constants & Data types
k) Input/Output Statements
l) Conditional and Looping Statements

Derived Datatypes

a. Arrays
b. Structures
c. Unions

Functions & Pointers

c) Function prototype
d) Function definition
e) Function call
f) Importance of pointers

Reference:

1. Herbert Schildt, C: The complete Reference, Tata McGraw Hill Publication, 4th Edition, 2000.
2. B.L. Juneja, Programming in C, Cengage Learning India Publication, 1st Edition, 2011.
3. E. Balagurusamy, Programming in ANSI C,Tata McGraw Hill Publication, 7th Edition,2017.

Course Incharge: Mrs.K.Kavitha.

Certificate Course in Python Programming

Course Objective:	
• To help students understand the programming logics to solve the problems using Python programming. • To use python data structures like List, Set and Tuple.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Understand the fundamentals of Python Programming.
- Apply the concepts of Python programming to solve real world problems.
- To gain knowledge on Mathematical modules.

Course Module:

Basics of Python

a.Fundamentals & Syntax

b.Datatypes, Variables & Operators

c. Input/Output Statements

d.Conditional and Looping Statements

Data Structures

a. Mutable types (List & Set)

b. Immutable types (String & Tuple)

Functions & Modules

a. Functions

b. Module Types

c. Importing modules.

Reference:

1. *Fabio Nelli* , Python Data Analytics , Apress, 1st Edition, 2015.
2. *Wes McKinney* ,Python for Data Analysis: Data Wrangling with Pandas, NumPy, and IPythony, O'Reilly, 2011.
3. *Zed Shaw*,Learn Python the Hard Way, Addison-Wesley, 3rd Edition ,2014.

Course Incharge: Dr.R.Nithya

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DEPARTMENT OF COMPUTER TECHNOLOGY

Certificate Programme on Android

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Reference:

1. J. Schiller, Mobile Communications, Second Edition, Second Impression, Pearson Education Limited.

2. Jerome (J.F.) and DiMarzio, Android- A Programmer's Guide, First Edition,McGraw Hill,2008.

3. Mark L Murphy, Beginning Android, Wiley India Pvt Ltd., 2009.

4. Sayed Y Hashimi and Satya Komatineni, Pro Android, Wiley India Pvt Ltd. 2009.

Course Incharge: Ms.M.Priyadarshini

Certificate Programme on Open Source Tools

Course Objective: • To know about the PHP programming. • To understand the Python concepts.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Students able to know the basic structure and create simple application using PHP.
- To get knowledge on Python.

Course Module

PHP and PYTHON Programming

- Fundamentals of PHP and PYTHON
- Learn about String, Array and PHP Browser Concepts.
- Knowledge on Built in function , Control statements , Tuples , Directories in Python

PHP and PYTHON LAB:

- Create Simple Application using PHP and Python

Reference:

1. Sandeep Koranne, Handbook of Open Source Tools,2011
2. Python Crash Course, 2nd Edition: A Hands-On, Project-Based Introduction to Programming
3. John C. Mitchel, 2002, Concepts in Programming Languages.

Course Incharge: Ms.M. Priyadarshini

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DEPARTMENT OF INFORMATION TECHNOLOGY

Certificate Course on Bio-Python

Course Objective: • To understand the built-in objects of Python. • To learn the biological algorithm as a computer program using Python scripts	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to work in phython environment.
- To solve biological problem using phython.

Course Module

Introduction to Python

- History of Python
- Python Features
- Python Development Tools
- Writing Python Program
- Numeric Values
- Variables and Assignment Identifiers
- Control codes within Structure
- Controlling the print Function

Expression

- Operator Precedence and Associatively
- Comments
- Errors (Syntax, Run-time errors, Logic Errors)
- Arithmetic Examples
- Simple if Statement, if/else statement

Iteration

- While Statement
- For Statement
- Nested Loops
- the break statement & continue statement
- Infinite Loops

- Computing Square roots
- Drawing a Tree

Functions

- Mathematical functions
- Time Functions
- Reading the files from existing database using Python

SEQUENCE ANALYSIS THROUGH PYTHON

- Alphabets
- Matching Sequences – Perfect Matches
- Insertions and Deletions
- Rearrangements
- Global Versus Local Alignments
- Sequence Length, Simple Alignment (Direct Alignment)
- Simple Statistics
- Distributions
- Normalizations
- Multivariate Statistics
- Probabilities
- Odds

Reference:

1. Dahiya, U/ Nagpal, S. Taxman , Computer Applications In ManagementAllied Service.
2. Abhyankar, A. K. C- Aditi, Computer Applications With C & C++: With Programs & Numerical Problems.
3. Tanenbaum, Andrew. Computer Networks ,S. 4th ed Pearson

Course Incharge:Mrs.N.Vanitha

Certificate Course on Linux Foundation

Course Objective:	Duration: 35 Hours
• To understand the architecture of Linux. • To learn the different commands , filters and to do shell scripting.	Eligibility: HSC Pass

Course Outcome:

- Be able to work in linux environment.
- To do shell scripting.

Course Module

Introduction to Linux

- Linux/Unix operating system
- Linux/Unix architecture
- Features of Linux/Unix
- Accessing Linux system- Starting and shutting down system
- Logging in and Logging out

Commands in Linux

- General-Purpose commands
- File oriented commands
- directory oriented commands
- Communication-oriented commands
- process oriented commands, etc

Regular expressions & Filters in Linux

- Simple filters viz.
- More, wc, diff, sort, uniq, etc
- Grep, sed
- Introducing regular expressions.

Linux/Unix file system

- Linux/Unix files
- Inodes and structure
- File system, file system components
- Standard file system
- File system types
- File system mounting and un mounting

Shell Programming

- Vi editor
- Shell variables
- I/O in shell
- Control structures
- loops

- Subprograms

- Creating shell scripts

Reference:

1. Jason Cannon ,Linux Pocket Guide,3rd edition

2. William Shotts,Linux Command Line , 3rd edition

3. Richard Blum, Linux Command Line and Shell Scripting Bible, 3rd edition

Course Incharge:Dr.V.Vinodhini

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FACULTY OF COMMERCE

DEPARTMENT OF COMMERCE

Certificate Course on Personal Finance

Course Objective: • To understand the personal finance decision • To evaluate savings and investment options to meet short-term and long-term goals • To acquire knowledge on investment avenues	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to take sound financial decision
- To help in implementing financial strategies for the success of the business.
- Be familiar with Financial Software Tools.

Course Module:

UNIT I Introduction to Personal Finance

Understanding personal finance -The economy affects your personal financial success - Business cycle - Future direction of the economy - future direction of inflation, prices, and interest rates. Opportunity costs in decision making marginal utility and costs in decision making marginal income tax rate in decision making

UNIT II Financial Statements

Financial Statements- Tools And Budgets - Financial Values, Goals, And Strategies -Values Define Your Financial Success - Financial Goals Follow From Your Values - Financial Strategies Guide Your Financial Success.

UNIT III Budget Estimates

Financial Record Keeping Saves Time and Makes You Money - Action Before: Set Financial Goals- Make and Reconcile Budget Estimates - Plan Cash Flows - Action During Budgeting Period: Control Spending Action After Evaluate Budgeting Progress - Financial Software Tools to Manage Your Money.

UNIT IV Income and Asset Protection

Income and Asset Protection- Managing Property and Liability Risk- Risk and Risk Management - People Often Misunderstand the Concept of Risk -The Risk-Management Process.

UNIT V Investment Fundamentals

Investments - Investment Fundamentals - Investing Is More Than Saving - Decide Why You Want to Invest - How to Handle Investment Risk Ultraconservative Investors Are Really Just Savers- Active or Passive Investing Approach.

Reference:

1. Thomas Nelson ,2013. The Total Money Makeover: Classic Edition: A Proven Plan for Financial Fitness Hardcover, Thomas Nelson Press.
2. Dave Ramsey,2012. Dave Ramsey's Complete Guide To Money Hardcover, Ramsey Press, America.

Course In charge: Dr.S.Gandhimathi.

Certificate Course on Stock Market Operations

Course Objective	
• To understand the Structure, organization and trading of stock markets. • To explore the connection between the Financial Institutions, Instruments and markets in Business Environment and their role in Indian Economy. • To acquire emerging challenges in the Indian stock market.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome

- Be able to familiarize with stock market operations.
- To help them in building career in stock market.
- To get practical exposure in trading system in stock market.

Course Module

Unit I: Capital Markets in India

Capital Markets - An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

Unit II: Stock exchanges and its Functions

Stock exchanges and its Functions : Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI : functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting

Unit III : Trading and Surveillance System In Stock Exchanges

Different trading systems – BSE - BOLT System – Different types of settlements - Pay-in and

Pay-out – Bad Delivery – Short delivery – Auction – NSE – NEAT system options – Market types, Order types and books – De-mat settlement – Physical settlement – Institutional segment – Funds settlement – Valuation debit – Valuation price – Bad and short delivery Risk management system in BSE & NSE – Margins – Exposure limits – Surveillance system in BSE & NSE – Circuit breakers

Unit IV : Stock Market Indices

Stock Market Indices: Meaning, Purpose, and Construction in developing index – Methods– Stock market indices in India – BSE Sensex - Scrip selection criteria –Other BSE indices (briefly) – NSE indices – S&P CNX Nifty – Scrip selection criteria – Construction – Stock market indices in foreign countries (Overview).

Unit V : Commodity and Currency Markets

Commodity exchanges : evolution and history role in globalizing economy – governing regulations – price –risk management – commodity exposure – hedge accounting – currency futures – managing exchange rate – carbon markets – weather derivatives – ETFs – Purpose, Importance, types , construction.

Reference:

1. Taxmann, 2010.Practitioners' Book On Trade Finance by Taxmann, Taxmann Publication Pvt. Ltd.
2. Prasanna Chandra ,Finance Sense: Corporate Finance For Non-Finance Executives by Chandra, Tata Mcgraw Hill Education Private Limited
3. Apte, P. G , International Finance: Business Perspective ,Tata McGraw Hill (TMH).

Course Incharge: Mr.M.R. Chandrasekaran.

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DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

Certificate Course on Computerized Accounting Package (CAP)

Course Objective: • To define a computerized accounting system. • To provide practical knowledge of maintaining Financial Reports.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Distinguish between a manual and computerized accounting system.
- State the sourcing of a computerized accounting system.
- Gain the practical knowledge and usage of the Computerized Accounting.

Course Module:

Company Creation: (Create a company with necessary details)

a. Accounts Only
b. Accounts with Inventory
c. Tally Vault
d. Security Control

Masters : (Accounts Info. and Inventory Info.)

d) Ledgers
e) Stock Groups
f) Stock Items
g) Unit of Measures

Transactions : (Passing of Day to Day transactions)

a) Accounting Voucher
b) Contra, Receipt, Payment, Journal, Sales and Purchase
c) Inventory Voucher
d) Transfer of Material and Physical Stock

Reports : (Generating necessary Financial Reports)

a) Balance Sheet
b) Profit and Loss account
c) Stock Summary
d) Ratio Analysis

Reference:

1. Krishnan, N., Windows and MS office 2000 with database concepts, Scitech publications.
2. Dr. S.V.Srinivasa Vallabhan, Computer Application in business - Sultan chand and sons.
3. Computer Application in Accounting software – by P.Kasivairavan – Friends publication.

4. List of Practical: Pay roll preparation in MS. Excel, IncomeTax preparation in MS. Excel, Accounting package: Tally

Course Incharge: M. Rajakrishnan

Certificate Course on Online Business Techniques (OBT)

Course Objective: • To understand Security and Payment systems. • To understand E-Commerce Business models.	Duration: 35 Hours Eligibility: HSC Pass
Course Outcome: • Demonstrate an understanding of the foundations and importance of E-commerce. • Describe the key features of Internet and Electronic Data Interchange. • Assess electronic payment systems.	

Course Module:

Electronic Business:

e. Electronic Commerce Models
f. Internet and World Wide Web
g. Internet Applications
h. Web based tools for Electronic Commerce

Security Overview :

h) Electronic Data Interchange
i) Encryption
j) Cryptography
k) Digital Signatures and Certificates

Electronic Fund Transfer and Business Models:

e) Electronic payment system
f) Smart Cards
g) Digital Commerce
h) Mobile Commerce

Course Incharge: M. Rajakrishna

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DEPARTMENT OF COMMERCE WITH CORPORATE SECRETARYSHIP

Certificate Course on Goods and Services Tax

Course Objective: • Understand and make use of knowledge of GST rules in taking managerial decisions in various tax related matters • Providing specialized and updated knowledge in the area of GST in a systematic manner.	Duration: 35 Hours Eligibility: HSC Pass
Course Outcome: • Be able to prepare for GST Practitioner exam • To gain working knowledge on GST and application of the same in the organizations.	

Course Module

Overview of Model GST Law (CGST & SGST)

- Constitutional Provisions
- Destination Principle
- Concurrent Dual GST
- IGST Model (Introduction)
- Taxable Persons

Meaning/Scope of supply of Goods and Services

- Definition
- Classification of Goods and Services
- Intra – State and Inter – State Supply
- Exempted and Zero rated supply
- Mixed and Composite Supply

Provisions relates to Supply of Goods and Services

- Place of Supply
- Time of Supply
- Valuation of Supply

GST Business Process – Registration

- Registration threshold limits
- Voluntary Registration
- Compulsory Registration
- Composition Levy scheme

GST Business Process – Returns

- Filing of Returns
- Types of Returns

- Input Tax Credit and Its matching
- Tax invoice,
- Credit / Debit Notes
- Payment

Reference:

1.Dr. H.C. Mehrotra, Prof. V.P. Agarwal, 2021.: Goods and Services Tax, Eighth Edition.
2.Hemant Narang,2017.Gst Goods And Services Tax

Course In- charge: Mr.S.Yuvaraj

Certificate Course on Setting - up of Business Entities

Course Objective:

- To provide the working knowledge and understanding of the various procedural requirements involved in the setting up of business entities.

Duration: 35 Hours
Eligibility: HSC Pass

Course Outcome:

- To obtain the knowledge and understanding of the various Initial Registrations.
- Licenses required to setting up of business entities.

Course Module

Company

- Private Company
- Public Company
- One Person Company
- Nidhi Company
- Producer Company
- Foreign Company- Liaison Offices; Branch Office & Project Office
- Formation and Registration

Limited Liability Partnership

- Concept of LLP
- Formation and Registration

Start-ups

- Start-up India Policy
- Registration Process

- Benefits under the Companies Act and other Government Policies

Source of Capital

- Seed Capital
- Venture Capital
- Private Equity
- Angel Investor
- Mudra Bank.

Various Initial Registrations and Licenses

- Mandatory Registration - PAN; TAN
- Shops & Establishments; SSI/MSME
- Additional Registration/License - ESI/PF; FCRA; Pollution; Other registration as per requirement of sector; IE Code; Drug License; FSSAI; MSME Registration; Udyog Aadhar.

Reference:

1. P Subba Rao, International Business Text & Cases,2nd Revised Edition, Himalaya Publishing house.
2. V K Bhalla and S Shiva Ramu, 2009.International Business – Environment and management, 12th revised and enlarged edition, Anmol Publications Private Ltd. New Delhi.
3. John D Daniels ,2007. International Business Environments and Operations, Pearson.

Course In- charge: Mrs.R.Swarnalakshmi

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DEPARTMENT OF COMMERCE WITH INFORMATION TECHNOLOGY

Certificate Course on Advanced Excel

Course Objective: • To understand the applications of excel for accounting. • To learn the different statistical functions and its applications to projects.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate accounting reports by using advanced excel functions.
- To get familiar with data validation, data analysis and pivot tables for projects.

Course Module

Introduction to Advanced Excel

- Fundamentals of Excel
- Creating Work Sheet with basic excel functions
- Leaning about key board shortcuts

Applications of formulae and macros formulae

- Use the Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT)
- Nested functions , Name cells /ranges /constants
- Logical functions using IF, AND, OR, NOT
- The LOOKUP function , Date and time functions , Annotating formulas

Functions :

- What-if-analysis
- GOAL SEEK
- NESTED IF
- Reporting
- Character Functions
- Date Functions
- Age Calculations
- Consolidation of Data
- Data Validation

DATA Analysis :

- Sub Total Reports, Auto Filter
- Password Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Linking Between Word/Excel/PPT

PIVOT TABLES :

- Enter the Pivot Table Data
- Create the Pivot Table
- Adding Data to the Pivot Table
- Filtering the Pivot Table Data
- Change the Pivot Table Data.

Reference:

1. L. Winston wayne,2019.microsoft excel data analysis&business model, phi learning pvt. Ltd.
2. Manisha ,2020.advanced analytics with excel: perform data analysis using excel's.
3. Dr.Ritesk K,2020. Advanced excel

Course Incharge: Mr. S. Dinesh Kumar.

Certificate Course on Fundamentals of Stock Market

Course Objective:	
• To know about the capital market and its functions. • To understand theory and practice of investments and capital market structure.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Students able to know the general structure of various financial markets.
- Experience the interactions between traders, sales, clients, brokers
- Realize in a personal and lively way what it requires to be a trader, a sales, a structure

Course Module

I. **Capital Market**

- Indian Capital Market
- Need and importance
- Structure of Capital Market
- Financial System and Capital Market Instruments

II. **Primary market/New Issue Market/IPO Market**

- Functions of NIM
- Methods of Issue
- Initial Public Offerings
- Advantages and disadvantages of IPOs.

III. **Secondary Market/ Stock market/ Stock Exchange**

- Functions of Stock Exchanges.
- Trading System
- Over The Counter Exchange of India (OTCEI)
- National Stock Exchange of India Ltd (NSE)
- Demat Accounts

IV. **Security Market Intermediaries**

Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Depositories, Depositories Participants, Custodians, Credit Rating Agencies, Venture Capitalists.

Reference:

1. One Up On Wall Street – Peter Lynch
   Read more on Groww: https://groww.in/blog/books-investing-stock-markets-trading/
2. The Intelligent Investor-Benjamin Graham
   Read more on Groww: https://groww.in/blog/books-investing-stock-markets-trading/
3. The Warren Buffet Way- Robert G. Hagstrom
   Read more on Groww: https://groww.in/blog/books-investing-stock-markets-trading/.

Course Incharge: Mrs.S.Shanmugapriya

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DEPARTMENT OF COMMERCE WITH PROFESSIONAL ACCOUNTING

Customer Relationship Management

Course Objective	
• To understand the Concept and Purpose of Customer Relationship Management • To Impact the connection between the Sales and Marketing Strategy. • To understand the CRM data management.	**Duration:** 35 Hours **Eligibility:** HSC Pass

Course Outcome

- Be able to familiarize CRM
- To help them in building career in Marketing Strategy
- To get practical exposure in CRM Data management.

Course Module

Unit I: Introduction to Customer Relationship Management

Introduction to Customer Relationship Management - Definition of CRM - Purpose and Benefits of CRM - Important Business Constructs Related to CRM - The Origins of CRM.

Unit II: Impact on Sales and Marketing Strategy:

The New Sales Challenge - An Expansion of Sales and the CRM Mentality.

Unit III : CRM and Strategy

Sales Processes and Participation in CRM - CRM and Sales Organizations - The Sales Customer Relationship Cycle.

Unit IV : Data, Information and Technology

CRM and Data Management – Introduction - Managing Customer Interactions - The Customer Integration Problem.

Reference:

1. Dr.S.Sheela Rani, 2018, Customer Relationship Management, Margham Publications, Chennai.
2. Mallika Srivastava,2015, Customer Relationship Management, Vikas Publishing,Chennai.
3. Jagdish N Sheth, Atul Parvatiyar and G.Shainesh, Customer Relationship Management emerging concepts,tools and Applications.

Course In charge: Mr.S.Muruganantham.

TOTAL QUALITY MANAGEMENT

Course Objective	**Duration:** 35 Hours
• To facilitate the understanding of Quality Management principles and process • To understand the Tools and techniques.	**Eligibility**: HSC Pass

Course Outcome

- The student would be able to apply the tools and techniques of quality management to manufacturing and services processes.

Course Module

UNIT I Introduction

Introduction – Need for quality – Evolution of quality – Definitions of quality – Dimensions of product and service quality – Basic concepts of TQM – TQM Framework Customer Retention.

UNIT II TQM Principles

Leadership – Quality Statements - Strategic quality planning - Quality Councils.

UNIT III TQM Tools and Techniques

The seven traditional tools of quality – New management tools – Six sigma: Concepts, Methodology, applications to manufacturing, service sector including IT – Bench marking – Reason to bench mark, Bench marking process.

UNIT V Quality Management System

Introduction—Benefits of ISO Registration—ISO 9000 Series of Standards—Sector-Specific Standards—AS 9100, TS16949 and TL 9000– ISO 9001 Requirements.

Reference:

1. Sunil Luthra, Dixit Garg, Ashish Agarwal and Sachin K. Mangla, 2020, Total Quality Management Principles, Methods and Applications, CRC Press, New York.
2. P.Saranavel and S. Balakumar, 2018, Total Quality Management, Margham Publications, Chennai.
3. P.N.Mukherjee,2006, Total Quality Management, Prentice Hall of India Private Limited.

Course In Charge : Mr.A.David

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DEPARTMENT OF COMMERCE -FINANCE

Certificate Course on Accounting for Manager

Course Objective:	
• To understand and gain the Financial Statement Analysis. • Techniques that facilitates managerial decision making.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Understand the basic concept of comparative Financial Statement analysis.
- To enable Financial Decision making and interpretation.

Financial Statement Analysis

- Meaning of Financial Statements
- Nature of Financial Statements
- Functions/importance of Financial Statements
- Limitations of Financial Statements
- Meaning and process of Financial Statement Analysis and interpretation
- Objectives of Analysis and interpretation
- Procedure for Analysis and interpretation
- Types of Analysis
- Techniques or tools of Financial Statement Analysis
- Limitations of Financial Statements
- Trend Analysis

Reference:

1. One Up On Wall Street – Peter Lynch
   https://groww.in/blog/books-investing-stock-markets-trading/
2. The Intelligent Investor-Benjamin Graham
   https://groww.in/blog/books-investing-stock-markets-trading/
3. The Warren Buffet Way- Robert G. Hagstrom
   https://groww.in/blog/books-investing-stock-markets-trading/

Course In-charge: Dr.C.Kandasamy.

Certificate Course on Financial Analytics

Course Objective: • Designed to give an chance to students to get familiar with Excel in finance. • To understand and gain the practical knowledge and use of the Computerized Accounting.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate data and interpret that with different charts
- Have an understanding of applications of Advanced Accounting in excel and
- To get familiar with Computerised Accounting.

Course Module:

MS Excel –Chart Design: (illustrate a mark list of a class with minimum of 5 subjects and practice the following operations)

a. Ribbon of chart tools
b. Quick Layout
c. Change Colors
d. Chart Styles

Excel – PivotTable Recommendations: (Illustrate year-wise performance of sales and purchase of a company)

a) Create a PivotTable to analyze external data
b) Connect to a new external data source
c) Using the Field List option
d) PivotTables based on Multiple Tables.

Measures of Dispersion (Illustrate 10 years Foreign Direct Investment inflows in India)

a) Standard Deviation
b) Coefficient of Variation
c) Compound Annual Growth Rate (CAGR)
d) Trend analysis.

Reference:

1. Martin S. Fridson,2011, Financial Statement Analysis: A Practitioner's Guide, 4th Edition, Kindle Edition
2.Chadwick, L.The Essence of Financial Accounting,PHI, 2nd Edition
3.Jan Williams, Sue Haka, Mark Bettner, Joseph Carcillo. Financial & Managerial Accounting

Course Incharge: Dr.C.Kandasamy

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DEPARTMENT OF COMMERCE BANKING AND INSURANCE

Certificate Course on Insurance Legislation in India

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• It caters to the vocational needs of the students and is concurrent with the syllabus. • Designed to give an opportunity to students to get acquainted with Insurance	

Course Outcome:

- To inculcate the students about the Insurance
- To enable the students to understand the regulatory framework of Insurance
- To acquire skills needed to manage insurance business.

Course Module:

- Meaning and Objectives IRDA
- Duties, Powers and Functions of IRDA
- Features & Organizational structure of IRDA
- Life insurance corporation Act1956
- Role of insurance in International economy
- Main provisions of IRDA Act
- Grievance Redressal Producers
- Insurance Ombudsman.
- Opportunities and challenges of Banks
- Establishment and Composition of authority, Powers of central Government.

Reference:

1.Insurance Law Insurance Law And Practice, 2014.The Institute Of Company Secretaries Of India

2. Insurance Principles & Practice E BOOK

Course In-charge: Mrs.P.Sathya Priya

Certificate Course on Payroll Accounting

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• Designed to give an opportunity to students to get acquainted with Tally Accounting Software. • It caters to the vocational needs of the students and is concurrent with the syllabus.	

Course Outcome:

- Be able to generate Accounting masters, Vouchers and Payroll in Tally
- Have an understanding of Payroll Accounting in Tally
- To get familiar with Technological advantages.

Course Module:

- Fundamentals of Tally.ERP9 - Getting functional with Tally.ERP9
- Creation / Setting up of company
- Configuring Payroll in Tally.ERP9
- Payroll Masters – Creation, alteration and Reporting
- Payroll Processing
- Accounting for Employer, Employee PF Contribution
- Accounting for Employer, Employee ESI Contribution
- Payment of Professional Tax
- Creation and Alteration of Vouchers in Payroll
- Generating Payroll Reports.

Course In-charge: Mr.R.Muthu Kumar

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DEPARTMENT OF COMMERCE –BUSINESS PROCESS SERVICES

Certificate Course on Banking for Business Process Services

Course Objective:	
• Develop an understanding, Sound knowledge, skills and attitudes to facilitate careers in Business Process Services. • Process students for employment in functional areas like Finance and Accounting, Banking, Insurance, Retail Marketing, Capital Market, Taxation and Corporate Law.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Know the concepts and functions of Bank along with Customers service and Processing of mutual funds
- Classify the types of cards and its maintenance and its Customer relationship management. Analyze the Lead generation requirements, bankruptcy and their Regulatory agencies
- Explain the overview of Cash Management, various types of Fund transfer and STP
- Comprehend the terminology used in International trade and Documentary Credit

Course Module:

Module - I Overview of Banking

Overview of Banking - Functions of a Bank —Deposits - Loans and Advances – Payments - ATM Management - KYC- Account Servicing - Issuer of Cheque Books - Account Conversions and Closures

Module - II Details of Cards

Basics of Cards - Types of Cards - Components of Cards – Card Maintenance - Payments – Concepts, applications, investigations, Statement validations - Dispute Processing and Fraud Investigations - Collections including Data Review, Field Collections and A/c maintenances and Collection Audit.

Module – III Lead Generation

Lead Generation – Regulation Requirements - Mortgage Originations – Sales/ New Application Management - Customer Service – A/c Maintenance – Payment Processing – A/c Closure – Bankruptcy.

Module – IV Funds Transfer

Cash Management Overview – Introduction to Funds Transfer – Various types of Funds transfer - Settlement and Payment Structuring – Various Clearing Systems –Overview - Pre Funds Transfer - Post Funds Transfer.

Module – V International Trade

Introduction to Trade – Parties - Risks - Documents in International Trade - Letter of Credit (L/C) – Parties to L/C & Types of L/C- Trade Compliance - Trade Advisory.

Reference: Course Material – Tata Consultancy Services.

Course In-charge: Mrs.V.P. Amuthanayaki

Certificate Course on Insurance for Business Process Services

Course Objective:	
• Develop an understanding, Sound knowledge, skills and attitudes to facilitate careers in Business Process Services. • Process students for employment in functional areas like Finance and Accounting, Banking, Insurance, Retail Marketing, Capital Market, Taxation and Corporate Law.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Describe the knowledge about risk Management and classify the types of insurance Have an understanding of applications of Advanced Accounting in excel and
- Summarize information about important terminologies in a Life Insurance policy.
- Usage of non life insurance concepts and reinsurance
- Examine the concept of Healthcare Insurance and healthcare industry
- Identifying the retirement Services and categories of Pension in UK.

Course Module:

Module - I Basic of Insurance

Concept of Risk - Risk Management - Basic concepts (Hazards, Perils, Assets, etc.) - Fundamentals of Insurance Types of Insurance (Personal, Commercial, Health, Life, etc. - History of Insurance - Types of Insurance companies - Business units in an Insurance company

Module – II Life Insurance

Overview of Insurance Life Cycle (Underwriting, Policy Servicing, Claims, etc.) - Important terminologies in a Life Insurance policy - Parties in a Life Insurance policy - Individual Life Insurance plans - Supplementary Benefits - Policy Provisions - Ownership rights - Life Insurance policy life cycle.

Module – III Non – Life Insurance

Non – Life Insurance concepts : Hazards, Perils, Catastrophe, Damage & Business Interruption, Policy exclusions, Indemnity, Deductibles, Retention, Premiums, Limits, Salvage, Subrogation, etc. - Insurance Providers – Co-Insurance, Reinsurance, Captive Insurance - Underwriting process - Policy Servicing process - Claims process – Reinsurance.

Module – IV Healthcare Insurance

Concept of Healthcare Insurance – How Healthcare Insurance works – Key Challenges of Healthcare Industry - Individual Health Insurance policies – Group Health Insurance policies – Managed Care Plans – Medicare – Medicaid.

Module – V Retirement Services

Concept of Retirement Services – Retirement Planning – Asset Allocation & Asset Classes – Life stages of an Investor – Defined Benefit & Defined Contribution – Life cycle of Participants in a plan.

Reference: Course Material – Tata Consultancy Services.

Course Incharge: Mrs.V.P. Amuthanayaki

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DEPARTMENT OF COMMERCE – BUSINESS ANALYTICS

Certificate Course on Financial Statement Analysis

Course Objective:

- To determine the role of accounting as an information system that supports economic decision making by using financial statements.
- To develop students' ability of working with real annual reports to understand a company's business activities.

Duration: 35 Hours

Eligibility: HSC Pass

Course Outcome:

- Be able to generate accounting choices, and how these activities and choices affect financial statements and the decision of users.
- Have an understanding of applications of Financial Statement Analysis and Business analysis.

Course Module:

Unit 1: **Framework for Financial Statement Analysis-**

Business analysis- Principle of Financial Statements – objective of FSA- Techniques of FSA- Sources of Financial Information – Role of Auditor– Implications of empirical research on Financial Statement Analysis.

Unit 2: – **Tools and techniques of financial statement analysis** –

Statements of Cash Flows – Analysis & Implications –Specialized Cash Flow Statement, Sources of financial information, Comparative Statement, Common Size Statement.

Unit 3– **Ratios for Analysis-**

Return on Invested Capital and Profitability Analysis –Importance- Components- Analyzing Return on Net Operating assets and Common Equity – Market based research, Financial Reporting.

Reference books:

1. R Narayanasamy "Financial accounting a Managerial perspective" PHI Learning Private limited, New Delhi

2. John J. Wild, K.R. Subramanyam, Robert. F. Halsey. "Financial Statement Analysis" Mc Graw Hill Education 2007.

3. Gerald I White, Sondhi C Ashwinpaul, Fried Dov. "The Analysis and Use of Financial Statements"

Wiley India 2007.

4. Stice K Earl, Stice D James, "Financial Accounting Reporting And Analysis" South Western 2006.

Course In charge: Dr.B.Maheswari

Certificate Course on Capital Market Analysis

Course Objective:	
• To provide fundamental knowledge in different areas of Commerce in general and Capital Market as specialization. • To impart knowledge on advanced concepts and applications in Capital Market operations • To impart certain basic Information and Communication Technology (ICT) skills and hands on training on online stock market operations.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- The knowledge of the mechanism of the primary issuing of shares and institutional investing will enable easier inclusion of every individual into shareholders' economy – regardless of its function as a responsible person with the share issuers.
- Be able to gain Capital Market operations or its work with the agents in the sale of securities or it appears as an independent investor leading the own portfolio.
- Have an understanding of applications of Capital Market Analysis.

Course Module:

UNIT I: Meaning of Capital market- Instruments, Players, and trading - Organized and unorganized capital markets - Legislation of the capital market. (5 hours)

UNIT II: Changes in the regulatory framework stocks and bonds – primary and secondary markets – process of initial public offer – offer of government bonds – stock market functioning –stock indices – evaluation of stocks and bonds (7 hours)

UNIT III: Derivatives Markets - Equity Markets- Mortgage Markets - Foreign Exchange Market Exchange rate – types – determination of exchange rate –- nature of forex inflow and outflow. (8 hours)

Reference Books

1. Investment Management, V.k.Bhalla, S. Chand & Co, New Delhi,2006.
2. Prasanna Chandra, Investment analysis and portfolio management, second edition, Tata McGraw Hill,6th Edition,2006
3. M.Y.Khan: Indian Financial System, Fifth edition, Tata McGraw Hill,2007.
4. L.M.Bhole: Financial Institutions and Markets, Fourth edition, Tata McGraw Hill New Delhi, Fourth edition, 2008.
5. Pathak, Bharati V., Indian Financial System: Markets, Institutions and Services, Pearson education (Singapore), New Delhi, Second edition, 2008.
6. P.N.Varshney, D.K. Mittal: Indian Financial System, Fifth edition, Sultan Chand & sons,2008.

Course In charge: Ms.R.Suganya.

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DEPARTMENT OF INTERNATIONAL BUSINESS

Certificate Course on Freight Forwarding

Course Objective: • To Strengthen and improve the representation in Freight forwarding Industry. • Various methods and procedures used while loading and discharging cargoes • Code of safe practices while handling lifting gears and cargoes. • The student should be able to understand the role of Logistics through Multi Modal Transportation, Physical Multi Modal Operations.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To get knowledge in multi modal transport operations, stevedoring and freight forwarding.
- To have a better insight in the intermediary operations in logistics management
- To get exposed in various conventions related to marketing intermediaries international shipping industry

Course In charge – Dr.T.Vasumathi

Certificate Course on Soft Skills and Personality Development

Course Objective: • Designed to provide all round development of soft skill and personality . • To induce the habit of positive mental attitude, self confidence, emotional intelligence, effective inter and intra personal communications.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Helps to improve self confidence and to build a positive self image.
- Imparts skills to manage stress and time to set clear goals.
- Provides a clear picture on the strategies for formulating and achieving goals.

Course Module:

Unit 1: Soft skill

Soft Skill - Meaning – Importance –Soft skill and Hard skills –Industry Need –Disruptive Technologies and Soft Skills.

Unit 2: Emotional Intelligence:

Emotional Intelligence – Essentials Of Emotional Intelligence – Components –Ways To Improve Emotional Intelligence- Stress –Sources Of Stress – Stress Management Tips

Unit 3: Self –Image:

Self –Image Management –First Impression-Parts Of First Impression- Types-Effects-Self Image And First Impression-Factors Affecting Ones Self –Image –Ways To Make The Best First Impression.

Unit 4: Personal brand

Personal Brand – Ways Or Steps To Manage Their Professional Brand – Developing Powerful Personal Brand- Personal SWOT. Self Esteem –Correlation Between Self Esteem And Self Image – Building Self And Esteem Confidence –Inter and Intra Personal skills.

Unit 5:Time management and goal setting

Time management – meaning –definition – needs – nature – hard work v/s smart work .goal setting – setting achievable and smart goals – use goals to help you grow.

Reference:

1. Soft Skills: Personality Development for Life Success by Prashant Sharma, BPB Publications 2018.

2. Soft skill know yourself and know the world by Dr.k.Alex, S.Chand & company Pvt Ltd.2014

Course Incharge: Ms.S.Ishwarya.

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DEPARTMENT OF COMMERCE –ACCOUNTING & TAXATION

Certificate Course on Income Tax E-Filing

Course Objective:	Duration: 35 Hours
• To familiarize the students regarding filing of returns • To understand and gain the practical knowledge of e-filing.	Eligibility: HSC Pass

Course Outcome:

- Be able to prepare tax returns.
- Have an understanding of applications of income tax e-filing and
- Able to meet the requirements of clients in respect of income tax.

Course Module:

Basics and Income from Salaries:

m) Basic concepts

n) Salaries – Allowances

o) Perquisites

Income from House Property, Business or Profession, Capital Gains and Other Sources:

l) House Property- Annual Value- Deductions U/s 24

m) PGBP- Important Provisions

n) Capital Gains – Exemptions U/s 54

o) Other Sources

Deductions and Returns

g) Deductions U/s 80

h) Returns to be used for different assessees

i) E-filing of returns

Reference:

1. CA.Kamal Garg,Tax Audit & e-Filing, ISBN.
2. Vinod K. Singhania ,2021.Taxmann's Direct Taxes Ready Reckoner – Covering Illustrative Commentary on all Provisions of the Income-tax Act with Focused Analysis. 45th Edition, Taxmann.

Course In charge: Mrs.T.Maheswari.

Certificate Course on Investment Management

Course Objective: • To know the investment concepts • To understand the avenues of investment	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Learn the investment market and its functions.
- Aware of listing procedures and stock brokers.
- Understand the various investment alternatives.

Course Module:

Introduction to Investments

p) Investment Avenues

q) Speculation vs. Gambling

r) Investment process

Securities Market:

p) New Issue Market

q) Functions of SEBI

Investment Alternatives

j) Shares and Debentures

k) Real Estate

l) Mutual Fund & Gold

Reference:

1.W. F. Sharpe, G. J. Alexander, and J.. Bailey (2000). Fundamentals of Investments, 3rd edition. Upper Saddle River, NJ: Prentice Hall.

2. Wayne H. Wagner, Ralph A. Rieves , Joel Chernoff ,2019. Investment Management: Meeting the Noble Challenges of Funding Pensions, Deficits, and Growth, Wiley

Course In charge: Dr. T. Snekalatha

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FACULTY OF MANAGEMENT

DEPARTMENT OF MANAGEMENT STUDIES

Certificate Course on Digital Marketing

Course Objective: • To learn the vital role of marketing within a firm and the necessary relationships between marketing and the other functional areas of business. • Identify the correct measures to set objectives and evaluate digital marketing.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Present effective solutions to customers' needs
- Develop a formal strategic marketing plan
- Basic Selling Techniques: Demonstrate effective selling skills.
- Explain and illustrate the use of search engine marketing, online advertising and online marketing strategies.

Course Module

Markets and Marketing

- Meaning and definition
- Evolution and classification of markets
- Marketing environment
- Function of modern marketing

Marketing Management

- Marketing of Industrial Products
- Consumer Products
- Marketing of Services
- Marketing of Agricultural Products

Information System

- Information Management
- Marketing Information System
- Need for Information the life Blood of Marketing
- Characteristics of MIS

E- Marketing

- An overview
- Introduction
- Objectives
- History and features of E- Marketing
- Benefits of E-Marketing
- E- Marketing Techniques

- Internet Marketing and Digital marketing

E- Marketing Tools

- E- Mail Marketing
- Creating a Website
- Social Media Marketing
- E-Marketing Mix strategy
- Objectives
- $4P^s$ in E- Marketing.

Reference:

1. https://digitalfireflymarketing.com/wp-content/uploads/2017/02/Big-Book-of-Digital-Marketing.pdf.
2. Damian Ryan, Calvin Jones ,Marketing Strategies For Engaging the Digital Generation, Kogan.
3. Teresa Pineiro-Otero and Xabier Martinez-Rolan ,Understanding Digital Marketing- Basics and Actions, Springer International Publishing.

Course Incharge: Mr. R. Ashok Kumar

Certificate Course on Entrepreneurship Development

Course Objective:	Duration: 35 Hours
• To energize the knowledge of entrepreneurship. • To acquire the skill, ability of intrapreneurship and EDPs.	Eligibility: HSC Pass

Course Outcome:

- Introduce the basics concept of entrepreneurship
- To foster the students in the areas of entrepreneurial growth and equip with different entrepreneurial development programmes.

Course Module

INTRODUCTION TO ENTREPRENEURSHIP

- Meaning and Definition of entrepreneurship
- Characteristics of entrepreneurship
- Importance of entrepreneurship
- Functions of entrepreneurship
- Factors influencing entrepreneurship
- Types of entrepreneurships
- Problems of entrepreneurship

ENTREPRENEURIAL CULTURE

- Introduction to entrepreneurial culture
- Model of entrepreneurial culture
- Elements of entrepreneurial culture
- Creating a entrepreneurial culture
- Maintaining entrepreneurial culture

INTRAPRENEUR

- Characteristics of successful intrapreneur
- Role of intrapreneur
- Components of intrapreneurship
- Classification of intrapreneurship
- Problems of intrapreneurship

ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES

- Need for EDPs
- Objectives of EDPs
- Role of EDPs
- Course content of EDPs
- Phases of EDPs

INSTITUTIONS SUPPORTING ENTREPRENEURSHIP

- NSIC
- SIDO
- SISI
- NABARD
- DIC

References:

1. Khanka.S.S,2012.Entrepreneurial Development.S.Chand & Company Ltd.New Delhi.
2. Gupta.C.B and Srinivasan.N.P,2015.Entrepreneurial Development.Sultan Chand and Sons,New Delhi.

Course Incharge: Dr.V.Abirami

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DEPARTMENT OF HOSPITAL ADMINISTRATION

Certificate Course on Biomedical Waste Management

Course Objective: • To gain knowledge on Biomedical waste Management and Infection control. • To obtain technical know-how on Biomedical waste Management technologies.	Duration: 35 Hours Eligibility: PG Pass

Course Outcome:

- Have an understanding of Health care waste management practices.
- To get familiar with the technologies in health care waste management.

Course Module:

1. Biomedical waste storage and handling
2. Sharps Management
3. Liquid waste management from the Laboratories
4. Linen Management
5. Infection Control
6. Biomedical waste treatment technologies

Reference:

1.Yves Chartier et al., (2014), Safe management of wastes from health-care activities, World Health Organisation (Second edition).

2. www.biomedicalwastemanagementinindia.in.

3.https://vikaspedia.in/energy/environment/waste-management/bio-medical-waste-management/biomedical-waste-and-its-segregation

Course Incharge: Ms. S. Arthi

Certificate Course on Health care data analytics

Course Objective:	
• To understand the tools and techniques used for data analytics in Health care organizations. • To understand the role of data analytics in quality and performance improvement efforts.	Duration: 35 Hours Eligibility: PG Pass

Course Outcome:

- It provides health care students in a broad range of roles (clinical and non clinical) with foundational knowledge of analytics.
- The goal is to equip students to effectively contribute to conduct data analytics projects in health care sector.

Course Module:

1. Introduction to Quality improvements and data analytics
2. Health care data as an organizational assets
3. Working with Data
4. Data analytics tools and techniques
5. Using data to solve problems
6. Using data to tell the story

Reference:

1.Chandan K. Reddy , Charu C. Aggarwal,2015.Healthcare Data Analytics, 1st Edition, Kindle Edition, Chapman and Hall,CRC.

2.Subhashini Chellappan Seema Achary, 2019.Big Data and Analytics, 2ed ,Wiley,New York.

Course Incharge: Dr.V.Uma

Hms. V

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FACULTY OF HUMANITIES

DEPARTMENT OF TAMIL

சுற்றுலாவியில்

Course Objectives: • மாணவர்களுக்கு ஓர் இடத்தின் சமூக மாற்றத்தையும் பிற கலாச்சாரங்களையும் அறிந்து கொள்ள மாணவர்களுக்கு வகை செய்யும். • சுற்றுலாவின் வழியே புதிய மனஉணர்வினையும் உற்சாகத்தையும் ஊட்ட முடியும். • புதிய தலைமுறையினருக்கு பழமையான வரலாற்று நிகழ்வுகளையும் கலைத்திறன்களையும் அறிவிக்க முடியும். • பல தரப்பட்ட வாழ்வியல் மற்றும் பொருளாதார நிலையை உயர்த்த முடியும். • குறிப்பிட்ட இனக்குழுக்களிடையே நேரடியாக தொடர்பு கொண்டு, வாழ்வியல் மேம்பாட்டிற்கு வழி செய்ய முடியும்	Duration: 35 Hours Eligibility: HSC Pass

சுற்றுலாவியல்– தாள் 1-

அலகு1 -

சுற்றுலாவியலின் விளக்கம் – நோக்கம் – கோட்பாடு – சுற்றுலாவும் அதன் பரிமாணங்கள் காலந்தோறும் சுற்றுலா

அலகு2 -

சுற்றுலாவை தூண்டும் காரணிகள் – போக்குவரது சாதனங்கள் – சுற்றுலாத் துறையின் விளைவுகள் – அடிப்படை கூறுகள்

அலகு3 -

சுற்றுலாவின் வகைகள் – சுற்றுலாவின் பிரிவுகள் – சுற்றுலா விடுதிகள் உலக - கழகங்கள் சுற்றுலா

அலகு4 -

சுற்றுலா அமைப்பாளர்கள் –தமிழகதில் சுற்றுலா மையங்கள் –சுற்றுலா வழிகாட்டிகளின் பணிகள் பண்புகள் -

அலகு5 -

சுற்றுலா வழி அறியலாகும் கலை, பண்பாட்டு, சமயம் தமிழ் - பயணநூல்கள் இலக்கியங்களில்

சுற்றுலாவியல்– தாள் 2 -

அலகு1 -

சுற்றுலாபொருள் – விளக்கம் – இந்தியாவில் புவியல் , தட்பவெப்பம் – காலநிலை – வேற்றுமையில் ஒற்றுமை

அலகு2 -

வரலாற்றுச் சின்னங்கள் – கோட்டைகள் அகழ்வாய்வு-அரண்மனைகள் - இடங்கள் – அருங்காட்சியங்கள் - கலைக்கூடங்கள்- நூலகங்கள் – கைவினைப் பொருட்கள்

அலகு -3

இந்து சமய வழிபாட்டு மையங்கள் – மையங்கள் வழிபாட்டு சமய புத்த - சமண சமய வழிபாட்டு மையங்கள் மையங்கள் வழிபாட்டு சமய கிறிஸ்துவ -

அலகு4 -

இந்திய திருவிழாக்கள் – இந்திய நடனம் – நாட்டுப்புற கலாசாரம் – வீர தீர விளையாடுகள்

அலகு5 -

சுற்றுலாச் சந்தை – சுற்றுலா மேம்பாடும் விளம்பரமும் சுற்றுலாவும் - – சூழலும் சுற்றுப்புறச் சுற்றுலா வளர்ச்சியும்

References:

1.சுற்றுலா வளர்ச்சி,வெ.கிருஷ்ணசாமி,மணிவாசகர் பதிப்பகம்,சென்னை.
2.சுற்றுலா,பேராசிரியர் ஜே. தர்மராஜ்,டென்சி பப்ளிகேஷன்ஸ், சிவகாசி.
3. இந்தியாவில் சுற்றுலா பொருள்,பேராசிரியர் ஜே. தர்மராஜ்,டென்சி பப்ளிகேஷன்ஸ் சிவகாசி.

பேச்சுக்கலை

Course Objectives: • மாணவர்களுக்கு ஓர் இடத்தின் சமூக மாற்றத்தையும் பிற கலாச்சாரங்களையும் அறிந்து கொள்ள மாணவர்களுக்கு வகை செய்யும். • சுற்றுலாவின் வழியே புதிய மனஉணர்வினையும் உற்சாகத்தையும் ஊட்ட முடியும். • புதிய தலைமுறையினருக்கு பழமையான வரலாற்று நிகழ்வுகளையும் கலைத்திறன்களையும் அறிவிக்க முடியும். • பல தரப்பட்ட வாழ்வியல் மற்றும் பொருளாதார	Duration: 35 Hours Eligibility: HSC Pass

நிலையை உயர்த்த முடியும். • குறிப்பிட்ட இனக்குழுக்களிடையே நேரடியாக தொடர்பு கொண்டு, வாழ்வியல் மேம்பாட்டிற்கு வழி செய்ய முடியும்	

பேச்சுக்கலை – தாள் 1 -

அலகு 1 –

பேச்சுக்கலை அறிமுகம்– இலக்கியப் பதிவுகளில் பேச்சுக்கலை – பேச்சுக்கலை அனுபவம் – மேடைப்பேச்சுக்கலை – பேச்சாளனுக்குரிய தகுதிகள் – பேச்சுக்கலை உத்திகள் அவசியம் பேச்சுக்கலையின் -

அலகு 2 –

பேச்சுக்கலையின் முன்னோடிகள் – தமிழகப் பேச்சுக்கலை முன்னோடிகள் – உலக முன்னோடிகள் – திராவிட இயக்கப் பேச்சாளர்கள் – பொதுவுடைமைப் பேச்சாளர்கள் – ஆன்மீக சமூக விழிப்புணர்வுப் பேச்சாளர்கள்

அலகு 3 –

பேச்சுக்கலைக்கு உரிய பண்புகள் – பேச்சுக்கலைக்குரிய மொழிநடை, இலக்கியநடை, உரை வீச்சுநடை ஆகியவற்றை அறிந்துகொள்ளல் – பேச்சுக்கலையின் பயன்பாடுகள்

அலகு 4 –

பேச்சுக்கலைக்கு உரிய முயற்சியும், பயிற்சியும் அறிஞர்களின் றந்தசி - – கொள்ளல் அறிந்து கருத்துக்களை சொற்பொழிவு தொடர்பான மேற்கோள்களை எடுத்தாளும் திறன் பெறுதல்

அலகு 5 –

பேச்சுக்கலைக்கு திறன் சேர்க்கும் பல்வேறு உரைகள் – பேச்சுக்கலையில் புதுமை பெற்றிருத்தல் – ஒலி,ஒளி தொடர்புகளில் வெளிப்படுத்தும் திறன் பெறுதல் – பொதுவான சமூகம் சார்ந்த அறிவு அவசியம்

பேச்சுக்கலை – தாள்2 –

அலகு 1 –

பேச்சுக்கலையைத் தொடங்குவதற்கான அணுகுமுறைகள் – பேச்சாளனின் தனித் தன்மைகள் உடல் -, மனம், சார்ந்த அறிவு இலக்கிய - அறிவு மொழி- – அறிவு பேச்சுக்கலை வெற்றிக்கான இலக்குகள்

அலகு 2 –

பேச்சுக்கலை பல்வேறு வகை மேடைகள் – வழக்காடு மன்றங்கள் – சொல் அரங்குகள் –புதுமையான அனுபவங்கள் – குறிப்பின்றி பேசிப் பழகுதல் - வெளிக்கொணர்தல் ஆற்றலை சிந்திக்கும்

அலகு 3 –

சிறந்த சொற்பொழிவுகள் – உண்மை பேசுதல் – பொது விழாக்களில் சொற்பொழிவு – கல்லூரி விழாச் சொற்பொழிவு – சமயச் சொற்பொழிவு –

கருதரங்கச் சொற்பொழிவுகள் – சொற்பொழிவை முடிக்கும் உத்திகள்

அலகு 4 –

பேச்சுக்கலைப் பயிலரங்குகள் – உலக அளவில் பேச்சுக்களைப் பயிலரங்குகள் – திறன் அறித் தேர்வு மையங்கள் – சமூக, அரசியல், நிகழ்வுகளைக் கற்றுக்கொள்ளும் ஆர்வம் – பேச்சின் வலிமையை உணர்ந்து கொள்ளுதல்– வாழ்வில் உயர்ந்த தலைவர்களை அறிதல்

அலகு 5 –

பேச்சுக்கலைக்கான பல்வேறு பயிற்சிகளை நேரடியாக அளித்தல் வகுப்பறைப் - – பயிற்சி தன்னம்பிக்கைப் பயிற்சி – நினைவாற்றல் பயிற்சி – சரளமாகப் பேசுதல் – மன ஒரு நிலைப்படுத்தும் பயிற்சி – நேர்முக வருணனை செய்தல் – பொதுத் தலைப்பில் உரையாற்றும் வாய்ப்பு ஏற்படுத்துதல் .

References:

1. பேச்சுக்கலை பயிற்சி, ஆசிரியர் குமரி அனந்தன் வானதி பதிப்பகம் 2015
2. இதழியல் கலை, ஆசிரியர் டாக்டர் மா .பா குருசாமி

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DEPARTMENT OF ENGLISH

Certificate Course on Effective Communicative English

Course Objectives:	Duration: 35 Hours
• To acquaint the necessary grammar skills • To enrich listening and speaking skills • To enable the students to communicate effectively	Eligibility: HSC Pass

Course Outcomes:

- To learn the basics of grammar
- To train students in the art of listening and responding appropriately
- To practice the different sounds and to reduce the mother tongue influence
- To infer the habit of proper communication
- To acquire the skills of telephone manners

Course Modules:

Listening Skills - Subject-Verb Agreement - Why and How We Listen - What People Say - What People Mean - How People Speak - How People Organize the Speech.

Pronunciation - The Syllable - Word Stress -Reducing Mother Tongue Interference.

Speaking Skills - The Art of Small Talk - A Casual Conversation.

Telephonic Skills - Types of Calls - Telephone Etiquette.

Soft Skills – Group Discussion - Interview Skills.

References:

1. Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
2. Hasson, Gill. Brilliant Communication Skills. Great Britain: Pearson Education, 2012.
3. Kroehnert, Gary. Basic Presentation Skills. Sidney: McGraw Hill, 2010.
4. Lesikar, Raymond V and Marie E. Flatley. Basic Business Communication: Skills for Empowering the Internet Generation: Ninth Edition. New Delhi: Tata McGraw-Hill, 2002.

Course Incharge: Mrs. Kanchana C.M.

Certificate Course on Journalism

Course Objectives: • To familiarize students in employing personal as well as professional ethics, adhering to Journalistic justice • To overview the techniques of reporting and editing • To gain knowledge on the history and impact of Radio and TV	Duration: 35 Hours Eligibility: HSC Pass

Course Outcomes:

- Explain the basics of journalism with the introduction of press
- Outline the history of different forms of Media and growth of Media in the Indian perspective
- Compare Newspaper and Indian TV Commercials
- Interpret the Social Media and its cultural impact
- Analyze news sources, Media laws and ethics of print Media.

Course Modules:

Press in India - Principles of Journalism -Freedom of the Press

Growth of English Journalism- Journalism for Independence

Post-Independence Indian Journalism

Objectivity and fairness in News - The Making of a Newspaper - The Role of Editors

Broadcasting Policy - Impact of TV and Radio on society -Social Media and its cultural impact

Types of Advertising - Advertising Media -Techniques in effective advertising

Code of Ethics for advertising

Reference books:

1. Virbala Aggarwal, 2012. Handbook of Journalism and Mass Communication, Concept Publishing Company Pvt. Ltd.
2. Barun Roy, 2013. Beginners' Guide To Journalism & Mass Communication: Effective Guide to Write Well, Influence People and Remain in News Paperback, V&S Publishers.

Course Incharge: Dr. M.Marimuthu

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DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

R.V—e—e

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Dr. N.G.P. Arts and Science College (Autonomous) * Curriculum Development Cell * Coimbatore

SKILL ENHANCEMENT COURSE

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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Website: www.drngpasc.ac.in | Email: info@drngpasc.ac.in. | Phone: +91-422-2369100

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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Value Added Course (VAC) program

English for Employability Skills
Syllabus

Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

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Department of Hindi

Value added course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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CHAIRMAN
Dr.N.G.P. Arts and Science College

Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

Academic Council * Dr.V. Rajendran CHAIRMAN * Dr.N.G.P. Arts and Science College

Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

WITH

BUSINESS ANALYTICS

AND

BUSINESS PROCESS SERVICES

CERTIFICATE COURSE IN BIG DATA ANALYTICS AND DATA VISUALIZATION

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

Big Data Hadoop and QlikView Training (50-60 hours)

System requirements:

Hardware

i5 or equivalent processor
Minimum 4GB RAM

Software

Any windows O/S with admin access
Latest version of VM ware (will be provided)
QlikView (will be provided)
Microsoft office

Training Topics:

Big Data - Hadoop Developer — **3 Hours**

Big Data

- Introduction
- Evolution
- Characteristics of Big data - 4Vs

Hadoop — **5 Hours**

- Introduction
- Architecture and Eco System
- Versions of Hadoop
- Components of Hadoop
- Installation and Setup
- Hadoop File System commands
- Practical Assignments

My SQL — **5 Hours**

- Basic Queries in UNIX
- Complex Queries in UNIX

Map Reduce — **6 Hours**

QlikView Introduction — **4 Hours**

- What and why is QlikView?
- Traditional BI vs. Associative BI
- Associative Search vs. Relational Data Query
- Architecture and components

Walkthrough of QlikView — **4 Hours**

- QlikView UI
- Loading data into QlikView
- Associating data from several tables
- Concatenating tables
- Cross tables
- BookMark

Loading data into QlikView — **2 Hours**

- Load inline
- Load from a file
- Load from ODBC

Sheet and Sheet Objects — **8 Hours**

- Working with Sheet Objects
- Charts and types
- Sheet Objects Properties

Technology

- Informatica (Basics)

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

- IBM watson analytics (Basics)
- Microsoft luis analytics (Basics)

Participant

- 100 to 120 students
- Total hours – 60

Deliverable

- Motivational training
- Technical training

BoS Chairman/HoD
Department of Commerce (BA)
Dr. N. G. P. Arts and Science College
Coimbatore - 641 048

Academic Council
Dr.V. Rajendran
CHAIRMAN
Dr. N.G.P. Arts and Science College

Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

R.V-e Pe

BoS Chairman/HoD
Department of English
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr. P.R. MUTHUSWAMY
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Dr. NGP Arts and Science College
Dr. NGP - Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India

Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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English for Employability Skills
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Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Dr.N.G.P-Kalapatti Road Coimbatore

Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

BoS Chairman/HoD
Department of Mathematics
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr.N.G.P. Arts and Science College (Autonomous)
Curriculum Development Cell
Coimbatore

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PRINCIPAL
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Dr. NGP - Kalapatti Road
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Dr.N.G.P-Kalapatti Road Coimbatore

DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

Dr.N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

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- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson 13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

BoS Chairman/HoD
Department of Commerce (CA)
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr. N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Dr. NGP Arts and Science College
Dr. N.G.P. Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India

17-18

THE AUDITOR'S ASSOCIATION OF SOUTHERN INDIA

ComputerAccountant Course

VALUE ADDED COURSE SYLLABUS

265/1, 1st Floor Marudhamalai Main Road ,Perumal Kovil Stop ,P.N.Pudur,Coimbatore – 641 041.

Phone Number:0422-4349933, 98430-93936

DR.N.G.P. ARTS AND SCIENCE COLLEGE
DEPARTMENT OF PROFESSIONAL ACCOUNTING

1	**BASIC ACCOUNTING**
2	**INTRODUCTION TO TALLY 9.0**
3	**TALLY 9.0 FEATURES**
4	**COMPANY CREATION & COMPANY ALTERATION**
5	**LEDGER AND VOUCHER CREATIONS**

TALLY ERP 9.0

SYLLABUS

CHAPTER 1:

Basic Accounting – Journal- Rules Of Debit And Credit – Ledger – Trail Balance – Final Accounts- Accounting Groups.

CHAPTER 2:

Introduction to Tally 9.0 – Tally User Classification- Tally Silver for Single User – Tally Gold for Multi-User.

CHAPTER 3:

Tally 9.0 Features – Accounting Features- Complete Accounting System – Categorization of Accounts – Ledger – Group Administration- Extracting Reports – Audit Trail and Drill down Display – Bank Reconciliation – Inventory features – Accounting and Inventory Management.

CHAPTER 4:

Starting Tally 9.0 – The Gate Way of Tally Screen- Company Creation – Company Alteration – Integrate Accounts and Inventory – Accounting Features- Inventory Features.

CHAPTER 5:

Creation of Ledgers and Vouchers -Journalizing the Transactions-Preparing the Final Accounts-Preparing the Balance Sheet from Trial Balance-Creating Inventory Valuation-Maintaining Bill-Wise Details.

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Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

WITH

BUSINESS ANALYTICS

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BUSINESS PROCESS SERVICES

CERTIFICATE COURSE IN BIG DATA ANALYTICS AND DATA VISUALIZATION

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- Introduction
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- Characteristics of Big data - 4Vs

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R.V-e Pe

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Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
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Dr.N.G.P-Kalapatti Road Coimbatore

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Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

BoS Chairman/HoD
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Coimbatore – 641 048

Dr.N.G.P. Arts and Science College (Autonomous)
Curriculum Development Cell
Coimbatore

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Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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Department of Computer Science

Academic Year 2016-17

Value Added Course : .NET TECHNOLOGIES

Course Offered by: Nxtlogic Software Solutions

S.No	Course Content
1.	Introduction
2.	Fundamentals of .NET Framework
3.	OOPs with .NET
4.	Console and Wondows Applications
5.	C#.NET
6.	VB.NET
7.	ASP.NET
8.	Databse Programming and ADO.NET
9.	Application Development using .NET Framework

Reference Books:

1. Thuan Thai, Hoang Q.Lam, NET Framework Essentials,O'Reilly & Associates, Inc, Third Edition
2. Andrew Troelsen, Philip Japikse, C# 6.0 and the .NET 4.6 Framework, Apress, Seventh Edition, 2015.
3. Matthew Reynolds, Richard Blair, Jonathan Crossland,Thearon Willis, " Beginning VB.NET, 2nd Edition, Wiley Publishing Inc.
4. Tim Patrik, ADO.NET 4, Microsoft Press, 2010.

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

Topics For Graphic and Web Designing

1.Icon Design

2.Creating Retina Ready Graphics

3.Wireframing in Illustrator

4.Web Slicing in Photoshop

5.Creating a Responsive Design in Edge reflow

6.Color Theory

7.Adobe Muse

8.CSS 3

9.HTML 5

10.Java Script for Slide show

11.How to host a Website

12.Introduction to PHP

Text Books:

- **Mastering Html, Css&Javascript Web Publishing**by Laura Lemay, Rafe Colburn, et al. | 15 July 2016
- **Adobe Photoshop CC 2015 Release Classroom in a Book**by Andrew Faulkner and Conrad Chavez | 1 March 2016
- **Photoshop: BASICS and BEYOND in Adobe Photoshop cc (VERY BASICS, BASICS and BEYOND BASICS in photoshop cc, photoshop 2015, graphic design, digital photography, beginners guide Book 1)**by Mathew Meckinze, Daniel, et al. | 29 December 2015

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

SYLLABUS

CISCO-CCNA **Module -I** **Network Fundamentals**	**CISCO-CCNA** **Module-II** **Routing protocols & Concepts**
Chapters	**Chapters**
1.Living in a Network-Centric World 2.Communicating over the network 3.Application layer functionality and protocols 4.OSI transport layer 5.OSI network layer 6.Addressing the network-IPv4 7.Data link layer 8.OSI Physical Layer 9.Ethernet 10.Planning and Cabling Networks 11.Configuring and Testing Your Network.	1.Introduction to Routing and Packet Forwarding 2.Static Routing 3.Introduction to Dynamic Routing Protocols. 4.Distance Vector Routing Protocols 5.RIP version 1 6.VLSM and CIDR 7.RIPv2 8.The Routing Table:A closer Look 9.EIGRP 10.Link State Routing Protocols 11.OSPF

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic year 2016-2017

Value Added Course: CISCO-CCNA

1. **CCNA Routing and Switching 200-120 Official Cert Guide Library**by WendellOdom | 23 May 2013
2. **CCNA Security 210-260 Official Cert Guide**by Omar Santos and John Stuppi | 3 September 2015
3. **CCNA Data Center DCICT 640-916**by Shamsee | 1 January 2015
4. **Ccna Wireless Examfocus 2015: Study Notes & Review Questions**by Exam Review | 6 December 2014

Head of the Department
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Dr.N.G.P Arts and Science College (Autonomous)

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Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

Department of Computer Applications

Value Added Course Details

Academic Year : 2016-17

COURSE OFFERED

Responsive Web Design

OFFERD BY :

Yellow Tree Academy

DETAILS OF COURSE CONTENT

- Adobe Photoshop
- Adobe Illustrator
- Edge Reflow
- HTML 5 and CSS 3
- Photoshop Introduction
- Icon Design in Photoshop
- Web Slicing in Photoshop
- Creating Wireframes in Photoshop
- Creating Wireframes in Photoshop
- Adobe Muse,Web
- Responsiveness CSS.
- HTML, iFrame

Text Books:

1. **Photoshop CC Bible Paperback – 22 November 2013** by Lisa DaNae Dayle
2. **Photoshop Magic: Expert Edition (Magic S.) Paperback – Import, 1 August 1997** by Brendon Perkins

COURSE OFFERED

CCNA

OFFERD BY :

Cisco Network Academy

DETAILS OF COURSE CONTENT

- Introduction to Networks,
- Area Networks (LAN, MAN, WAN, PAN), CSMA/CD
- Technology and topologies,
- Fast Ethernet and installation of physical components for Wi-Fi,
- Networking, coding of devices,
- Subnet Masking and IPv4 and IPv6 protocols and coding.

Text Book:

1. Computer Networking – A top down approach featuring the Internet| By Pearson Kurose James F. and Ross Keith W. ,2017

2. Computer Networking With Internet Protocols and Technology by STALLINGS **,2003**

3. COMPUTER NETWORKING by Ed Tittel and B Muthukumaran,2006

(D. MAHESHWARI)
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16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson 13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

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VALUE ADDED COURSES
Academic Year 2019-20

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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VALUE ADDED COURSES

Academic year 2019-20

CONTENT

S.No.	Course Name	Year
1	Certificate course in nonmaterial's characterization	2019-20
2	Certificate course in nonmaterial's preparation techniques	2019-20
3	Basic of water and Waste water Analysis	2019-20
4	Mathematical Documentation and Computation	2019-20
5	Certificate course in Bio-Entrepreneurship – Dept. of Biochemistry	2019-20
6	Certificate course in Molecular Diagnostics	2019-20
7	Lab Safety and First Aid	2019-20
8	Plant Tissue Culture	2019-20
9	Protein Purification and Characterization	2019-20
10	Certificate course in Microbial quality control and testing	2019-20
11	Microbial Fermentation	2019-20
12	Sports Nutrition	2019-20
13	Fundamental of Cyber Security	2019-20
14	PC Hardware and Networking	2019-20
15	Stock Market Operation	2019-20
16	Personal Finance	2019-20
17	Online Business Technique	2019-20
18	Goods and Service Tax	2019-20
19	Setting- up of Business entities	2019-20
20	Fundamental of Stock Market	2019-20
21	Total Quality Management	2019-20
22	Customer Relationship Management	2019-20
23	Accounting for Manager	2019-20
24	Insurance Legislation in India	2019-20
25	Banking for Business processing services	2019-20
26	Insurance for Business processing services	2019-20
27	Financial Statement Analysis	2019-20
28	Capital Market Analysis	2019-20
29	Soft Skills and Personality Development	2019-20
30	Freight Forwarding	2019-20
31	Investment Accounting	2019-20
32	Income Tax E -Filling	2019-20
33	Entrepreneurship Development	2019-20

34	Digital Marketing	2019-20
35	Biomedical Waste Management	2019-20
36	Health Care Data Analysis	2019-20
37	பேச்சுக்கலை	2019-20
38	Tourism	2019-20
39	Effective Communicative English	2019-20
40	Journalism	2019-20
41	Water and Waste water Analysis Lab	2019-20
42	Statistical Analysis using R	2019-20
43	Basic Clinical Laboratory Tests	2019-20
44	Health and Fitness Management	2019-20
45	Chinese Cooking	2019-20
46	Traditional South Indian Cooking	2019-20
47	Textile Surface Embellishment	2019-20
48	Textile Printing	2019-20
49	C - programming	2019-20
50	Python programming	2019-20
51	Open Source Tools	2019-20
52	Certificate in Android	2019-20
53	Bio Python	2019-20
54	Linux Foundation	2019-20
55	Computerized Accounting Package	2019-20
56	Payroll Accounting	2019-20
57	Advanced Excel	2019-20
58	Financial Analysis	2019-20
59	Skill Enhancement	2018-19
60	English Language Techniques	2018-19
61	English For Employability Skills	2018-19
62	Mathematics - Skill Enhancement Course	2018-19
63	Spoken Hindi	2018-19
64	Big Data Analytics and Data Visualization	2018-19
65	Skill Enhancement	2017-18
66	English Language Techniques	2017-18
67	English For Employability Skills	2017-18
68	Mathematics - Skill Enhancement Course	2017-18
69	Spoken Hindi	2017-18
70	Android	2017-18
71	computerized Accounting and Taxation with E-filing	2017-18
72	Computer Accountant	2017-18
73	Data Visualization and Big Data Analytics	2017-18
74	Skill Enhancement	2016-17
75	English Language Techniques	2016-17
76	English For Employability Skills	2016-17
77	Mathematics - Skill Enhancement Course	2016-17
78	Spoken Hindi	2016-17

79	.Net Technologies	2016-17
80	Web Design	2016-17
81	CCNA	2016-17
82	computerized Accounting and Taxation with E-filing	2016-17
83	Web Design	2016-17

COURSE CONTENT

FACULTY OF BASIC AND APPLIED SCIENCE

DEPARTMENT OF PHYSICS

Certificate Course on Nanomaterials Characterization

Course Objective: • To acquire knowledge of structure, properties and synthesis of nanomaterials. • To understand the principles of spectroscopic and instrumentation techniques.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Analyze the structure of Nanomaterials.
- Determine the chemical composition and morphology of Nanomaterials.
- Calculate the particle size of nano materials.

Course Module:

Unit I – Structural analysis

X-Ray Diffraction: Solid matter and crystal planes - Basics of crystallography-X-ray reflection - Bragg's law - Millers indices and atomic planes – Instrumentation -Uses and applications.

Unit II - Chemical composition analysis

X-ray photoelectron spectroscopy: Photoelectric effect and physical principles-
Components and design of the instrument.

Unit III – Surface Morphology analysis

Electron microscope: Principle and types - Scanning electron microscopy – Electron generation and types– Backscattered and secondary electrons- X-rays – Application of SEM.

Unit IV – Particle Size analysis

TEM: Principle, Instrumentation and Modes of operation – Specimen preparation- Diffraction and diffraction pattern – HRTEM- Use in nanostructures.

Unit V – Optical Properties analysis

UV-vis spectroscopy: Principle, Instrumentation, Uses and applications - FTIR spectroscopy:Molecular vibrations, Principle, instrumentation, uses and applications - Raman spectroscopy: Raman effect, principle, instrumentation, uses and applications.

Lithography – Photolithography - Electron beam Lithography – X-ray Lithography

UNIT V:Bio-synthesis

Bio-catalysis -Biological synthesis of nanomaterials– Use of plant extracts/enzymes, microorganisms-Protein Based Nanostructured Formation – DNA-Templated Nanostructure Formation –Biologically inspired Nanocomposites.

References:

1.Nanocrystals: Synthesis, Properties and Applications,C.N.R.Rao,P.J.Thomas andG.U. Kulkarni, Springer (2007).

2.Nanochemistry:A Chemical Approach to Nanomaterials–Royal Society of Chemistry, Cambridge, UK (2005).

3.Nanocomposite science and technology, PulickelM.Ajayan, Linda S. Schadler, Paul V. Braun, Wiley-VCH Verlag, Weiheim (2003).

4. Nanotechnology: Basic Science and Emerging Technologies–Mick Wilson, KamaliKannangara, Geoff Smith, Michelle Simmons, Burkhard Raguse, Overseas Press (2005).

Course Incharge: Dr.K.Girija

Head of the Department
Department of Physics
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Academic Council
Dr.V. Rajendran
CHAIRMAN
Dr. N.G.P. Arts and Science College

DEPARTMENT OF CHEMISTRY

Certificate Course on Water and Waste Water Analysis

Course Objective: • To introduce the students to underpinning knowledge for operating various process of waste water or water analysis. • To develop the students experimentally to analyze various water quality parameters in laboratory.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:
Students who successfully complete this course will be able to:

- Identify the appropriate treatment schemes to remove certain pollutants present in water or wastewater.
- Apply the best available technologies for treatment of drinking water for the benefit of society.

Course Module:
Chemical analysis of water parameters

- pH
- EC
- TDS
- TSS
- Estimation of total hardness (EDTA method)
- Estimation of acidity and alkalinity
- Estimation of free chlorine and sulphate
- Estimation of Dissolved Oxygen
- Estimation of Chemical Oxygen Demand (COD)

References:

1. *B.K Sharma*, Water pollution, Goel publishing House, Meerut, 2003.
2. *Jain and Jain*, Engineering Chemistry, Dhanpat Rai Publishing Co., 1998.
3. *N. Manivasakam (Water Analyst),* Chemical and Microbiological Analysis of Mineral Water and Packaged Drinking Water, Principal Public Health Laboratory, Coimbatore, 2001.
4. *B.K. Sharma,* Environmental Chemistry, *Krishna Prakasam Medai (P) Ltd., Meerut, 6th Revised Edn., (2001).*

Course Incharge: Mrs. P. Kavitha

Certificate Course on Basis of Water and Wastewater Treatment- LAB

Course Objective: • To introduce the students to know about source of water and operation methods of wastewater treatment processes.	Duration: 20 Hours Eligibility: HSC Pass

• To develop the students with an understanding of the water quality parameters including physico-chemical characteristics, available water softening methods and sewage water treatment process.	

Course Outcome:

- Select or construct appropriate treatment schemes to remove certain pollutants present in water or wastewater.
- Apply the best available technologies for physical and chemical treatment of drinking water.

Course Module:

- **Sources of water** – Specifications for drinking water – Water quality standards. Water pollution – Types, effects and sources of water pollution.
- **Water quality parameters:** Temperature – pH – Electrical conductivity, total suspended solids, total dissolved solids, total hardness, Dissolved oxygen – Biological oxygen demand – Chemical oxygen demand.
- **Physico-chemical characteristics of wastewater:** Textile, electrochemical, leather processing industries.
- **Water softening methods** – Lime soda process (cold and hot) - Zeolite process – Ion exchange or demineralization process. Desalination of brackish water - Electrodialysis – Reverse osmosis. Sewage treatment methods.

References:

1. Venkateswaran. V, Veeraswamy. R, Kulandaivelu. A. R, Basic Principles of Practical Chemistry, 2nd Edition, New Delhi, Sultan Chand and Sons, 1997.
2. *J. Mendham, R.C. Denney, J.D. Bames and M. Thomas*. Vogel's Text book of Quantitati Analysis, 6th Edition, Pearson Education, 1989.
3. *G. Svehla, Vogel's* QualitativeInorganic Analysis, *Orient Longman Ltd, Hyderabad, 1987.*
4. *Sharma, K.K. and Sharma, D.S.* Introduction to Practical Chemistry, *Vikas Publishing House, New Delhi, 2005.*

Course Incharge: Mrs. P. Kavitha

BoS Chairman/HoD
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APPROVED

BoS-	AC -	GB -
13/4/15	27/5/15	30/5/15

Academic Council
Dr.V. Rajendran
CHAIRMAN
Dr.N.G.P. Arts and Science College

DEPARTMENT OF MATHEMATICS

Certificate Course on Mathematical Documentation and Computation

Course Objective:	
• Designed to give an chance to students to get familiar with basic concepts of LATEX and MATLAB • To understand and gain the practical knowledge and use to solve mathematical problems.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To provide learners the required training in preparing documents for dissertations, thesis and articles for journals, books using LATEX
- To train the learners to present their work through LATEX
- To provide learners a basic knowledge in MATLAB that makes them to do simple calculations, computations and analyzing the given problem by plotting graphs.

Course Module:

UNIT - I **LATEX: Basics: Introduction to LATEX**

Pros and Cons – Basics - Document Hierarchy - Document Management - Labels and Cross-references - Controlling the Style of References - The Bibliography - Table of Contents and Lists of Things - Class Files – Packages - Useful Classes and Packages - Errors and Troubleshooting.

UNIT - II **LATEX: Tables, Diagrams, and Data Plots: Presenting External Pictures**

The figure Environment - Special Packages - Floats - Legends - External Picture Files - The graphic Package - Setting Default Key Values - Setting a Search Path - Graphics Extensions.

UNIT – III **LATEX: Mathematics and Algorithms: Mathematics**

The AMS-LaTEX Platform - LaTEX's Math Modes - Ordinary Math Mode - Subscripts and Superscripts - Greek Letters - Display Math Mode - Text in Formulae – Delimiters – Fractions - Sums, Products, and Friends - Existing Functions and Operators - Integration and Differentiation – Roots - Changing the Style - Symbol Tables.

Beamer Presentations: Frames - Modal Presentations - Incremental Presentations - Visual Alerts - Adding Some Style.

UNIT - IV MATLAB : Starting with MATLAB and Creating Arrays

Starting MATLAB, MATLAB Windows-Working in the command window-Arithmetic operations with scalars-Display formats-Elementary Math Built-In functions-Defining scalar variables-Useful commands for managing variables-Examples of MATLAB applications-Problems. Creating a one dimensional array(vector)-Creating a two dimensional array (scalar)-Notes about variables in MATLAB-The transpose operator.

UNIT - V MATLAB: Two and three Dimensional Plots

The plot command-The fplot command-Plotting multiple graphs in the same plot-Formatting a plot-Plots with logarithmic axes-Plots with special graphs. Line plots-Mesh and surface plots-Plots with special graphics-The view command-Examples of MATLAB applications-Problems.

References:

1. M.R.C. Van Dongen. 2012. LATEX and Friends. Springer-Verlag Berlin Heidelberg, New York.
2. Stefan Kottwitz. 2011. LATEX Beginner's Guide. Packt Publishing Limited, UK.
3. Rudra Pratap. 2006. Getting started with MATLAB 7 A Quick Introduction for Scientists and Engineers,Oxford University Press.
4. Amos Gilat. 2004. MATLAB:An Introduction with Applications. Wiley India Private Limited.

Course Incharge: Dr. P. Umadevi

Certificate Course on Statistical Analysis using R

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• Designed to give an chance to students to get familiar with basic concepts of R • To understand and gain the practical knowledge and use to solve ststistical problems.	

Course Outcome:

- To provide platform to understand the various statistical techniques available
- To give basic knowledge about analyzing the given situation statistically and to apply appropriate method.
- To write the R code effectively to analyze the given data using specific statistical method

Course Module:

UNIT - I **Basics**

Overgrown Calculator-Assignments-Vectorized arithmetic-standard procedures-graphics in R language essentials: Expression and objects-functions and arguments-vectors-Missing values-Functions-Create vectors-matrices and arrays-Factors-Lists-Data frames-grouped data data frames-Implicit loops-Sorting.

UNIT - II **Descriptive Statistics and Graphics**

Summary statistics for a single group-Graphical display of distributions-Summary statistics group-Graphics data for grouped data- Tables-Graphical display of tables.

UNIT - III **Regression and Correlation**

Simple linear regression –Residuals and fitted values-Prediction and confidence bands-Correlation-Multiple regression -Tabular data.

UNIT - IV **T-test**

One sample t –test- Wilcoxon signed rank test- two sample t- test- Comparisons of variances – Two sample Wilcoxon test- The paired t test.

UNIT - V **Analysis of variance**

One way analysis of variance- Pair wise comparisons and Multiple testing –Relaxing the variance assumption- Graphical presentation-Two way analysis of variance- Anova table in regression analysis.

References:

1. Peter Dalgaard. 2008. Introductory Statistics with R, 2rd Edition. Copenhagen April Springer Science+Business Media, LLC.
2. John Verzani. 2005. Simple R Using R for Introductory Statistics. Taylor & Francis e-Library.
3. Matthias Kohal, 2015. Introduction to Statistical Analysis With R. The e Book Company.
4. G. Jay Kerns. 2018. Introduction to Probability and Statistics Using R. 3rd Edition.

Course Incharge: Mr. D. Ramesh Kumar

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DEPARTMENT OF COSTUME DESIGN AND FASHION

Certificate Course in Textile Surface Embellishment-LAB

Course Objective: • To design various motifs for different stitches. • To develop samples for given stitches.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Learn the fundamentals of Surface Embellishments in Textile.
- Understand the stitch types and methods of stitches.

Course Module:

Prepare samples for the following:

1. Basic stitches- flat stitches- running stitch, back stitch, stem stitch, satin stitch, couching stitch, cross stitch, herringbone stitch.
2. Loop stitches- chain stitch, lazy-daisy stitch, button hole stitch, blanket stitch, fishbone stitch, feather stitch, fly stitch.
3. Knotted stitches- french knot stitch, double knot stitch, bullion knot stitch.
4. Appliqué work.
5. Mirror work.
6. Smocking.
7. Cut work.

References:

1. *Shailaja D. Naik.* 2010. Traditional Embroideries of India. Ashish Publishers
2. *MaryMathews,* 1986. Practical clothing construction- Part I and II, Cosmic Press, Chennai.
3. *Mummi Srivastava.* 2003. Embroidery Techniques from East and West. Trafalgar Square Publiser.
4. *Jan Messent*, 1976. Designing For Needlepoint and Embroidery from Ancient and Primitive Sources. Macmillan Publishers.

Course Incharge: Ms.K.Vishnupriya.

Certificate Course in Textile Printing- LAB

Course Objective:	Duration: 35 Hours
• Creating print design. • Printing textile with various techniques.	Eligibility: HSC Pass

Course Outcome:

- Learn the fundamentals of textile printing.
- Understand the methods and applications of printing.

Course Module:

Prepare samples using the following techniques

1. Block printing- vegetable and wooden blocks.
2. Stencil printing- positive and negative with single/ double/multi colours.
3. Tie and dye- any three methods with single/double/ multi colours.
4. Screen printing method- single/double/multi colours.

References:

1. Shenai .V.A, Naresh M. Saraf, 1987. Technology of Finishing, Sevak Publications.

2. *W.S Murphy*, 1994. Textile Finishing.

3. *Vidhyasagar. P.V* , 2000, Hand book textiles, Woodhead publishing ltd, England.

4. Murphy. W.S,2003. Textile finishing, Abhishek Publication

Course Incharge: Mr.A. Janaki Krishnan

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DEPARTMENT OF CATERING SCIENCE & HOTEL MANAGEMENT

Certificate Course in Chinese Cooking-LAB

COURSE OBJECTIVE: ➢ To provide knowledge about the basic concepts of Chinese cooking. ➢ To provide knowledge about the cooking equipments and ingredients used in Chinese cooking.	Duration: 35 Hours Eligibility: HSC Pass

COURSE OUTCOME:

- The students will have a clear understanding about the characters of different ingredients used in Chinese cooking.
- They will be able to use the different ingredients for cooking different Chinese dishes.
- They will be able to prepare different Chinese dishes and its presentation, manage their own kitchen.

COURSE MODULE:

Introduction to Chinese Cookery

Chinese Cooking – Introduction.

Foundations of Chinese cooking:

Ingredients, spices, herbs and sauces used in Chinese cooking.

Regions of Chinese cooking

Shangai, Szechwan, Hunan, Cantonese, Peking.

Chinese soups & starters

Sweet corn vegetable soup, Hot & sour chicken soup, Vegetable spring Roll, Mushroom chilli, Chilli fish, Chicken lollypop.

Chinese main course dishes

Fish/meat, Vegetable, Main course (Rice, Noodles), Dessert

References:

Purobi Babbar. 1995. Flavours of China. (Edition I), Vakils, Feffer and Simons Publishers Ltd.

1. *Josephine Bacon, Hermes. 2006.* African and Middle Eastern cook Book. (Edition I), Hermes House Publishers.
2. *Thangam E.*Philip, 2014. Modern Cookery for Teaching and the Trade (Volume -II). (Edition VI), Orient Blackswan Private Ltd.

Course Incharge: Mr.M.Venkateswaran

Certificate Course in South Indian Traditional cooking- LAB

COURSE OBJECTIVE: ➢ To provide knowledge about the characteristic features of traditional South Indian cooking. ➢ To provide knowledge about ingredients like spices, herbs and other ingredients used in south Indian cooking. ➢ To provide knowledge about the characteristic features of traditional cooking like Chettinadu, Kongunadu cuisine, etc.	Duration: 35 Hours Eligibility: HSC Pass

COURSE OUTCOME:

- The students will be able to gain knowledge about the characteristic features of South Indian cooking.
- They will be able to make use of the different ingredients South India preparations.
- They will be able to prepare traditional dishes like snacks, sweets, etc.

COURSE MODULE:

Introduction to South Indian cooking.

Ingredients, spices, herbs used in South Indian cooking

Introduction to Chettinadu cooking: Masalas, spices, herbs used in Chettinadu cooking.

Traditional South Indian dishes

Traditional Festival snacks preparation

Traditional Festival sweets preparation

References:

1. J. Indersingh KalrajPrashad, 2004. Cooking With Indian Master. (Edition I)
2. ThangamE.Philip, 2014. Modern cookery for teaching and trade.**(volume II)** (Edition VI), Orient Longman Publishers.
3. Shehzd Husain , Rafi Fernandez. 2002. Complete Book of Indian Cooking. (Edition I), Anness Publishers Limited.

Course Incharge: Mr.V.S.S.Srinivasan

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FACULTY OF BIO SCIENCE

DEPARTMENT OF BIOCHEMISTRY

Certificate Course on Bio-entrepreneurship

Course Objective:	
• Address the central themes of how to manage and develop life science companies. • Linking Education, Innovation and Entrepreneurship. • Awareness and Capacity Building for new budding Entrepreneurs.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Have a solid foundation for working with the development and management of projects and companies in the life science field.
- Learn how to turn a good idea into a real business opportunity.
- Understand how to go about getting your company funded.

Course Module

Innovation and entrepreneurship in bio-business

Introduction and scope in Bio-entrepreneurship, Types of bio-industries and competitive dynamics between the sub-industries of the bio-sector (*e.g.* pharmaceuticals *vs.* Industrial biotech), Strategy and operations of bio-sector firms: Factors shaping opportunities for innovation and entrepreneurship in bio-sectors, and the business implications of those opportunities, Alternatives faced by emerging bio-firms and the relevant tools for strategic decision, Entrepreneurship development programs of public and private agencies (MSME, DBT, BIRAC, Make In India), strategic dimensions of patenting & commercialization strategies.

Bio markets - business strategy and marketing

Negotiating the road from lab to the market (strategies and processes of negotiation with financiers, government and regulatory authorities), Pricing strategy, Challenges in marketing in bio business (market conditions & segments; developing distribution channels, the nature, analysis and management of customer needs), Basic contract principles, different types of agreement and contract terms typically found in joint venture and development agreements, Dispute resolution skills, Incubation centers, Auditing support, Legal support.

Finance and accounting

Business plan preparation including statutory and legal requirements, Business feasibility study, financial management issues of procurement of capital and management of costs, Availability of

bank loans, Procedures for procuring bank loans, Collaborations & partnership, Information technology.

Technology management

Technology – assessment, development & upgradation, Managing technology transfer, Quality control & transfer of foreign technologies, Knowledge centers and Technology transfer agencies, Understanding of regulatory compliances and procedures (CDSCO, NBA, GCP, GLA, GMP). E.commerce – Principles, Promoting product's online

. References:

1. Holger Patzelt, Thomas Brenner, 2008. 2008, Handbook of Bioentrepreneurship, Springer Science & Business Media.
2. Ms. Shreya Sanghvi Malik, Dr. Shiv Kant Shukla, 2018, Bioentrepreneurship Development: A Resource Book, Biotech Consortium India Limited (BCIL), New Delhi.

Course Incharge :Dr.V.Usha

Certificate Course on Molecular Diagnostics

Course Objective:	
• Develop skill sets related to the biomedical sciences. • Trains students in this newly-emerging and rapidly-evolving field of Laboratory Medicine.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Provides a comprehensive overview of the fundamental principles of clinical molecular diagnostics and explores the use of molecular techniques in the diagnosis of disease.
- Students will gain a solid foundation and basic skills necessary for professional employment in Molecular Diagnostic Programs.

Course Module

Introduction to History of Diagnostics:

Diseases-infectious, physiological and metabolic errors; genetic basis of diseases- inherited diseases, traditional methods for the diagnosis of metabolic errors.

Genome Biology- In health and Disease:

DNA, RNA and Protein: an overview; chromosomal structure and mutations; DNA polymorphisms: human identity and clinical variability.

Molecular Diagnosis:

PCR: Real-Time, ARMS, Multiplex PCR, PCR-ELISA. Proteins and Amino acids: qualitative and quantitative techniques; Protein stability, de-naturation; amino acid sequence analysis.

Hybridization techniques and Nucleic acid sequencing:

Hybridization: Southern, Northern, ISH, FISH; Nucleic acid sequencing: new generations of automated sequencers, microarrays chips- EST and SAGE; Protein extraction and analysis: PAGE and its variations;Western Blot. Personalized medicine

Quality Assurance and control:

Regulations and approved testing

References:

1. *Burtis and Bruns*, 2014. Teitz fundamentals of Clinical Chemistry and Molecular Diagnostics, 7th edition, Saunders.
2. *Green and Sambrook,* 2014. Gene Cloning Laboratory manual, 4th edition, CSHL Press.
3. *Carson, Miller and Witherow,* 2012. Molecular Biology Techniques: A classroom laboratory manual, Academic Press.
4. *Pattabiraman, T. N.* 2015. Laboratory Manual and Practical Biochemistry, 4th edition, All India Publishers.

Course In-charge: Dr.C.Venkatesan

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DEPARTMENT OF CLINICAL LAB TECHNOLOGY

Certificate Course on Lab Safety and First aid

Course Objective: • Designed to give a chance to students to get knowledge about lab safety and first aid. • To understand and gain the practical knowledge on first aid and use of precautionary steps to avoid accidents. • The primary goal of first aid is to prevent death or serious injury from worsening.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to save lives and minimize the threat of death.
- Making common sense decisions in best interest of an injured person.
- Have an understanding of Lab Safety rules and symbols in Labs and get familiar with Lab safety.

Course Module:

Laboratory Safety Symbols and Rules

a) Safety Symbols
b) Rules and Guidelines
c) Laboratory Dress Code
d) Handling Chemical
e) Handling Glassware
f) Handling Instruments
g) Hazardous Chemicals
h) Lab safety rules for students

Laboratory injuries and safety

a) Heating and Fire Safety
b) Chemical Safety
c) Electrical Safety
a) Fire Extinguishers
b) Spill control kits

First Aid Procedures

a) Basic First Aid procedure
b) Medical Kit

First Aid Services

a) Wounds
b) Heart
c) Poisoning
d) Choking
e) Shock
f) Injuries
g) Burns

Emergencies and Personal safety

a) Emergencies procedure
b) Emergency Numbers
c) Stay safe in Campus

References:

1. Indian first aid manual 2016 (7th edition) authorized manual – english version, st. John ambulance association (india) – indian red cross society national headquarters.
2. Vaidya G. (General Practice A Practical Manual With Cd 5Ed (Pb 2019) Paperback – 1 January 2019.
3. Dr. Arthur T Bradley, 2012.Prepper's Instruction Manual: 50 Steps to Prepare for any Disaster Paperback.

Course Incharge: Dr.K.Anbalagan

Certificate Course on Basic Laboratory Tests

Course Objective:	
• Designed to give a chance to students to get familiar with basic tests performed in Laboratary. • To understand and gain the practical knowledge on various laboratory tests and results. • To check a sample of your blood, urine, or body tissues by biochemical techniques.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To know sample collection and preservation
- Be able to analyze the test samples to see if results fall within the normal range.
- Have an understanding of applications of various instruments used in Medical Laboratory.
- To get familiar with Blood grouping and Matching.
- To diagnose medical conditions, plan or evaluate treatments, and monitor diseases.

Course Module:

Instruments in Medical Laboratory

a) Centrifuge
b) Spectrophotometer
c) Incubator
d) Hot Air Oven
e) Cooling Centrifuge
f) pH Meter

Processing of sample

a) Containers for sample collection
b) Blood collection
c) Preservation
d) Urine sample
e) Processing

Common Lab Tests

a) CBC
b) ESR
c) Glucose Level
d) Lipid Profile
e) Haemoglobin
f) HIV
g) Pap Smear Test
h) Microalbumin
i) hCG
j) Liver function test
k) TSH
l) Urine analysis

Histopathology Tests

a) Tissue preparation

b) Smear preparation

c) Staining

d) Viewing

Blood grouping

a) Blood collection

b) Typing of blood group antigens

References:

1. *Sadasivam S and Manickam A*. 2008. Biochemical methods. Revised second edition, New age International, New Delhi.
2. *Todd J C, Davidson I and Henry J B* 2016.Clinical diagnosis by laboratory methods. 22nd Edition, Saunders Publications Pvt. Ltd,Pennsylvania.
3. *Mukherjee K L 2010.*Medical Laboratory Technology-A procedure manual for routine Diagnostic tests -Volumes I, II, III. Tata Mc Graw Hill Publishing Company ltd. New Delhi.
4. *Talib V H* 2000 Handbook of Medical Laboratory Technology 2nd Edition, CBS Publishers and Distributors, New Delhi.

Course Incharge: Dr.K.Anbalagan

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DEPARTMENT OF BIOTECHNOLOGY

Certificate Course on Plant Tissue Culture

Course Objective:	
➢ Understand the process of tissue culture is done (successfully transform a plant). ➢ Explain why tissue culture is a necessa ry part of producing a transgenic plant. ➢ Describe genotype specificity and how it impacts genetic engineering. ➢ Comprehend alternatives to tissue culture used in genetic engineering and identify selectable markers	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Enhance skills on plant transformations and genetic engineering of plants.
- To be able to conserve Biodiversity
- Have an understanding of applications of plant tissue culture

Course Module:

Laboratory Practice in Plant tissue culture(PTC)

- Rules and regulation in PTC Lab
- PTC lab set up
- Types of sterilization
- Decontamination methodology

Media preparation

- Types of media preparation
- Role of components in media(Growth regulators)

***Invitro* cultivation and its application**

- Callus culture
- Micropropagation
- Artificial seed germination
- Anther culture

References:

1. *Sant Saran Bhojwani, Razdan, M. K.* 1996. Plant tissue culture: theory and practice. 1st edition. Elsevier science.
2. *Chawla, H. S.* 2013. Introduction to Plant Biotechnology. 3rd edition. Oxford &IBH publishing company.
3. Plant tissue culture; Razdan; Oxford IBH publishers, 1994.

4. *Walsh Gary and Headon R. Denis*, Protein Biotechnology. John Wiley publishers, 1994.

Course Incharge: Mr.P.Arun

Certificate Course on Protein Purification and Characterization

Course Objective:

- To separate one protein from a complex mixture of proteins (such as a tissue extract), while maintaining Biological Function.
- One can maintain biological function by controlling the pH, the temperature and the ionic strength (i.e. salt concentration).
- Methods of analysis and detection, and techniques for characterizing a purified protein.

Duration: 35 Hours

Eligibility: HSC Pass

Course Outcome:

- Enhance skills on down stream processing.
- Protein studies, drug interactions, chemical bonding of proteins can be learnt.
- Function of complex mixture of protein can be analyzed
- Skill on different characterization techniques will be developed

Course Module:

Intermediate Purification Steps

- Salt precipitation
- Chromatographic techniques

Protein visualization

- SDS (Sodium Dodecyl Sulphate)
- Immunoblotting

Application

- High throughput screening
- Drug development
- Ligand receptor binding

References:

1.Jain J L, Jain S and Jain N, 2012, Biochemistry, 1st Edition, S. Chand and Company pvt Ltd, New Delhi

2.Deb, AC, 2001, Fundamentals of Biochemistry, 7th Edition New central Agency, Calcutta

3.Cooper, G M and Hausman R E, 2013, The cell: A Molecular Approach, 6th Edition, Sinauer Associates, Inc.Publishers, Sunderland, Massachusetts.

4.Voet, D and Voet J G, 2011, Biochemistry, 4th Edition, John Wiley and Sons, USA.

Course Incharge: Mr.P. Arun

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DEPARTMENT OF MICROBIOLOGY

Certificate Course on Microbial Quality Control and Testing

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• To know the importance of quality assurance in food industry • To emphasize the role of microbes in food industry and its testing • To be familiar with the aspects and concepts of quality control	

Course Outcome:

- Be able to generate the quality assurance in food industries
- Have an understanding of applications of GMP and GLP
- To get familiar with the microbiological parameters followed in food industry
- To understand the quality control tests in food industry

Course Module

Quality Control & Quality Assurance

Introduction and definition – Quality assurance and Quality control. Quality control in pharma and food industry: Overall process.

GMP & GLP

GMP and GLP – Definition and regulation, function and responsibilities.
SOP – Introduction, preparation, documentation, product recall in pharma and food industry. HACCP – Principles and applications.

Microbiological Parameters

Microbiological parameters: Definition, indicator organisms – coliforms – total coliform, fecal coliform – total bacterial count – viable count – aerobic spore count – Clostridium perfringens. Environmental monitoring and water analysis –Definition, Principle and Purpose.

Classification of Clean Areas

Validation – Definition, Types and Procedure. Types of selective media and growth characteristics of bacteria. Types of clean room and clean room standards in pharma and food industry.

Specific QC Tests

Quality control tests – Microbial limit test, sterility test, bacterial endotoxin test, MPN and phenol coefficient test.

References:

1. Tim Sandle, 2015, Pharmaceutical Microbiology.
2. Anon. 1981. Morbidity and Mortality Weekly Report. US Department of Health and Human Services. Vol 30: 115, 121,171.
3. Richard k. Robinson , 2002, dairy microbiology handbook third edition, a john wiley & sons, inc., publication

Course Incharge :Dr .N.Vidhya

Certificate Course on Microbial Fermentation

Course Objective:	
1. Screening and improvement of microorganism for industrial purpose 2. Design and types of fermentor 3. Industrial scale production of microbial products.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Able to generate the fermentation types and components
- Have an understanding of industrially important strains
- To get familiar with the production of beverages
- To understand the production of fermented products

Course Module

Introduction to fermentation

Fermentation- Definition & types - Submerged and Solid state. Components of fermentor - Baffles, Agitator, Impellers and Antifoaming agents. Types of Fermentors - Tower, cylindroconical & airlift, CSTF.

Screening of fermentation

Industrially important strains- Screening methods- Primary and Secondary screening. Strain development for improved yield- Mutation, Recombination and protoplasmic fusion.

Production of beverages and vitamins

Industrial scale Production of beverages – beer and wine- vitamin B12 and Riboflavin. Antibiotics- penicillin and streptomycin - production of enzymes - Amylases and Proteases.

Fermented products (4 hours)

Fermented products – Bread, jam, pickles, sauerkraut, Single cell protein- Baker's yeast, Spirulina- Details of mushroom development- *Oyster Pleurotus*) and Button (*Agaricus*) mushroom.

Downstream process (4 hours)

Downstream process - Intercellular and extracellular – Filteration- Centrifugation-Breakage of cells - physical and chemical methods.

References:

1. Byong H. Lee, 2021. Advanced Fermentation and Cell Technology, Volume 2, John Wiley & Sons Ltd.
2. Mansi, C. F. A. Bryce, Arnold L. Demain, A.R. Allman,2006 Fermentation Microbiology and Biotechnology, Second Edition, CRC Press.

Course Incharge :Dr .N.Vidhya

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DEPARTMENT OF FOOD SCIENCE & NUTRITION

Certificate Course on Health and Fitness management

Course Objective:	
• To impart knowledge regarding importance of fitness , exercise and nutrition • To develop entrepreneurial abilities in the field of fitness.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Capacity to integrate knowledge and to explain the importance of fitness , exercise and nutrition
- Capacity to start a fitness program for a specific group.

Course Module:

1. Fitness and Nutrition (Theory)

Unit – 1 Introduction to fitness

Meaning and definition of fitness and wellness

Factor affecting physical fitness

Ideal Fitness Centre

Unit – 2 Fitness Trainer and Exercise for Fitness

Qualification and qualities for a fitness trainer.

Instructor's duties for handling beginners.

Means of fitness development - Aerobic and anaerobic exercise.

Warming up and cooling down – Methods, Duration and Calculate target heart rates for various aerobic exercise

Unit – 3 Designing of Programme, Nutrition and Weight Management

Concepts of designing fitness training programme for various special group (Obese, Pregnancy, Bodybuilder etc)

Meaning and importance of nutrition and components of Nutrients and Balanced Diet - daily kilo calorie requirements and daily energy expenditure

2. Training Exercises (Practical)

1. Orientation of fitness center equipments
2. Orientation of Trainee to Weight Lifting
3. Chest Exercises

Push - ups

Bench Press

Dumbbell Press

4. Back Exercises

Pull- ups

5. Shoulder Exercises

Dumbbell/ Bar Press

6. Biceps and Triceps Exercises

Dumbbell

7. Leg Exercises

Exercise for thighs and calf

8. Exercise for Upper and Lower Abdomen

References:

1. Bean, A. (2000). The Complex Guide to Sports Nutrition, A and C Black Publishers,London.
2. PaiPanandiker.D.H, Satyanarayana.K and VenkataRamana.Y. (2013).
3. Nutrition and Hydration Guidelines for excellence in sports performance, National Institute of Nutrition, Hyderabad.
4. Srilakshmi,B., Suganthi,V.,Kalaivani,C., (2016).Exercise Physiology, Fitness and Sports Nutrition, New Age International Private Limited; First edition

Course In charge: Dr.S. Daniel Robert.

Certificate Course on Sports Nutrition

Course Objective:	
• Understand the principles behind creating nutrition plans for sport professionals • Apply sports nutrition principles to enhance performance of sport professionals	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Capacity to integrate knowledge and create nutrition plans for sport professionals
- Capacity to apply sports nutrition principles to enhance performance of sport professionals.

Course Module:

Exercise Physiology

Unit 1.Introduction to exercise physiology

Unit 2. Pulmonary System and Cardiovascular system

Unit 3.Neuromuscular System and Hormones

. Unit 4.Health related exercise benefits and clinical aspects

Essentials of Sports Nutrition and Supplements

Unit 1.Outlines of metabolism ; Carbohydrates, fats and Proteins

Unit 2. Micronutrients in Sport: Vitamins and Minerals, Trace elements, antioxidants and Exercise induced free radicals ; Fluids and electrolytes

Unit 3. Sports nutrition in action: Meal plan development for sports persons involving in Swimming, Cycling, Running,Body-building, Boxing, Gymnastics, Rowing, Football, Hockey, Tennis and Cricket

Unit 4. Sports Supplements Nutritional Ergogenics.

References:

1. Kathleen M. L. Krause's– Food, Nutrition and Diet therapy, 2004, 11th Edition, WB Saunders Company, Philadelphia
2. Williams M. H., Nutrition for Health, Fitness and Sports, 2002, Edition 5, Mc Craw Hill Book Company, New Delhi
3. Judy A. D. Nutritional assessment for Athletes, 2002, Edition I, CRC Press, New York
4. Liane M. S. Nutrition, Exercise and Behaviour, 2001, Edition I, Wordsworth, Australia

Course In charge: Dr.S. Daniel Robert.

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FACULTY OF COMPUTER SCIENCE

DEPARTMENT OF COMPUTER SCIENCE

Certificate Course on Fundamentals of Cyber Security

Course Objective: • To provide an understanding of principal concepts, major issues, technologies and basic approaches in cyber security. • Develop an understanding of the core principles of information assurance. • Develop a basic understanding of E-commerce and fund transfer methods. • Develop an understanding of security issues in hardware.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To master information security control.
- To know how threats to an organization are discovered, analyzed and solved.
- To understand the different security issues and technologies.
- To be familiar in protecting the hardware from security threats

Course Module:

Module - I Information Security

Introduction-Threats to Information Systems-Information Assurance-Cyber Security and Security Risk Analysis

Module - II Application Security

Introduction-Knowledge Security Issues - Security Technology-Intrusion Detection System-Access Management

Module – III Security Threats

Introduction-Security Threats to E-Commerce: Electronic Payment System-Credit/Debit Cards-Smart Cards-Electronic Fund Transfer-E-Commerce Security Systems-Digital Signature

Module – IV Secure Information System

Introduction-Developing Secure Information System-Key Elements of an Information Security Policy-Information System Development Life-Cycle

Module – V Security Issues in Hardware

Data Storage and Downloadable Devices-Physical Security of IT Assets-CCTV and

Intrusion Detection Systems-Security Measures

Reference:

1. Mayank Bhushan, Rajkumar Singh Rathore, Aatif Jamshed, 2017. Fundamental of Cyber Security, First Edition, BPB Publications.
2. Ritendra Goel, Praveen Kumar Shukla Surya Prakash Tripath, 2014 Introduction to Information Security and Cyber Laws, DreamTech Press.
3. William Stallings, Cryptography and Network Security - Principles and Practice, Pearson Education, Seventh Edition, 2017.

Course In-charge: Dr.V.Usharani

Certificate in PC Hardware and Networking

Course Objective:

- Identify the existing configuration of the Computers and Peripherals
- Understand basic concept and structure of Computer Hardware and Networking Components.

Duration : 35 Hours
Eligibility: HSC Pass

Course Outcome:

- Identify and analyze Computer Hardware, Software and Network Components

Course Module

Computer Peripherals and PC-Assembling

- Computer Peripherals
- System Components
- Port Types
- Internal PC Connections and Assembling

PC-Disassembling

- Disassembling overview
- Opening the Case
- Cables and Connectors
- Mother Boards

Processor Types

- Microprocessor History
- Processor Specifications

- Processors Code Names
- Intel Core Processors

Memory and Storage Devices

- Memory Basics
- Speed and Performance
- Memory Modules
- Hard Disk Drive (HDD) Operation
- Basic HDD Components

Networking

- Overview of Networks
- Ethernet
- Other LANs
- Packets
- IP version 6

Reference:

1. Dahiya, U/ Nagpal, S. Taxman , Computer Applications In ManagementAllied Service.
2. Abhyankar, A. K. C- Aditi, Computer Applications With C & C++: With Programs & Numerical Problems.
3. Tanenbaum, Andrew. Computer Networks ,S. 4th ed Pearson.

Course Incharge: Mr. R.Vijay Anand

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DEPARTMENT OF COMPUTER APPLICATIONS

Certificate Course in C Programming

Course Objective: • To help students develop the logic and ability to solve the problems efficiently using C programming. • To learn various concepts and techniques for problem solving and to implement them using C programs.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Learn the fundamentals of C Programming .
- Understand the principles of control structures and arrays.
- Apply the knowledge of functions.

Course Module:

Introduction and Control Structures

i) Structure of C
j) Variables, Constants & Data types
k) Input/Output Statements
l) Conditional and Looping Statements

Derived Datatypes

a. Arrays
b. Structures
c. Unions

Functions & Pointers

c) Function prototype
d) Function definition
e) Function call
f) Importance of pointers

Reference:

1. Herbert Schildt, C: The complete Reference, Tata McGraw Hill Publication, 4th Edition, 2000.
2. B.L. Juneja, Programming in C, Cengage Learning India Publication, 1st Edition, 2011.
3. E. Balagurusamy, Programming in ANSI C,Tata McGraw Hill Publication, 7th Edition,2017.

Course Incharge: Mrs.K.Kavitha.

Certificate Course in Python Programming

Course Objective:	
• To help students understand the programming logics to solve the problems using Python programming. • To use python data structures like List, Set and Tuple.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Understand the fundamentals of Python Programming.
- Apply the concepts of Python programming to solve real world problems.
- To gain knowledge on Mathematical modules.

Course Module:

Basics of Python

a.Fundamentals & Syntax

b.Datatypes, Variables & Operators

c. Input/Output Statements

d.Conditional and Looping Statements

Data Structures

a. Mutable types (List & Set)

b. Immutable types (String & Tuple)

Functions & Modules

a. Functions

b. Module Types

c. Importing modules.

Reference:

1. *Fabio Nelli* , Python Data Analytics , Apress, 1st Edition, 2015.
2. *Wes McKinney* ,Python for Data Analysis: Data Wrangling with Pandas, NumPy, and IPythony, O'Reilly, 2011.
3. *Zed Shaw*,Learn Python the Hard Way, Addison-Wesley, 3rd Edition ,2014.

Course Incharge: Dr.R.Nithya

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DEPARTMENT OF COMPUTER TECHNOLOGY

Certificate Programme on Android

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Reference:

1. J. Schiller, Mobile Communications, Second Edition, Second Impression, Pearson Education Limited.

2. Jerome (J.F.) and DiMarzio, Android- A Programmer's Guide, First Edition,McGraw Hill,2008.

3. Mark L Murphy, Beginning Android, Wiley India Pvt Ltd., 2009.

4. Sayed Y Hashimi and Satya Komatineni, Pro Android, Wiley India Pvt Ltd. 2009.

Course Incharge: Ms.M.Priyadarshini

Certificate Programme on Open Source Tools

Course Objective: • To know about the PHP programming. • To understand the Python concepts.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Students able to know the basic structure and create simple application using PHP.
- To get knowledge on Python.

Course Module

PHP and PYTHON Programming

- Fundamentals of PHP and PYTHON
- Learn about String, Array and PHP Browser Concepts.
- Knowledge on Built in function , Control statements , Tuples , Directories in Python

PHP and PYTHON LAB:

- Create Simple Application using PHP and Python

Reference:

1. Sandeep Koranne, Handbook of Open Source Tools,2011
2. Python Crash Course, 2nd Edition: A Hands-On, Project-Based Introduction to Programming
3. John C. Mitchel, 2002, Concepts in Programming Languages.

Course Incharge: Ms.M. Priyadarshini

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DEPARTMENT OF INFORMATION TECHNOLOGY

Certificate Course on Bio-Python

Course Objective: • To understand the built-in objects of Python. • To learn the biological algorithm as a computer program using Python scripts	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to work in phython environment.
- To solve biological problem using phython.

Course Module

Introduction to Python

- History of Python
- Python Features
- Python Development Tools
- Writing Python Program
- Numeric Values
- Variables and Assignment Identifiers
- Control codes within Structure
- Controlling the print Function

Expression

- Operator Precedence and Associatively
- Comments
- Errors (Syntax, Run-time errors, Logic Errors)
- Arithmetic Examples
- Simple if Statement, if/else statement

Iteration

- While Statement
- For Statement
- Nested Loops
- the break statement & continue statement
- Infinite Loops

- Computing Square roots
- Drawing a Tree

Functions

- Mathematical functions
- Time Functions
- Reading the files from existing database using Python

SEQUENCE ANALYSIS THROUGH PYTHON

- Alphabets
- Matching Sequences – Perfect Matches
- Insertions and Deletions
- Rearrangements
- Global Versus Local Alignments
- Sequence Length, Simple Alignment (Direct Alignment)
- Simple Statistics
- Distributions
- Normalizations
- Multivariate Statistics
- Probabilities
- Odds

Reference:

1. Dahiya, U/ Nagpal, S. Taxman , Computer Applications In ManagementAllied Service.
2. Abhyankar, A. K. C- Aditi, Computer Applications With C & C++: With Programs & Numerical Problems.
3. Tanenbaum, Andrew. Computer Networks ,S. 4th ed Pearson

Course Incharge:Mrs.N.Vanitha

Certificate Course on Linux Foundation

Course Objective:	Duration: 35 Hours
• To understand the architecture of Linux. • To learn the different commands , filters and to do shell scripting.	Eligibility: HSC Pass

Course Outcome:

- Be able to work in linux environment.
- To do shell scripting.

Course Module

Introduction to Linux

- Linux/Unix operating system
- Linux/Unix architecture
- Features of Linux/Unix
- Accessing Linux system- Starting and shutting down system
- Logging in and Logging out

Commands in Linux

- General-Purpose commands
- File oriented commands
- directory oriented commands
- Communication-oriented commands
- process oriented commands, etc

Regular expressions & Filters in Linux

- Simple filters viz.
- More, wc, diff, sort, uniq, etc
- Grep, sed
- Introducing regular expressions.

Linux/Unix file system

- Linux/Unix files
- Inodes and structure
- File system, file system components
- Standard file system
- File system types
- File system mounting and un mounting

Shell Programming

- Vi editor
- Shell variables
- I/O in shell
- Control structures
- loops

- Subprograms

- Creating shell scripts

Reference:

1. Jason Cannon ,Linux Pocket Guide,3rd edition

2. William Shotts,Linux Command Line , 3rd edition

3. Richard Blum, Linux Command Line and Shell Scripting Bible, 3rd edition

Course Incharge:Dr.V.Vinodhini

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FACULTY OF COMMERCE

DEPARTMENT OF COMMERCE

Certificate Course on Personal Finance

Course Objective: • To understand the personal finance decision • To evaluate savings and investment options to meet short-term and long-term goals • To acquire knowledge on investment avenues	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to take sound financial decision
- To help in implementing financial strategies for the success of the business.
- Be familiar with Financial Software Tools.

Course Module:

UNIT I Introduction to Personal Finance

Understanding personal finance -The economy affects your personal financial success - Business cycle - Future direction of the economy - future direction of inflation, prices, and interest rates. Opportunity costs in decision making marginal utility and costs in decision making marginal income tax rate in decision making

UNIT II Financial Statements

Financial Statements- Tools And Budgets - Financial Values, Goals, And Strategies -Values Define Your Financial Success - Financial Goals Follow From Your Values - Financial Strategies Guide Your Financial Success.

UNIT III Budget Estimates

Financial Record Keeping Saves Time and Makes You Money - Action Before: Set Financial Goals- Make and Reconcile Budget Estimates - Plan Cash Flows - Action During Budgeting Period: Control Spending Action After Evaluate Budgeting Progress - Financial Software Tools to Manage Your Money.

UNIT IV Income and Asset Protection

Income and Asset Protection- Managing Property and Liability Risk- Risk and Risk Management - People Often Misunderstand the Concept of Risk -The Risk-Management Process.

UNIT V Investment Fundamentals

Investments - Investment Fundamentals - Investing Is More Than Saving - Decide Why You Want to Invest - How to Handle Investment Risk Ultraconservative Investors Are Really Just Savers- Active or Passive Investing Approach.

Reference:

1. Thomas Nelson ,2013. The Total Money Makeover: Classic Edition: A Proven Plan for Financial Fitness Hardcover, Thomas Nelson Press.
2. Dave Ramsey,2012. Dave Ramsey's Complete Guide To Money Hardcover, Ramsey Press, America.

Course In charge: Dr.S.Gandhimathi.

Certificate Course on Stock Market Operations

Course Objective	
• To understand the Structure, organization and trading of stock markets. • To explore the connection between the Financial Institutions, Instruments and markets in Business Environment and their role in Indian Economy. • To acquire emerging challenges in the Indian stock market.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome

- Be able to familiarize with stock market operations.
- To help them in building career in stock market.
- To get practical exposure in trading system in stock market.

Course Module

Unit I: Capital Markets in India

Capital Markets - An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – SEBI measures for primary market.

Unit II: Stock exchanges and its Functions

Stock exchanges and its Functions : Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India – SEBI : functions and measures for secondary market – Overview of major stock exchanges in India - Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting

Unit III : Trading and Surveillance System In Stock Exchanges

Different trading systems – BSE - BOLT System – Different types of settlements - Pay-in and

Pay-out – Bad Delivery – Short delivery – Auction – NSE – NEAT system options – Market types, Order types and books – De-mat settlement – Physical settlement – Institutional segment – Funds settlement – Valuation debit – Valuation price – Bad and short delivery Risk management system in BSE & NSE – Margins – Exposure limits – Surveillance system in BSE & NSE – Circuit breakers

Unit IV : Stock Market Indices

Stock Market Indices: Meaning, Purpose, and Construction in developing index – Methods– Stock market indices in India – BSE Sensex - Scrip selection criteria –Other BSE indices (briefly) – NSE indices – S&P CNX Nifty – Scrip selection criteria – Construction – Stock market indices in foreign countries (Overview).

Unit V : Commodity and Currency Markets

Commodity exchanges : evolution and history role in globalizing economy – governing regulations – price –risk management – commodity exposure – hedge accounting – currency futures – managing exchange rate – carbon markets – weather derivatives – ETFs – Purpose, Importance, types , construction.

Reference:

1. Taxmann, 2010.Practitioners' Book On Trade Finance by Taxmann, Taxmann Publication Pvt. Ltd.
2. Prasanna Chandra ,Finance Sense: Corporate Finance For Non-Finance Executives by Chandra, Tata Mcgraw Hill Education Private Limited
3. Apte, P. G , International Finance: Business Perspective ,Tata McGraw Hill (TMH).

Course Incharge: Mr.M.R. Chandrasekaran.

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DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

Certificate Course on Computerized Accounting Package (CAP)

Course Objective: • To define a computerized accounting system. • To provide practical knowledge of maintaining Financial Reports.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Distinguish between a manual and computerized accounting system.
- State the sourcing of a computerized accounting system.
- Gain the practical knowledge and usage of the Computerized Accounting.

Course Module:

Company Creation: (Create a company with necessary details)

a. Accounts Only
b. Accounts with Inventory
c. Tally Vault
d. Security Control

Masters : (Accounts Info. and Inventory Info.)

d) Ledgers
e) Stock Groups
f) Stock Items
g) Unit of Measures

Transactions : (Passing of Day to Day transactions)

a) Accounting Voucher
b) Contra, Receipt, Payment, Journal, Sales and Purchase
c) Inventory Voucher
d) Transfer of Material and Physical Stock

Reports : (Generating necessary Financial Reports)

a) Balance Sheet
b) Profit and Loss account
c) Stock Summary
d) Ratio Analysis

Reference:

1. Krishnan, N., Windows and MS office 2000 with database concepts, Scitech publications.
2. Dr. S.V.Srinivasa Vallabhan, Computer Application in business - Sultan chand and sons.
3. Computer Application in Accounting software – by P.Kasivairavan – Friends publication.

4. List of Practical: Pay roll preparation in MS. Excel, IncomeTax preparation in MS. Excel, Accounting package: Tally

Course Incharge: M. Rajakrishnan

Certificate Course on Online Business Techniques (OBT)

Course Objective: • To understand Security and Payment systems. • To understand E-Commerce Business models.	Duration: 35 Hours Eligibility: HSC Pass
Course Outcome: • Demonstrate an understanding of the foundations and importance of E-commerce. • Describe the key features of Internet and Electronic Data Interchange. • Assess electronic payment systems.	

Course Module:

Electronic Business:

e. Electronic Commerce Models
f. Internet and World Wide Web
g. Internet Applications
h. Web based tools for Electronic Commerce

Security Overview :

h) Electronic Data Interchange
i) Encryption
j) Cryptography
k) Digital Signatures and Certificates

Electronic Fund Transfer and Business Models:

e) Electronic payment system
f) Smart Cards
g) Digital Commerce
h) Mobile Commerce

Course Incharge: M. Rajakrishna

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DEPARTMENT OF COMMERCE WITH CORPORATE SECRETARYSHIP

Certificate Course on Goods and Services Tax

Course Objective: • Understand and make use of knowledge of GST rules in taking managerial decisions in various tax related matters • Providing specialized and updated knowledge in the area of GST in a systematic manner.	Duration: 35 Hours Eligibility: HSC Pass
Course Outcome: • Be able to prepare for GST Practitioner exam • To gain working knowledge on GST and application of the same in the organizations.	

Course Module

Overview of Model GST Law (CGST & SGST)

- Constitutional Provisions
- Destination Principle
- Concurrent Dual GST
- IGST Model (Introduction)
- Taxable Persons

Meaning/Scope of supply of Goods and Services

- Definition
- Classification of Goods and Services
- Intra – State and Inter – State Supply
- Exempted and Zero rated supply
- Mixed and Composite Supply

Provisions relates to Supply of Goods and Services

- Place of Supply
- Time of Supply
- Valuation of Supply

GST Business Process – Registration

- Registration threshold limits
- Voluntary Registration
- Compulsory Registration
- Composition Levy scheme

GST Business Process – Returns

- Filing of Returns
- Types of Returns

- Input Tax Credit and Its matching
- Tax invoice,
- Credit / Debit Notes
- Payment

Reference:

1.Dr. H.C. Mehrotra, Prof. V.P. Agarwal, 2021.: Goods and Services Tax, Eighth Edition.
2.Hemant Narang,2017.Gst Goods And Services Tax

Course In- charge: Mr.S.Yuvaraj

Certificate Course on Setting - up of Business Entities

Course Objective:

- To provide the working knowledge and understanding of the various procedural requirements involved in the setting up of business entities.

Duration: 35 Hours
Eligibility: HSC Pass

Course Outcome:

- To obtain the knowledge and understanding of the various Initial Registrations.
- Licenses required to setting up of business entities.

Course Module

Company

- Private Company
- Public Company
- One Person Company
- Nidhi Company
- Producer Company
- Foreign Company- Liaison Offices; Branch Office & Project Office
- Formation and Registration

Limited Liability Partnership

- Concept of LLP
- Formation and Registration

Start-ups

- Start-up India Policy
- Registration Process

- Benefits under the Companies Act and other Government Policies

Source of Capital

- Seed Capital
- Venture Capital
- Private Equity
- Angel Investor
- Mudra Bank.

Various Initial Registrations and Licenses

- Mandatory Registration - PAN; TAN
- Shops & Establishments; SSI/MSME
- Additional Registration/License - ESI/PF; FCRA; Pollution; Other registration as per requirement of sector; IE Code; Drug License; FSSAI; MSME Registration; Udyog Aadhar.

Reference:

1. P Subba Rao, International Business Text & Cases,2nd Revised Edition, Himalaya Publishing house.
2. V K Bhalla and S Shiva Ramu, 2009.International Business – Environment and management, 12th revised and enlarged edition, Anmol Publications Private Ltd. New Delhi.
3. John D Daniels ,2007. International Business Environments and Operations, Pearson.

Course In- charge: Mrs.R.Swarnalakshmi

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DEPARTMENT OF COMMERCE WITH INFORMATION TECHNOLOGY

Certificate Course on Advanced Excel

Course Objective: • To understand the applications of excel for accounting. • To learn the different statistical functions and its applications to projects.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate accounting reports by using advanced excel functions.
- To get familiar with data validation, data analysis and pivot tables for projects.

Course Module

Introduction to Advanced Excel

- Fundamentals of Excel
- Creating Work Sheet with basic excel functions
- Leaning about key board shortcuts

Applications of formulae and macros formulae

- Use the Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT)
- Nested functions , Name cells /ranges /constants
- Logical functions using IF, AND, OR, NOT
- The LOOKUP function , Date and time functions , Annotating formulas

Functions :

- What-if-analysis
- GOAL SEEK
- NESTED IF
- Reporting
- Character Functions
- Date Functions
- Age Calculations
- Consolidation of Data
- Data Validation

DATA Analysis :

- Sub Total Reports, Auto Filter
- Password Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Linking Between Word/Excel/PPT

PIVOT TABLES :

- Enter the Pivot Table Data
- Create the Pivot Table
- Adding Data to the Pivot Table
- Filtering the Pivot Table Data
- Change the Pivot Table Data.

Reference:

1. L. Winston wayne,2019.microsoft excel data analysis&business model, phi learning pvt. Ltd.
2. Manisha ,2020.advanced analytics with excel: perform data analysis using excel's.
3. Dr.Ritesk K,2020. Advanced excel

Course Incharge: Mr. S. Dinesh Kumar.

Certificate Course on Fundamentals of Stock Market

Course Objective:	
• To know about the capital market and its functions. • To understand theory and practice of investments and capital market structure.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Students able to know the general structure of various financial markets.
- Experience the interactions between traders, sales, clients, brokers
- Realize in a personal and lively way what it requires to be a trader, a sales, a structure

Course Module

I. **Capital Market**

- Indian Capital Market
- Need and importance
- Structure of Capital Market
- Financial System and Capital Market Instruments

II. **Primary market/New Issue Market/IPO Market**

- Functions of NIM
- Methods of Issue
- Initial Public Offerings
- Advantages and disadvantages of IPOs.

III. **Secondary Market/ Stock market/ Stock Exchange**

- Functions of Stock Exchanges.
- Trading System
- Over The Counter Exchange of India (OTCEI)
- National Stock Exchange of India Ltd (NSE)
- Demat Accounts

IV. **Security Market Intermediaries**

Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Depositories, Depositories Participants, Custodians, Credit Rating Agencies, Venture Capitalists.

Reference:

1. One Up On Wall Street – Peter Lynch
   Read more on Groww: https://groww.in/blog/books-investing-stock-markets-trading/
2. The Intelligent Investor-Benjamin Graham
   Read more on Groww: https://groww.in/blog/books-investing-stock-markets-trading/
3. The Warren Buffet Way- Robert G. Hagstrom
   Read more on Groww: https://groww.in/blog/books-investing-stock-markets-trading/.

Course Incharge: Mrs.S.Shanmugapriya

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DEPARTMENT OF COMMERCE WITH PROFESSIONAL ACCOUNTING

Customer Relationship Management

Course Objective	
• To understand the Concept and Purpose of Customer Relationship Management • To Impact the connection between the Sales and Marketing Strategy. • To understand the CRM data management.	**Duration:** 35 Hours **Eligibility:** HSC Pass

Course Outcome

- Be able to familiarize CRM
- To help them in building career in Marketing Strategy
- To get practical exposure in CRM Data management.

Course Module

Unit I: Introduction to Customer Relationship Management

Introduction to Customer Relationship Management - Definition of CRM - Purpose and Benefits of CRM - Important Business Constructs Related to CRM - The Origins of CRM.

Unit II: Impact on Sales and Marketing Strategy:

The New Sales Challenge - An Expansion of Sales and the CRM Mentality.

Unit III : CRM and Strategy

Sales Processes and Participation in CRM - CRM and Sales Organizations - The Sales Customer Relationship Cycle.

Unit IV : Data, Information and Technology

CRM and Data Management – Introduction - Managing Customer Interactions - The Customer Integration Problem.

Reference:

1. Dr.S.Sheela Rani, 2018, Customer Relationship Management, Margham Publications, Chennai.
2. Mallika Srivastava,2015, Customer Relationship Management, Vikas Publishing,Chennai.
3. Jagdish N Sheth, Atul Parvatiyar and G.Shainesh, Customer Relationship Management emerging concepts,tools and Applications.

Course In charge: Mr.S.Muruganantham.

TOTAL QUALITY MANAGEMENT

Course Objective	**Duration:** 35 Hours
• To facilitate the understanding of Quality Management principles and process • To understand the Tools and techniques.	**Eligibility**: HSC Pass

Course Outcome

- The student would be able to apply the tools and techniques of quality management to manufacturing and services processes.

Course Module

UNIT I Introduction

Introduction – Need for quality – Evolution of quality – Definitions of quality – Dimensions of product and service quality – Basic concepts of TQM – TQM Framework Customer Retention.

UNIT II TQM Principles

Leadership – Quality Statements - Strategic quality planning - Quality Councils.

UNIT III TQM Tools and Techniques

The seven traditional tools of quality – New management tools – Six sigma: Concepts, Methodology, applications to manufacturing, service sector including IT – Bench marking – Reason to bench mark, Bench marking process.

UNIT V Quality Management System

Introduction—Benefits of ISO Registration—ISO 9000 Series of Standards—Sector-Specific Standards—AS 9100, TS16949 and TL 9000– ISO 9001 Requirements.

Reference:

1. Sunil Luthra, Dixit Garg, Ashish Agarwal and Sachin K. Mangla, 2020, Total Quality Management Principles, Methods and Applications, CRC Press, New York.
2. P.Saranavel and S. Balakumar, 2018, Total Quality Management, Margham Publications, Chennai.
3. P.N.Mukherjee,2006, Total Quality Management, Prentice Hall of India Private Limited.

Course In Charge : Mr.A.David

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DEPARTMENT OF COMMERCE -FINANCE

Certificate Course on Accounting for Manager

Course Objective:	
• To understand and gain the Financial Statement Analysis. • Techniques that facilitates managerial decision making.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Understand the basic concept of comparative Financial Statement analysis.
- To enable Financial Decision making and interpretation.

Financial Statement Analysis

- Meaning of Financial Statements
- Nature of Financial Statements
- Functions/importance of Financial Statements
- Limitations of Financial Statements
- Meaning and process of Financial Statement Analysis and interpretation
- Objectives of Analysis and interpretation
- Procedure for Analysis and interpretation
- Types of Analysis
- Techniques or tools of Financial Statement Analysis
- Limitations of Financial Statements
- Trend Analysis

Reference:

1. One Up On Wall Street – Peter Lynch
   https://groww.in/blog/books-investing-stock-markets-trading/
2. The Intelligent Investor-Benjamin Graham
   https://groww.in/blog/books-investing-stock-markets-trading/
3. The Warren Buffet Way- Robert G. Hagstrom
   https://groww.in/blog/books-investing-stock-markets-trading/

Course In-charge: Dr.C.Kandasamy.

Certificate Course on Financial Analytics

Course Objective: • Designed to give an chance to students to get familiar with Excel in finance. • To understand and gain the practical knowledge and use of the Computerized Accounting.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate data and interpret that with different charts
- Have an understanding of applications of Advanced Accounting in excel and
- To get familiar with Computerised Accounting.

Course Module:

MS Excel –Chart Design: (illustrate a mark list of a class with minimum of 5 subjects and practice the following operations)

a. Ribbon of chart tools
b. Quick Layout
c. Change Colors
d. Chart Styles

Excel – PivotTable Recommendations: (Illustrate year-wise performance of sales and purchase of a company)

a) Create a PivotTable to analyze external data
b) Connect to a new external data source
c) Using the Field List option
d) PivotTables based on Multiple Tables.

Measures of Dispersion (Illustrate 10 years Foreign Direct Investment inflows in India)

a) Standard Deviation
b) Coefficient of Variation
c) Compound Annual Growth Rate (CAGR)
d) Trend analysis.

Reference:

1. Martin S. Fridson,2011, Financial Statement Analysis: A Practitioner's Guide, 4th Edition, Kindle Edition
2.Chadwick, L.The Essence of Financial Accounting,PHI, 2nd Edition
3.Jan Williams, Sue Haka, Mark Bettner, Joseph Carcillo. Financial & Managerial Accounting

Course Incharge: Dr.C.Kandasamy

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DEPARTMENT OF COMMERCE BANKING AND INSURANCE

Certificate Course on Insurance Legislation in India

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• It caters to the vocational needs of the students and is concurrent with the syllabus. • Designed to give an opportunity to students to get acquainted with Insurance	

Course Outcome:

- To inculcate the students about the Insurance
- To enable the students to understand the regulatory framework of Insurance
- To acquire skills needed to manage insurance business.

Course Module:

- Meaning and Objectives IRDA
- Duties, Powers and Functions of IRDA
- Features & Organizational structure of IRDA
- Life insurance corporation Act1956
- Role of insurance in International economy
- Main provisions of IRDA Act
- Grievance Redressal Producers
- Insurance Ombudsman.
- Opportunities and challenges of Banks
- Establishment and Composition of authority, Powers of central Government.

Reference:

1.Insurance Law Insurance Law And Practice, 2014.The Institute Of Company Secretaries Of India

2. Insurance Principles & Practice E BOOK

Course In-charge: Mrs.P.Sathya Priya

Certificate Course on Payroll Accounting

Course Objective:	Duration: 35 Hours Eligibility: HSC Pass
• Designed to give an opportunity to students to get acquainted with Tally Accounting Software. • It caters to the vocational needs of the students and is concurrent with the syllabus.	

Course Outcome:

- Be able to generate Accounting masters, Vouchers and Payroll in Tally
- Have an understanding of Payroll Accounting in Tally
- To get familiar with Technological advantages.

Course Module:

- Fundamentals of Tally.ERP9 - Getting functional with Tally.ERP9
- Creation / Setting up of company
- Configuring Payroll in Tally.ERP9
- Payroll Masters – Creation, alteration and Reporting
- Payroll Processing
- Accounting for Employer, Employee PF Contribution
- Accounting for Employer, Employee ESI Contribution
- Payment of Professional Tax
- Creation and Alteration of Vouchers in Payroll
- Generating Payroll Reports.

Course In-charge: Mr.R.Muthu Kumar

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DEPARTMENT OF COMMERCE –BUSINESS PROCESS SERVICES

Certificate Course on Banking for Business Process Services

Course Objective:	
• Develop an understanding, Sound knowledge, skills and attitudes to facilitate careers in Business Process Services. • Process students for employment in functional areas like Finance and Accounting, Banking, Insurance, Retail Marketing, Capital Market, Taxation and Corporate Law.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Know the concepts and functions of Bank along with Customers service and Processing of mutual funds
- Classify the types of cards and its maintenance and its Customer relationship management. Analyze the Lead generation requirements, bankruptcy and their Regulatory agencies
- Explain the overview of Cash Management, various types of Fund transfer and STP
- Comprehend the terminology used in International trade and Documentary Credit

Course Module:

Module - I Overview of Banking

Overview of Banking - Functions of a Bank —Deposits - Loans and Advances – Payments - ATM Management - KYC- Account Servicing - Issuer of Cheque Books - Account Conversions and Closures

Module - II Details of Cards

Basics of Cards - Types of Cards - Components of Cards – Card Maintenance - Payments – Concepts, applications, investigations, Statement validations - Dispute Processing and Fraud Investigations - Collections including Data Review, Field Collections and A/c maintenances and Collection Audit.

Module – III Lead Generation

Lead Generation – Regulation Requirements - Mortgage Originations – Sales/ New Application Management - Customer Service – A/c Maintenance – Payment Processing – A/c Closure – Bankruptcy.

Module – IV Funds Transfer

Cash Management Overview – Introduction to Funds Transfer – Various types of Funds transfer - Settlement and Payment Structuring – Various Clearing Systems –Overview - Pre Funds Transfer - Post Funds Transfer.

Module – V International Trade

Introduction to Trade – Parties - Risks - Documents in International Trade - Letter of Credit (L/C) – Parties to L/C & Types of L/C- Trade Compliance - Trade Advisory.

Reference: Course Material – Tata Consultancy Services.

Course In-charge: Mrs.V.P. Amuthanayaki

Certificate Course on Insurance for Business Process Services

Course Objective:	
• Develop an understanding, Sound knowledge, skills and attitudes to facilitate careers in Business Process Services. • Process students for employment in functional areas like Finance and Accounting, Banking, Insurance, Retail Marketing, Capital Market, Taxation and Corporate Law.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Describe the knowledge about risk Management and classify the types of insurance Have an understanding of applications of Advanced Accounting in excel and
- Summarize information about important terminologies in a Life Insurance policy.
- Usage of non life insurance concepts and reinsurance
- Examine the concept of Healthcare Insurance and healthcare industry
- Identifying the retirement Services and categories of Pension in UK.

Course Module:

Module - I Basic of Insurance

Concept of Risk - Risk Management - Basic concepts (Hazards, Perils, Assets, etc.) - Fundamentals of Insurance Types of Insurance (Personal, Commercial, Health, Life, etc. - History of Insurance - Types of Insurance companies - Business units in an Insurance company

Module – II Life Insurance

Overview of Insurance Life Cycle (Underwriting, Policy Servicing, Claims, etc.) - Important terminologies in a Life Insurance policy - Parties in a Life Insurance policy - Individual Life Insurance plans - Supplementary Benefits - Policy Provisions - Ownership rights - Life Insurance policy life cycle.

Module – III Non – Life Insurance

Non – Life Insurance concepts : Hazards, Perils, Catastrophe, Damage & Business Interruption, Policy exclusions, Indemnity, Deductibles, Retention, Premiums, Limits, Salvage, Subrogation, etc. - Insurance Providers – Co-Insurance, Reinsurance, Captive Insurance - Underwriting process - Policy Servicing process - Claims process – Reinsurance.

Module – IV Healthcare Insurance

Concept of Healthcare Insurance – How Healthcare Insurance works – Key Challenges of Healthcare Industry - Individual Health Insurance policies – Group Health Insurance policies – Managed Care Plans – Medicare – Medicaid.

Module – V Retirement Services

Concept of Retirement Services – Retirement Planning – Asset Allocation & Asset Classes – Life stages of an Investor – Defined Benefit & Defined Contribution – Life cycle of Participants in a plan.

Reference: Course Material – Tata Consultancy Services.

Course Incharge: Mrs.V.P. Amuthanayaki

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DEPARTMENT OF COMMERCE – BUSINESS ANALYTICS

Certificate Course on Financial Statement Analysis

Course Objective:

- To determine the role of accounting as an information system that supports economic decision making by using financial statements.
- To develop students' ability of working with real annual reports to understand a company's business activities.

Duration: 35 Hours

Eligibility: HSC Pass

Course Outcome:

- Be able to generate accounting choices, and how these activities and choices affect financial statements and the decision of users.
- Have an understanding of applications of Financial Statement Analysis and Business analysis.

Course Module:

Unit 1: **Framework for Financial Statement Analysis-**

Business analysis- Principle of Financial Statements – objective of FSA- Techniques of FSA- Sources of Financial Information – Role of Auditor– Implications of empirical research on Financial Statement Analysis.

Unit 2: – **Tools and techniques of financial statement analysis** –

Statements of Cash Flows – Analysis & Implications –Specialized Cash Flow Statement, Sources of financial information, Comparative Statement, Common Size Statement.

Unit 3– **Ratios for Analysis-**

Return on Invested Capital and Profitability Analysis –Importance- Components- Analyzing Return on Net Operating assets and Common Equity – Market based research, Financial Reporting.

Reference books:

1. R Narayanasamy "Financial accounting a Managerial perspective" PHI Learning Private limited, New Delhi

2. John J. Wild, K.R. Subramanyam, Robert. F. Halsey. "Financial Statement Analysis" Mc Graw Hill Education 2007.

3. Gerald I White, Sondhi C Ashwinpaul, Fried Dov. "The Analysis and Use of Financial Statements"

Wiley India 2007.

4. Stice K Earl, Stice D James, "Financial Accounting Reporting And Analysis" South Western 2006.

Course In charge: Dr.B.Maheswari

Certificate Course on Capital Market Analysis

Course Objective:	
• To provide fundamental knowledge in different areas of Commerce in general and Capital Market as specialization. • To impart knowledge on advanced concepts and applications in Capital Market operations • To impart certain basic Information and Communication Technology (ICT) skills and hands on training on online stock market operations.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- The knowledge of the mechanism of the primary issuing of shares and institutional investing will enable easier inclusion of every individual into shareholders' economy – regardless of its function as a responsible person with the share issuers.
- Be able to gain Capital Market operations or its work with the agents in the sale of securities or it appears as an independent investor leading the own portfolio.
- Have an understanding of applications of Capital Market Analysis.

Course Module:

UNIT I: Meaning of Capital market- Instruments, Players, and trading - Organized and unorganized capital markets - Legislation of the capital market. (5 hours)

UNIT II: Changes in the regulatory framework stocks and bonds – primary and secondary markets – process of initial public offer – offer of government bonds – stock market functioning –stock indices – evaluation of stocks and bonds (7 hours)

UNIT III: Derivatives Markets - Equity Markets- Mortgage Markets - Foreign Exchange Market Exchange rate – types – determination of exchange rate –- nature of forex inflow and outflow. (8 hours)

Reference Books

1. Investment Management, V.k.Bhalla, S. Chand & Co, New Delhi,2006.
2. Prasanna Chandra, Investment analysis and portfolio management, second edition, Tata McGraw Hill,6th Edition,2006
3. M.Y.Khan: Indian Financial System, Fifth edition, Tata McGraw Hill,2007.
4. L.M.Bhole: Financial Institutions and Markets, Fourth edition, Tata McGraw Hill New Delhi, Fourth edition, 2008.
5. Pathak, Bharati V., Indian Financial System: Markets, Institutions and Services, Pearson education (Singapore), New Delhi, Second edition, 2008.
6. P.N.Varshney, D.K. Mittal: Indian Financial System, Fifth edition, Sultan Chand & sons,2008.

Course In charge: Ms.R.Suganya.

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DEPARTMENT OF INTERNATIONAL BUSINESS

Certificate Course on Freight Forwarding

Course Objective: • To Strengthen and improve the representation in Freight forwarding Industry. • Various methods and procedures used while loading and discharging cargoes • Code of safe practices while handling lifting gears and cargoes. • The student should be able to understand the role of Logistics through Multi Modal Transportation, Physical Multi Modal Operations.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- To get knowledge in multi modal transport operations, stevedoring and freight forwarding.
- To have a better insight in the intermediary operations in logistics management
- To get exposed in various conventions related to marketing intermediaries international shipping industry

Course In charge – Dr.T.Vasumathi

Certificate Course on Soft Skills and Personality Development

Course Objective: • Designed to provide all round development of soft skill and personality . • To induce the habit of positive mental attitude, self confidence, emotional intelligence, effective inter and intra personal communications.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Helps to improve self confidence and to build a positive self image.
- Imparts skills to manage stress and time to set clear goals.
- Provides a clear picture on the strategies for formulating and achieving goals.

Course Module:

Unit 1: Soft skill

Soft Skill - Meaning – Importance –Soft skill and Hard skills –Industry Need –Disruptive Technologies and Soft Skills.

Unit 2: Emotional Intelligence:

Emotional Intelligence – Essentials Of Emotional Intelligence – Components –Ways To Improve Emotional Intelligence- Stress –Sources Of Stress – Stress Management Tips

Unit 3: Self –Image:

Self –Image Management –First Impression-Parts Of First Impression- Types-Effects-Self Image And First Impression-Factors Affecting Ones Self –Image –Ways To Make The Best First Impression.

Unit 4: Personal brand

Personal Brand – Ways Or Steps To Manage Their Professional Brand – Developing Powerful Personal Brand- Personal SWOT. Self Esteem –Correlation Between Self Esteem And Self Image – Building Self And Esteem Confidence –Inter and Intra Personal skills.

Unit 5:Time management and goal setting

Time management – meaning –definition – needs – nature – hard work v/s smart work .goal setting – setting achievable and smart goals – use goals to help you grow.

Reference:

1. Soft Skills: Personality Development for Life Success by Prashant Sharma, BPB Publications 2018.

2. Soft skill know yourself and know the world by Dr.k.Alex, S.Chand & company Pvt Ltd.2014

Course Incharge: Ms.S.Ishwarya.

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DEPARTMENT OF COMMERCE –ACCOUNTING & TAXATION

Certificate Course on Income Tax E-Filing

Course Objective:	Duration: 35 Hours
• To familiarize the students regarding filing of returns • To understand and gain the practical knowledge of e-filing.	Eligibility: HSC Pass

Course Outcome:

- Be able to prepare tax returns.
- Have an understanding of applications of income tax e-filing and
- Able to meet the requirements of clients in respect of income tax.

Course Module:

Basics and Income from Salaries:

m) Basic concepts

n) Salaries – Allowances

o) Perquisites

Income from House Property, Business or Profession, Capital Gains and Other Sources:

l) House Property- Annual Value- Deductions U/s 24

m) PGBP- Important Provisions

n) Capital Gains – Exemptions U/s 54

o) Other Sources

Deductions and Returns

g) Deductions U/s 80

h) Returns to be used for different assessees

i) E-filing of returns

Reference:

1. CA.Kamal Garg,Tax Audit & e-Filing, ISBN.
2. Vinod K. Singhania ,2021.Taxmann's Direct Taxes Ready Reckoner – Covering Illustrative Commentary on all Provisions of the Income-tax Act with Focused Analysis. 45th Edition, Taxmann.

Course In charge: Mrs.T.Maheswari.

Certificate Course on Investment Management

Course Objective: • To know the investment concepts • To understand the avenues of investment	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Learn the investment market and its functions.
- Aware of listing procedures and stock brokers.
- Understand the various investment alternatives.

Course Module:

Introduction to Investments

p) Investment Avenues

q) Speculation vs. Gambling

r) Investment process

Securities Market:

p) New Issue Market

q) Functions of SEBI

Investment Alternatives

j) Shares and Debentures

k) Real Estate

l) Mutual Fund & Gold

Reference:

1.W. F. Sharpe, G. J. Alexander, and J.. Bailey (2000). Fundamentals of Investments, 3rd edition. Upper Saddle River, NJ: Prentice Hall.

2. Wayne H. Wagner, Ralph A. Rieves , Joel Chernoff ,2019. Investment Management: Meeting the Noble Challenges of Funding Pensions, Deficits, and Growth, Wiley

Course In charge: Dr. T. Snekalatha

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FACULTY OF MANAGEMENT

DEPARTMENT OF MANAGEMENT STUDIES

Certificate Course on Digital Marketing

Course Objective: • To learn the vital role of marketing within a firm and the necessary relationships between marketing and the other functional areas of business. • Identify the correct measures to set objectives and evaluate digital marketing.	Duration: 35 Hours Eligibility: HSC Pass

Course Outcome:

- Present effective solutions to customers' needs
- Develop a formal strategic marketing plan
- Basic Selling Techniques: Demonstrate effective selling skills.
- Explain and illustrate the use of search engine marketing, online advertising and online marketing strategies.

Course Module

Markets and Marketing

- Meaning and definition
- Evolution and classification of markets
- Marketing environment
- Function of modern marketing

Marketing Management

- Marketing of Industrial Products
- Consumer Products
- Marketing of Services
- Marketing of Agricultural Products

Information System

- Information Management
- Marketing Information System
- Need for Information the life Blood of Marketing
- Characteristics of MIS

E- Marketing

- An overview
- Introduction
- Objectives
- History and features of E- Marketing
- Benefits of E-Marketing
- E- Marketing Techniques

- Internet Marketing and Digital marketing

E- Marketing Tools

- E- Mail Marketing
- Creating a Website
- Social Media Marketing
- E-Marketing Mix strategy
- Objectives
- $4P^s$ in E- Marketing.

Reference:

1. https://digitalfireflymarketing.com/wp-content/uploads/2017/02/Big-Book-of-Digital-Marketing.pdf.
2. Damian Ryan, Calvin Jones ,Marketing Strategies For Engaging the Digital Generation, Kogan.
3. Teresa Pineiro-Otero and Xabier Martinez-Rolan ,Understanding Digital Marketing- Basics and Actions, Springer International Publishing.

Course Incharge: Mr. R. Ashok Kumar

Certificate Course on Entrepreneurship Development

Course Objective:	Duration: 35 Hours
• To energize the knowledge of entrepreneurship. • To acquire the skill, ability of intrapreneurship and EDPs.	Eligibility: HSC Pass

Course Outcome:

- Introduce the basics concept of entrepreneurship
- To foster the students in the areas of entrepreneurial growth and equip with different entrepreneurial development programmes.

Course Module

INTRODUCTION TO ENTREPRENEURSHIP

- Meaning and Definition of entrepreneurship
- Characteristics of entrepreneurship
- Importance of entrepreneurship
- Functions of entrepreneurship
- Factors influencing entrepreneurship
- Types of entrepreneurships
- Problems of entrepreneurship

ENTREPRENEURIAL CULTURE

- Introduction to entrepreneurial culture
- Model of entrepreneurial culture
- Elements of entrepreneurial culture
- Creating a entrepreneurial culture
- Maintaining entrepreneurial culture

INTRAPRENEUR

- Characteristics of successful intrapreneur
- Role of intrapreneur
- Components of intrapreneurship
- Classification of intrapreneurship
- Problems of intrapreneurship

ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES

- Need for EDPs
- Objectives of EDPs
- Role of EDPs
- Course content of EDPs
- Phases of EDPs

INSTITUTIONS SUPPORTING ENTREPRENEURSHIP

- NSIC
- SIDO
- SISI
- NABARD
- DIC

References:

1. Khanka.S.S,2012.Entrepreneurial Development.S.Chand & Company Ltd.New Delhi.
2. Gupta.C.B and Srinivasan.N.P,2015.Entrepreneurial Development.Sultan Chand and Sons,New Delhi.

Course Incharge: Dr.V.Abirami

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DEPARTMENT OF HOSPITAL ADMINISTRATION

Certificate Course on Biomedical Waste Management

Course Objective: • To gain knowledge on Biomedical waste Management and Infection control. • To obtain technical know-how on Biomedical waste Management technologies.	Duration: 35 Hours Eligibility: PG Pass

Course Outcome:

- Have an understanding of Health care waste management practices.
- To get familiar with the technologies in health care waste management.

Course Module:

1. Biomedical waste storage and handling
2. Sharps Management
3. Liquid waste management from the Laboratories
4. Linen Management
5. Infection Control
6. Biomedical waste treatment technologies

Reference:

1.Yves Chartier et al., (2014), Safe management of wastes from health-care activities, World Health Organisation (Second edition).

2. www.biomedicalwastemanagementinindia.in.

3.https://vikaspedia.in/energy/environment/waste-management/bio-medical-waste-management/biomedical-waste-and-its-segregation

Course Incharge: Ms. S. Arthi

Certificate Course on Health care data analytics

Course Objective:	
• To understand the tools and techniques used for data analytics in Health care organizations. • To understand the role of data analytics in quality and performance improvement efforts.	Duration: 35 Hours Eligibility: PG Pass

Course Outcome:

- It provides health care students in a broad range of roles (clinical and non clinical) with foundational knowledge of analytics.
- The goal is to equip students to effectively contribute to conduct data analytics projects in health care sector.

Course Module:

1. Introduction to Quality improvements and data analytics
2. Health care data as an organizational assets
3. Working with Data
4. Data analytics tools and techniques
5. Using data to solve problems
6. Using data to tell the story

Reference:

1.Chandan K. Reddy , Charu C. Aggarwal,2015.Healthcare Data Analytics, 1st Edition, Kindle Edition, Chapman and Hall,CRC.

2.Subhashini Chellappan Seema Achary, 2019.Big Data and Analytics, 2ed ,Wiley,New York.

Course Incharge: Dr.V.Uma

Hms. V

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FACULTY OF HUMANITIES

DEPARTMENT OF TAMIL

சுற்றுலாவியில்

Course Objectives: • மாணவர்களுக்கு ஓர் இடத்தின் சமூக மாற்றத்தையும் பிற கலாச்சாரங்களையும் அறிந்து கொள்ள மாணவர்களுக்கு வகை செய்யும். • சுற்றுலாவின் வழியே புதிய மனஉணர்வினையும் உற்சாகத்தையும் ஊட்ட முடியும். • புதிய தலைமுறையினருக்கு பழமையான வரலாற்று நிகழ்வுகளையும் கலைத்திறன்களையும் அறிவிக்க முடியும். • பல தரப்பட்ட வாழ்வியல் மற்றும் பொருளாதார நிலையை உயர்த்த முடியும். • குறிப்பிட்ட இனக்குழுக்களிடையே நேரடியாக தொடர்பு கொண்டு, வாழ்வியல் மேம்பாட்டிற்கு வழி செய்ய முடியும்	Duration: 35 Hours Eligibility: HSC Pass

சுற்றுலாவியல்– தாள் 1-

அலகு1 -

சுற்றுலாவியலின் விளக்கம் – நோக்கம் – கோட்பாடு – சுற்றுலாவும் அதன் பரிமாணங்கள் காலந்தோறும் சுற்றுலா

அலகு2 -

சுற்றுலாவை தூண்டும் காரணிகள் – போக்குவரது சாதனங்கள் – சுற்றுலாத் துறையின் விளைவுகள் – அடிப்படை கூறுகள்

அலகு3 -

சுற்றுலாவின் வகைகள் – சுற்றுலாவின் பிரிவுகள் – சுற்றுலா விடுதிகள் உலக - கழகங்கள் சுற்றுலா

அலகு4 -

சுற்றுலா அமைப்பாளர்கள் –தமிழகதில் சுற்றுலா மையங்கள் –சுற்றுலா வழிகாட்டிகளின் பணிகள் பண்புகள் -

அலகு5 -

சுற்றுலா வழி அறியலாகும் கலை, பண்பாட்டு, சமயம் தமிழ் - பயணநூல்கள் இலக்கியங்களில்

சுற்றுலாவியல்– தாள் 2 -

அலகு1 -

சுற்றுலாபொருள் – விளக்கம் – இந்தியாவில் புவியல் , தட்பவெப்பம் – காலநிலை – வேற்றுமையில் ஒற்றுமை

அலகு2 -

வரலாற்றுச் சின்னங்கள் – கோட்டைகள் அகழ்வாய்வு-அரண்மனைகள் - இடங்கள் – அருங்காட்சியங்கள் - கலைக்கூடங்கள்- நூலகங்கள் – கைவினைப் பொருட்கள்

அலகு -3

இந்து சமய வழிபாட்டு மையங்கள் – மையங்கள் வழிபாட்டு சமய புத்த - சமண சமய வழிபாட்டு மையங்கள் மையங்கள் வழிபாட்டு சமய கிறிஸ்துவ -

அலகு4 -

இந்திய திருவிழாக்கள் – இந்திய நடனம் – நாட்டுப்புற கலாசாரம் – வீர தீர விளையாடுகள்

அலகு5 -

சுற்றுலாச் சந்தை – சுற்றுலா மேம்பாடும் விளம்பரமும் சுற்றுலாவும் - – சூழலும் சுற்றுப்புறச் சுற்றுலா வளர்ச்சியும்

References:

1.சுற்றுலா வளர்ச்சி,வெ.கிருஷ்ணசாமி,மணிவாசகர் பதிப்பகம்,சென்னை.
2.சுற்றுலா,பேராசிரியர் ஜே. தர்மராஜ்,டென்சி பப்ளிகேஷன்ஸ், சிவகாசி.
3. இந்தியாவில் சுற்றுலா பொருள்,பேராசிரியர் ஜே. தர்மராஜ்,டென்சி பப்ளிகேஷன்ஸ் சிவகாசி.

பேச்சுக்கலை

Course Objectives: • மாணவர்களுக்கு ஓர் இடத்தின் சமூக மாற்றத்தையும் பிற கலாச்சாரங்களையும் அறிந்து கொள்ள மாணவர்களுக்கு வகை செய்யும். • சுற்றுலாவின் வழியே புதிய மனஉணர்வினையும் உற்சாகத்தையும் ஊட்ட முடியும். • புதிய தலைமுறையினருக்கு பழமையான வரலாற்று நிகழ்வுகளையும் கலைத்திறன்களையும் அறிவிக்க முடியும். • பல தரப்பட்ட வாழ்வியல் மற்றும் பொருளாதார	Duration: 35 Hours Eligibility: HSC Pass

நிலையை உயர்த்த முடியும். • குறிப்பிட்ட இனக்குழுக்களிடையே நேரடியாக தொடர்பு கொண்டு, வாழ்வியல் மேம்பாட்டிற்கு வழி செய்ய முடியும்	

பேச்சுக்கலை – தாள் 1 -

அலகு 1 –

பேச்சுக்கலை அறிமுகம்– இலக்கியப் பதிவுகளில் பேச்சுக்கலை – பேச்சுக்கலை அனுபவம் – மேடைப்பேச்சுக்கலை – பேச்சாளனுக்குரிய தகுதிகள் – பேச்சுக்கலை உத்திகள் அவசியம் பேச்சுக்கலையின் -

அலகு 2 –

பேச்சுக்கலையின் முன்னோடிகள் – தமிழகப் பேச்சுக்கலை முன்னோடிகள் – உலக முன்னோடிகள் – திராவிட இயக்கப் பேச்சாளர்கள் – பொதுவுடைமைப் பேச்சாளர்கள் – ஆன்மீக சமூக விழிப்புணர்வுப் பேச்சாளர்கள்

அலகு 3 –

பேச்சுக்கலைக்கு உரிய பண்புகள் – பேச்சுக்கலைக்குரிய மொழிநடை, இலக்கியநடை, உரை வீச்சுநடை ஆகியவற்றை அறிந்துகொள்ளல் – பேச்சுக்கலையின் பயன்பாடுகள்

அலகு 4 –

பேச்சுக்கலைக்கு உரிய முயற்சியும், பயிற்சியும் அறிஞர்களின் றந்தசி - – கொள்ளல் அறிந்து கருத்துக்களை சொற்பொழிவு தொடர்பான மேற்கோள்களை எடுத்தாளும் திறன் பெறுதல்

அலகு 5 –

பேச்சுக்கலைக்கு திறன் சேர்க்கும் பல்வேறு உரைகள் – பேச்சுக்கலையில் புதுமை பெற்றிருத்தல் – ஒலி,ஒளி தொடர்புகளில் வெளிப்படுத்தும் திறன் பெறுதல் – பொதுவான சமூகம் சார்ந்த அறிவு அவசியம்

பேச்சுக்கலை – தாள்2 –

அலகு 1 –

பேச்சுக்கலையைத் தொடங்குவதற்கான அணுகுமுறைகள் – பேச்சாளனின் தனித் தன்மைகள் உடல் -, மனம், சார்ந்த அறிவு இலக்கிய - அறிவு மொழி- – அறிவு பேச்சுக்கலை வெற்றிக்கான இலக்குகள்

அலகு 2 –

பேச்சுக்கலை பல்வேறு வகை மேடைகள் – வழக்காடு மன்றங்கள் – சொல் அரங்குகள் –புதுமையான அனுபவங்கள் – குறிப்பின்றி பேசிப் பழகுதல் - வெளிக்கொணர்தல் ஆற்றலை சிந்திக்கும்

அலகு 3 –

சிறந்த சொற்பொழிவுகள் – உண்மை பேசுதல் – பொது விழாக்களில் சொற்பொழிவு – கல்லூரி விழாச் சொற்பொழிவு – சமயச் சொற்பொழிவு –

கருதரங்கச் சொற்பொழிவுகள் – சொற்பொழிவை முடிக்கும் உத்திகள்

அலகு 4 –

பேச்சுக்கலைப் பயிலரங்குகள் – உலக அளவில் பேச்சுக்களைப் பயிலரங்குகள் – திறன் அறித் தேர்வு மையங்கள் – சமூக, அரசியல், நிகழ்வுகளைக் கற்றுக்கொள்ளும் ஆர்வம் – பேச்சின் வலிமையை உணர்ந்து கொள்ளுதல்– வாழ்வில் உயர்ந்த தலைவர்களை அறிதல்

அலகு 5 –

பேச்சுக்கலைக்கான பல்வேறு பயிற்சிகளை நேரடியாக அளித்தல் வகுப்பறைப் - – பயிற்சி தன்னம்பிக்கைப் பயிற்சி – நினைவாற்றல் பயிற்சி – சரளமாகப் பேசுதல் – மன ஒரு நிலைப்படுத்தும் பயிற்சி – நேர்முக வருணனை செய்தல் – பொதுத் தலைப்பில் உரையாற்றும் வாய்ப்பு ஏற்படுத்துதல் .

References:

1. பேச்சுக்கலை பயிற்சி, ஆசிரியர் குமரி அனந்தன் வானதி பதிப்பகம் 2015
2. இதழியல் கலை, ஆசிரியர் டாக்டர் மா .பா குருசாமி

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DEPARTMENT OF ENGLISH

Certificate Course on Effective Communicative English

Course Objectives:	Duration: 35 Hours
• To acquaint the necessary grammar skills • To enrich listening and speaking skills • To enable the students to communicate effectively	Eligibility: HSC Pass

Course Outcomes:

- To learn the basics of grammar
- To train students in the art of listening and responding appropriately
- To practice the different sounds and to reduce the mother tongue influence
- To infer the habit of proper communication
- To acquire the skills of telephone manners

Course Modules:

Listening Skills - Subject-Verb Agreement - Why and How We Listen - What People Say - What People Mean - How People Speak - How People Organize the Speech.

Pronunciation - The Syllable - Word Stress -Reducing Mother Tongue Interference.

Speaking Skills - The Art of Small Talk - A Casual Conversation.

Telephonic Skills - Types of Calls - Telephone Etiquette.

Soft Skills – Group Discussion - Interview Skills.

References:

1. Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
2. Hasson, Gill. Brilliant Communication Skills. Great Britain: Pearson Education, 2012.
3. Kroehnert, Gary. Basic Presentation Skills. Sidney: McGraw Hill, 2010.
4. Lesikar, Raymond V and Marie E. Flatley. Basic Business Communication: Skills for Empowering the Internet Generation: Ninth Edition. New Delhi: Tata McGraw-Hill, 2002.

Course Incharge: Mrs. Kanchana C.M.

Certificate Course on Journalism

Course Objectives: • To familiarize students in employing personal as well as professional ethics, adhering to Journalistic justice • To overview the techniques of reporting and editing • To gain knowledge on the history and impact of Radio and TV	Duration: 35 Hours Eligibility: HSC Pass

Course Outcomes:

- Explain the basics of journalism with the introduction of press
- Outline the history of different forms of Media and growth of Media in the Indian perspective
- Compare Newspaper and Indian TV Commercials
- Interpret the Social Media and its cultural impact
- Analyze news sources, Media laws and ethics of print Media.

Course Modules:

Press in India - Principles of Journalism -Freedom of the Press

Growth of English Journalism- Journalism for Independence

Post-Independence Indian Journalism

Objectivity and fairness in News - The Making of a Newspaper - The Role of Editors

Broadcasting Policy - Impact of TV and Radio on society -Social Media and its cultural impact

Types of Advertising - Advertising Media -Techniques in effective advertising

Code of Ethics for advertising

Reference books:

1. Virbala Aggarwal, 2012. Handbook of Journalism and Mass Communication, Concept Publishing Company Pvt. Ltd.
2. Barun Roy, 2013. Beginners' Guide To Journalism & Mass Communication: Effective Guide to Write Well, Influence People and Remain in News Paperback, V&S Publishers.

Course Incharge: Dr. M.Marimuthu

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DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

R.V—e—e

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Dr. N.G.P. Arts and Science College (Autonomous) * Curriculum Development Cell * Coimbatore

SKILL ENHANCEMENT COURSE

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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Website: www.drngpasc.ac.in | Email: info@drngpasc.ac.in. | Phone: +91-422-2369100

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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Value Added Course (VAC) program

English for Employability Skills
Syllabus

Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

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Department of Hindi

Value added course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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Dr.N.G.P. Arts and Science College

Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

Academic Council * Dr.V. Rajendran CHAIRMAN * Dr.N.G.P. Arts and Science College

Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

WITH

BUSINESS ANALYTICS

AND

BUSINESS PROCESS SERVICES

CERTIFICATE COURSE IN BIG DATA ANALYTICS AND DATA VISUALIZATION

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

Big Data Hadoop and QlikView Training (50-60 hours)

System requirements:

Hardware

i5 or equivalent processor
Minimum 4GB RAM

Software

Any windows O/S with admin access
Latest version of VM ware (will be provided)
QlikView (will be provided)
Microsoft office

Training Topics:

Big Data - Hadoop Developer — **3 Hours**

Big Data

- Introduction
- Evolution
- Characteristics of Big data - 4Vs

Hadoop — **5 Hours**

- Introduction
- Architecture and Eco System
- Versions of Hadoop
- Components of Hadoop
- Installation and Setup
- Hadoop File System commands
- Practical Assignments

My SQL — **5 Hours**

- Basic Queries in UNIX
- Complex Queries in UNIX

Map Reduce — **6 Hours**

QlikView Introduction — **4 Hours**

- What and why is QlikView?
- Traditional BI vs. Associative BI
- Associative Search vs. Relational Data Query
- Architecture and components

Walkthrough of QlikView — **4 Hours**

- QlikView UI
- Loading data into QlikView
- Associating data from several tables
- Concatenating tables
- Cross tables
- BookMark

Loading data into QlikView — **2 Hours**

- Load inline
- Load from a file
- Load from ODBC

Sheet and Sheet Objects — **8 Hours**

- Working with Sheet Objects
- Charts and types
- Sheet Objects Properties

Technology

- Informatica (Basics)

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

- IBM watson analytics (Basics)
- Microsoft luis analytics (Basics)

Participant

- 100 to 120 students
- Total hours – 60

Deliverable

- Motivational training
- Technical training

BoS Chairman/HoD
Department of Commerce (BA)
Dr. N. G. P. Arts and Science College
Coimbatore - 641 048

Academic Council
Dr.V. Rajendran
CHAIRMAN
Dr. N.G.P. Arts and Science College

Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

R.V-e Pe

BoS Chairman/HoD
Department of English
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr. P.R. MUTHUSWAMY
PRINCIPAL
Dr. NGP Arts and Science College
Dr. NGP - Kalapatti Road
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Tamilnadu, India

Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Dr.N.G.P-Kalapatti Road Coimbatore

Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

BoS Chairman/HoD
Department of Mathematics
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr.N.G.P. Arts and Science College (Autonomous)
Curriculum Development Cell
Coimbatore

Dr. P.R. MUTHUSWAMY
PRINCIPAL
Dr. NGP Arts and Science College
Dr. NGP - Kalapatti Road
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Dr.N.G.P-Kalapatti Road Coimbatore

DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

Dr.N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Dr.N.G.P Arts and Science College (Autonomous)

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Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

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Course Module

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- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson 13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

BoS Chairman/HoD
Department of Commerce (CA)
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr. N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Dr. NGP Arts and Science College
Dr. N.G.P. Kalapatti Road
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Tamilnadu, India

17-18

THE AUDITOR'S ASSOCIATION OF SOUTHERN INDIA

ComputerAccountant Course

VALUE ADDED COURSE SYLLABUS

265/1, 1st Floor Marudhamalai Main Road ,Perumal Kovil Stop ,P.N.Pudur,Coimbatore – 641 041.

Phone Number:0422-4349933, 98430-93936

DR.N.G.P. ARTS AND SCIENCE COLLEGE
DEPARTMENT OF PROFESSIONAL ACCOUNTING

1	**BASIC ACCOUNTING**
2	**INTRODUCTION TO TALLY 9.0**
3	**TALLY 9.0 FEATURES**
4	**COMPANY CREATION & COMPANY ALTERATION**
5	**LEDGER AND VOUCHER CREATIONS**

TALLY ERP 9.0

SYLLABUS

CHAPTER 1:

Basic Accounting – Journal- Rules Of Debit And Credit – Ledger – Trail Balance – Final Accounts- Accounting Groups.

CHAPTER 2:

Introduction to Tally 9.0 – Tally User Classification- Tally Silver for Single User – Tally Gold for Multi-User.

CHAPTER 3:

Tally 9.0 Features – Accounting Features- Complete Accounting System – Categorization of Accounts – Ledger – Group Administration- Extracting Reports – Audit Trail and Drill down Display – Bank Reconciliation – Inventory features – Accounting and Inventory Management.

CHAPTER 4:

Starting Tally 9.0 – The Gate Way of Tally Screen- Company Creation – Company Alteration – Integrate Accounts and Inventory – Accounting Features- Inventory Features.

CHAPTER 5:

Creation of Ledgers and Vouchers -Journalizing the Transactions-Preparing the Final Accounts-Preparing the Balance Sheet from Trial Balance-Creating Inventory Valuation-Maintaining Bill-Wise Details.

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Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

WITH

BUSINESS ANALYTICS

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BUSINESS PROCESS SERVICES

CERTIFICATE COURSE IN BIG DATA ANALYTICS AND DATA VISUALIZATION

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R.V-e Pe

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Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

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Dr.N.G.P-Kalapatti Road Coimbatore

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Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

BoS Chairman/HoD
Department of Mathematics
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr.N.G.P. Arts and Science College (Autonomous)
Curriculum Development Cell
Coimbatore

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Coimbatore - 641 048
Tamilnadu, India

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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Coimbatore - 641 048
Tamilnadu, India

Department of Computer Science

Academic Year 2016-17

Value Added Course : .NET TECHNOLOGIES

Course Offered by: Nxtlogic Software Solutions

S.No	Course Content
1.	Introduction
2.	Fundamentals of .NET Framework
3.	OOPs with .NET
4.	Console and Wondows Applications
5.	C#.NET
6.	VB.NET
7.	ASP.NET
8.	Databse Programming and ADO.NET
9.	Application Development using .NET Framework

Reference Books:

1. Thuan Thai, Hoang Q.Lam, NET Framework Essentials,O'Reilly & Associates, Inc, Third Edition
2. Andrew Troelsen, Philip Japikse, C# 6.0 and the .NET 4.6 Framework, Apress, Seventh Edition, 2015.
3. Matthew Reynolds, Richard Blair, Jonathan Crossland,Thearon Willis, " Beginning VB.NET, 2nd Edition, Wiley Publishing Inc.
4. Tim Patrik, ADO.NET 4, Microsoft Press, 2010.

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Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

Topics For Graphic and Web Designing

1.Icon Design

2.Creating Retina Ready Graphics

3.Wireframing in Illustrator

4.Web Slicing in Photoshop

5.Creating a Responsive Design in Edge reflow

6.Color Theory

7.Adobe Muse

8.CSS 3

9.HTML 5

10.Java Script for Slide show

11.How to host a Website

12.Introduction to PHP

Text Books:

- **Mastering Html, Css&Javascript Web Publishing**by Laura Lemay, Rafe Colburn, et al. | 15 July 2016
- **Adobe Photoshop CC 2015 Release Classroom in a Book**by Andrew Faulkner and Conrad Chavez | 1 March 2016
- **Photoshop: BASICS and BEYOND in Adobe Photoshop cc (VERY BASICS, BASICS and BEYOND BASICS in photoshop cc, photoshop 2015, graphic design, digital photography, beginners guide Book 1)**by Mathew Meckinze, Daniel, et al. | 29 December 2015

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

SYLLABUS

CISCO-CCNA **Module -I** **Network Fundamentals**	**CISCO-CCNA** **Module-II** **Routing protocols & Concepts**
Chapters	**Chapters**
1.Living in a Network-Centric World 2.Communicating over the network 3.Application layer functionality and protocols 4.OSI transport layer 5.OSI network layer 6.Addressing the network-IPv4 7.Data link layer 8.OSI Physical Layer 9.Ethernet 10.Planning and Cabling Networks 11.Configuring and Testing Your Network.	1.Introduction to Routing and Packet Forwarding 2.Static Routing 3.Introduction to Dynamic Routing Protocols. 4.Distance Vector Routing Protocols 5.RIP version 1 6.VLSM and CIDR 7.RIPv2 8.The Routing Table:A closer Look 9.EIGRP 10.Link State Routing Protocols 11.OSPF

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic year 2016-2017

Value Added Course: CISCO-CCNA

1. **CCNA Routing and Switching 200-120 Official Cert Guide Library**by WendellOdom | 23 May 2013
2. **CCNA Security 210-260 Official Cert Guide**by Omar Santos and John Stuppi | 3 September 2015
3. **CCNA Data Center DCICT 640-916**by Shamsee | 1 January 2015
4. **Ccna Wireless Examfocus 2015: Study Notes & Review Questions**by Exam Review | 6 December 2014

Head of the Department
Dept. of Information Technology
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Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

Department of Computer Applications

Value Added Course Details

Academic Year : 2016-17

COURSE OFFERED

Responsive Web Design

OFFERD BY :

Yellow Tree Academy

DETAILS OF COURSE CONTENT

- Adobe Photoshop
- Adobe Illustrator
- Edge Reflow
- HTML 5 and CSS 3
- Photoshop Introduction
- Icon Design in Photoshop
- Web Slicing in Photoshop
- Creating Wireframes in Photoshop
- Creating Wireframes in Photoshop
- Adobe Muse,Web
- Responsiveness CSS.
- HTML, iFrame

Text Books:

1. **Photoshop CC Bible Paperback – 22 November 2013** by Lisa DaNae Dayle
2. **Photoshop Magic: Expert Edition (Magic S.) Paperback – Import, 1 August 1997** by Brendon Perkins

COURSE OFFERED

CCNA

OFFERD BY :

Cisco Network Academy

DETAILS OF COURSE CONTENT

- Introduction to Networks,
- Area Networks (LAN, MAN, WAN, PAN), CSMA/CD
- Technology and topologies,
- Fast Ethernet and installation of physical components for Wi-Fi,
- Networking, coding of devices,
- Subnet Masking and IPv4 and IPv6 protocols and coding.

Text Book:

1. Computer Networking – A top down approach featuring the Internet| By Pearson Kurose James F. and Ross Keith W. ,2017

2. Computer Networking With Internet Protocols and Technology by STALLINGS **,2003**

3. COMPUTER NETWORKING by Ed Tittel and B Muthukumaran,2006

(D. MAHESHWARI)
BoS Chairman/HoD
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Coimbatore – 641 048

D.N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Tamilnadu, India

16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson 13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

BoS Chairman/HoD
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Dr. N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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VALUE ADDED COURSES
Academic Year 2018-19

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VALUE ADDED COURSES

Academic year 2018-19

CONTENT

Course Duration : Above 30 h

S.No.	Course Name	Year
1	Skill Enhancement	2018-19
2	English Language Techniques	2018-19
3	English For Employability Skills	2018-19
4	Mathematics - Skill Enhancement Course	2018-19
5	Spoken Hindi	2018-19
6	Big Data Analytics and Data Visualization	2018-19
7	Skill Enhancement	2017-18
8	English Language Techniques	2017-18
9	English For Employability Skills	2017-18
10	Mathematics - Skill Enhancement Course	2017-18
11	Spoken Hindi	2017-18
12	Android	2017-18
13	computerized Accounting and Taxation with E-filing	2017-18
14	Computer Accountant	2017-18
15	Data Visualization and Big Data Analytics	2017-18
16	Skill Enhancement	2016-17
17	English Language Techniques	2016-17
18	English For Employability Skills	2016-17
19	Mathematics - Skill Enhancement Course	2016-17
20	Spoken Hindi	2016-17
21	.Net Technologies	2016-17
22	Web Design	2016-17
23	CCNA	2016-17
24	computerized Accounting and Taxation with E-filing	2016-17

Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

R.V—e—e

BoS Chairman/HoD
Department of English
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

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Dr. N.G.P. Arts and Science College (Autonomous) * Curriculum Development Cell * Coimbatore

SKILL ENHANCEMENT COURSE

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

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Website: www.drngpasc.ac.in | Email: info@drngpasc.ac.in. | Phone: +91-422-2369100

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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Value Added Course (VAC) program

English for Employability Skills
Syllabus

Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
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4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

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Academic Council
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Department of Hindi

Value added course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

Academic Council
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CHAIRMAN
Dr.N.G.P. Arts and Science College

Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

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Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

WITH

BUSINESS ANALYTICS

AND

BUSINESS PROCESS SERVICES

CERTIFICATE COURSE IN BIG DATA ANALYTICS AND DATA VISUALIZATION

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

Big Data Hadoop and QlikView Training (50-60 hours)

System requirements:

Hardware

i5 or equivalent processor
Minimum 4GB RAM

Software

Any windows O/S with admin access
Latest version of VM ware (will be provided)
QlikView (will be provided)
Microsoft office

Training Topics:

Big Data - Hadoop Developer — **3 Hours**

Big Data

- Introduction
- Evolution
- Characteristics of Big data - 4Vs

Hadoop — **5 Hours**

- Introduction
- Architecture and Eco System
- Versions of Hadoop
- Components of Hadoop
- Installation and Setup
- Hadoop File System commands
- Practical Assignments

My SQL — **5 Hours**

- Basic Queries in UNIX
- Complex Queries in UNIX

Map Reduce — **6 Hours**

QlikView Introduction — **4 Hours**

- What and why is QlikView?
- Traditional BI vs. Associative BI
- Associative Search vs. Relational Data Query
- Architecture and components

Walkthrough of QlikView — **4 Hours**

- QlikView UI
- Loading data into QlikView
- Associating data from several tables
- Concatenating tables
- Cross tables
- BookMark

Loading data into QlikView — **2 Hours**

- Load inline
- Load from a file
- Load from ODBC

Sheet and Sheet Objects — **8 Hours**

- Working with Sheet Objects
- Charts and types
- Sheet Objects Properties

Technology

- Informatica (Basics)

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

- IBM watson analytics (Basics)
- Microsoft luis analytics (Basics)

Participant

- 100 to 120 students
- Total hours – 60

Deliverable

- Motivational training
- Technical training

BoS Chairman/HoD
Department of Commerce (BA)
Dr. N. G. P. Arts and Science College
Coimbatore - 641 048

Academic Council
Dr.V. Rajendran
CHAIRMAN
Dr. N.G.P. Arts and Science College

Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

R.V-e Pe

BoS Chairman/HoD
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Dr. N. G. P. Arts and Science College
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Dr. P.R. MUTHUSWAMY
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Dr. NGP - Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India

Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

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12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

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4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

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Unit IV:

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Dr.N.G.P. Arts and Science College (Autonomous)
Curriculum Development Cell
Coimbatore

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Dr.N.G.P-Kalapatti Road Coimbatore

DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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Tamilnadu, India

Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson 13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

BoS Chairman/HoD
Department of Commerce (CA)
Dr. N. G. P. Arts and Science College
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Dr. N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

Dr. P. R. MUTHUSWAMY
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Dr. N.G.P. Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India

17-18

THE AUDITOR'S ASSOCIATION OF SOUTHERN INDIA

ComputerAccountant Course

VALUE ADDED COURSE SYLLABUS

265/1, 1st Floor Marudhamalai Main Road ,Perumal Kovil Stop ,P.N.Pudur,Coimbatore – 641 041.

Phone Number:0422-4349933, 98430-93936

DR.N.G.P. ARTS AND SCIENCE COLLEGE
DEPARTMENT OF PROFESSIONAL ACCOUNTING

1	**BASIC ACCOUNTING**
2	**INTRODUCTION TO TALLY 9.0**
3	**TALLY 9.0 FEATURES**
4	**COMPANY CREATION & COMPANY ALTERATION**
5	**LEDGER AND VOUCHER CREATIONS**

TALLY ERP 9.0

SYLLABUS

CHAPTER 1:

Basic Accounting – Journal- Rules Of Debit And Credit – Ledger – Trail Balance – Final Accounts- Accounting Groups.

CHAPTER 2:

Introduction to Tally 9.0 – Tally User Classification- Tally Silver for Single User – Tally Gold for Multi-User.

CHAPTER 3:

Tally 9.0 Features – Accounting Features- Complete Accounting System – Categorization of Accounts – Ledger – Group Administration- Extracting Reports – Audit Trail and Drill down Display – Bank Reconciliation – Inventory features – Accounting and Inventory Management.

CHAPTER 4:

Starting Tally 9.0 – The Gate Way of Tally Screen- Company Creation – Company Alteration – Integrate Accounts and Inventory – Accounting Features- Inventory Features.

CHAPTER 5:

Creation of Ledgers and Vouchers -Journalizing the Transactions-Preparing the Final Accounts-Preparing the Balance Sheet from Trial Balance-Creating Inventory Valuation-Maintaining Bill-Wise Details.

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Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

WITH

BUSINESS ANALYTICS

AND

BUSINESS PROCESS SERVICES

CERTIFICATE COURSE IN BIG DATA ANALYTICS AND DATA VISUALIZATION

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

Big Data Hadoop and QlikView Training (50-60 hours)

System requirements:

Hardware

i5 or equivalent processor
Minimum 4GB RAM

Software

Any windows O/S with admin access
Latest version of VM ware (will be provided)
QlikView (will be provided)
Microsoft office

Training Topics:

Big Data - Hadoop Developer — **3 Hours**

Big Data

- Introduction
- Evolution
- Characteristics of Big data - 4Vs

Hadoop — **5 Hours**

- Introduction
- Architecture and Eco System
- Versions of Hadoop
- Components of Hadoop
- Installation and Setup
- Hadoop File System commands
- Practical Assignments

My SQL — **5 Hours**

- Basic Queries in UNIX
- Complex Queries in UNIX

Map Reduce — **6 Hours**

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

QlikView Introduction **4 Hours**

- What and why is QlikView?
- Traditional BI vs. Associative BI
- Associative Search vs. Relational Data Query
- Architecture and components

Walkthrough of QlikView **4 Hours**

- QlikView UI
- Loading data into QlikView
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Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

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The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

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Ggggggg

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Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
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Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

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Center for Training and Placement

Skill Enhancement Course

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Curriculum Development Cell
Coimbatore

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DEPARTMENT OF HINDI

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15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

Dr.N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

Dr. P.R. MUTHUSWAMY
PRINCIPAL
Dr. NGP Arts and Science College
Dr. NGP - Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India

Department of Computer Science

Academic Year 2016-17

Value Added Course : .NET TECHNOLOGIES

Course Offered by: Nxtlogic Software Solutions

S.No	Course Content
1.	Introduction
2.	Fundamentals of .NET Framework
3.	OOPs with .NET
4.	Console and Wondows Applications
5.	C#.NET
6.	VB.NET
7.	ASP.NET
8.	Databse Programming and ADO.NET
9.	Application Development using .NET Framework

Reference Books:

1. Thuan Thai, Hoang Q.Lam, NET Framework Essentials,O'Reilly & Associates, Inc, Third Edition
2. Andrew Troelsen, Philip Japikse, C# 6.0 and the .NET 4.6 Framework, Apress, Seventh Edition, 2015.
3. Matthew Reynolds, Richard Blair, Jonathan Crossland,Thearon Willis, " Beginning VB.NET, 2nd Edition, Wiley Publishing Inc.
4. Tim Patrik, ADO.NET 4, Microsoft Press, 2010.

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Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

Topics For Graphic and Web Designing

1.Icon Design

2.Creating Retina Ready Graphics

3.Wireframing in Illustrator

4.Web Slicing in Photoshop

5.Creating a Responsive Design in Edge reflow

6.Color Theory

7.Adobe Muse

8.CSS 3

9.HTML 5

10.Java Script for Slide show

11.How to host a Website

12.Introduction to PHP

Text Books:

- **Mastering Html, Css&Javascript Web Publishing**by Laura Lemay, Rafe Colburn, et al. | 15 July 2016
- **Adobe Photoshop CC 2015 Release Classroom in a Book**by Andrew Faulkner and Conrad Chavez | 1 March 2016
- **Photoshop: BASICS and BEYOND in Adobe Photoshop cc (VERY BASICS, BASICS and BEYOND BASICS in photoshop cc, photoshop 2015, graphic design, digital photography, beginners guide Book 1)**by Mathew Meckinze, Daniel, et al. | 29 December 2015

Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

SYLLABUS

CISCO-CCNA **Module -I** **Network Fundamentals**	**CISCO-CCNA** **Module-II** **Routing protocols & Concepts**
Chapters	**Chapters**
1.Living in a Network-Centric World 2.Communicating over the network 3.Application layer functionality and protocols 4.OSI transport layer 5.OSI network layer 6.Addressing the network-IPv4 7.Data link layer 8.OSI Physical Layer 9.Ethernet 10.Planning and Cabling Networks 11.Configuring and Testing Your Network.	1.Introduction to Routing and Packet Forwarding 2.Static Routing 3.Introduction to Dynamic Routing Protocols. 4.Distance Vector Routing Protocols 5.RIP version 1 6.VLSM and CIDR 7.RIPv2 8.The Routing Table:A closer Look 9.EIGRP 10.Link State Routing Protocols 11.OSPF

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic year 2016-2017

Value Added Course: CISCO-CCNA

1. **CCNA Routing and Switching 200-120 Official Cert Guide Library**by WendellOdom | 23 May 2013
2. **CCNA Security 210-260 Official Cert Guide**by Omar Santos and John Stuppi | 3 September 2015
3. **CCNA Data Center DCICT 640-916**by Shamsee | 1 January 2015
4. **Ccna Wireless Examfocus 2015: Study Notes & Review Questions**by Exam Review | 6 December 2014

Head of the Department
Dept. of Information Technology
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Coimbatore - 641 048.

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Tamilnadu, India

Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

Department of Computer Applications

Value Added Course Details

Academic Year : 2016-17

COURSE OFFERED

Responsive Web Design

OFFERD BY :

Yellow Tree Academy

DETAILS OF COURSE CONTENT

- Adobe Photoshop
- Adobe Illustrator
- Edge Reflow
- HTML 5 and CSS 3
- Photoshop Introduction
- Icon Design in Photoshop
- Web Slicing in Photoshop
- Creating Wireframes in Photoshop
- Creating Wireframes in Photoshop
- Adobe Muse,Web
- Responsiveness CSS.
- HTML, iFrame

Text Books:

1. **Photoshop CC Bible Paperback – 22 November 2013** by Lisa DaNae Dayle
2. **Photoshop Magic: Expert Edition (Magic S.) Paperback – Import, 1 August 1997** by Brendon Perkins

COURSE OFFERED

CCNA

OFFERD BY :

Cisco Network Academy

DETAILS OF COURSE CONTENT

- Introduction to Networks,
- Area Networks (LAN, MAN, WAN, PAN), CSMA/CD
- Technology and topologies,
- Fast Ethernet and installation of physical components for Wi-Fi,
- Networking, coding of devices,
- Subnet Masking and IPv4 and IPv6 protocols and coding.

Text Book:

1. Computer Networking – A top down approach featuring the Internet| By Pearson Kurose James F. and Ross Keith W. ,2017

2. Computer Networking With Internet Protocols and Technology by STALLINGS **,2003**

3. COMPUTER NETWORKING by Ed Tittel and B Muthukumaran,2006

(D. MAHESHWARI)
BoS Chairman/HoD
Department of Computer Technology
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

D.N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Coimbatore - 641 048
Tamilnadu, India

16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson 13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

BoS Chairman/HoD
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Dr. N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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VALUE ADDED COURSES
Academic Year 2017-18

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

VALUE ADDED COURSES

Academic year 2017-18

CONTENT

S.No.	Course Name	Year
1	Skill Enhancement	2017-18
2	English Language Techniques	2017-18
3	English For Employability Skills	2017-18
4	Mathematics - Skill Enhancement Course	2017-18
5	Spoken Hindi	2017-18
6	Android	2017-18
7	Computerized Accounting and Taxation with E-filing	2017-18
8	Computer Accountant	2017-18
9	Data Visualization and Big Data Analytics	2017-18
10	Skill Enhancement	2016-17
11	English Language Techniques	2016-17
12	English For Employability Skills	2016-17
13	Mathematics - Skill Enhancement Course	2016-17
14	Spoken Hindi	2016-17
15	.Net Technologies	2016-17
16	Web Design	2016-17
17	CCNA	2016-17
18	Computerized Accounting and Taxation with E-filing	2016-17
19	Web Design	2016-17

Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

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Tamilnadu, India

Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English for Employability Skills
Syllabus

Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Dr.N.G.P-Kalapatti Road Coimbatore

Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

BoS Chairman/HoD
Department of Mathematics
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Coimbatore – 641 048

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Dr.N.G.P-Kalapatti Road Coimbatore

DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson-13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

BoS Chairman/HoD
Department of Commerce (CA)
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr. N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

Dr. P. R. MUTHUSWAMY
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Dr. N.G.P. Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India

17-18

THE AUDITOR'S ASSOCIATION OF SOUTHERN INDIA

ComputerAccountant Course

VALUE ADDED COURSE SYLLABUS

265/1, 1st Floor Marudhamalai Main Road ,Perumal Kovil Stop ,P.N.Pudur,Coimbatore – 641 041.

Phone Number:0422-4349933, 98430-93936

DR.N.G.P. ARTS AND SCIENCE COLLEGE
DEPARTMENT OF PROFESSIONAL ACCOUNTING

1	**BASIC ACCOUNTING**
2	**INTRODUCTION TO TALLY 9.0**
3	**TALLY 9.0 FEATURES**
4	**COMPANY CREATION & COMPANY ALTERATION**
5	**LEDGER AND VOUCHER CREATIONS**

TALLY ERP 9.0

SYLLABUS

CHAPTER 1:

Basic Accounting – Journal- Rules Of Debit And Credit – Ledger – Trail Balance – Final Accounts- Accounting Groups.

CHAPTER 2:

Introduction to Tally 9.0 – Tally User Classification- Tally Silver for Single User – Tally Gold for Multi-User.

CHAPTER 3:

Tally 9.0 Features – Accounting Features- Complete Accounting System – Categorization of Accounts – Ledger – Group Administration- Extracting Reports – Audit Trail and Drill down Display – Bank Reconciliation – Inventory features – Accounting and Inventory Management.

CHAPTER 4:

Starting Tally 9.0 – The Gate Way of Tally Screen- Company Creation – Company Alteration – Integrate Accounts and Inventory – Accounting Features- Inventory Features.

CHAPTER 5:

Creation of Ledgers and Vouchers -Journalizing the Transactions-Preparing the Final Accounts-Preparing the Balance Sheet from Trial Balance-Creating Inventory Valuation-Maintaining Bill-Wise Details.

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Coimbatore – 641 048

Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF COMMERCE

WITH

BUSINESS ANALYTICS

AND

BUSINESS PROCESS SERVICES

CERTIFICATE COURSE IN BIG DATA ANALYTICS AND DATA VISUALIZATION

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

Big Data Hadoop and QlikView Training (50-60 hours)

System requirements:

Hardware

i5 or equivalent processor
Minimum 4GB RAM

Software

Any windows O/S with admin access
Latest version of VM ware (will be provided)
QlikView (will be provided)
Microsoft office

Training Topics:

Big Data - Hadoop Developer — **3 Hours**

Big Data

- Introduction
- Evolution
- Characteristics of Big data - 4Vs

Hadoop — **5 Hours**

- Introduction
- Architecture and Eco System
- Versions of Hadoop
- Components of Hadoop
- Installation and Setup
- Hadoop File System commands
- Practical Assignments

My SQL — **5 Hours**

- Basic Queries in UNIX
- Complex Queries in UNIX

Map Reduce — **6 Hours**

Phoenix IT Consulting

No 31/33, First Floor,
Anjugam Street, Jaferkhhanpet, Guindy,
Chennai-600083

QlikView Introduction **4 Hours**

- What and why is QlikView?
- Traditional BI vs. Associative BI
- Associative Search vs. Relational Data Query
- Architecture and components

Walkthrough of QlikView **4 Hours**

- QlikView UI
- Loading data into QlikView
- Associating data from several tables
- Concatenating tables
- Cross tables
- BookMark

Loading data into QlikView **2 Hours**

- Load inline
- Load from a file
- Load from ODBC

Sheet and Sheet Objects **8 Hours**

- Working with Sheet Objects
- Charts and types
- Sheet Objects Properties

Technology

- Informatica (Basics)

Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

YEAR	SEMESTER	SEC
FIRST	I (ODD)	I
	II (EVEN)	II
SECOND	III (ODD)	III
	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

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BoS Chairman/HoD
Department of English
Dr. N. G. P. Arts and Science College
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Dr. NGP - Kalapatti Road
Coimbatore - 641 048
Tamilnadu, India

Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

Dr. N.G.P ARTS ANDSCIENCECOLLEGE(Autonomous)
(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English for Employability Skills
Syllabus

Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

BoS Chairman/HoD
Department of Mathematics
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

Dr.N.G.P. Arts and Science College (Autonomous)
Curriculum Development Cell
Coimbatore

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Tamilnadu, India

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DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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Coimbatore - 641 048
Tamilnadu, India

Department of Computer Science

Academic Year 2016-17

Value Added Course : .NET TECHNOLOGIES

Course Offered by: Nxtlogic Software Solutions

S.No	Course Content
1.	Introduction
2.	Fundamentals of .NET Framework
3.	OOPs with .NET
4.	Console and Wondows Applications
5.	C#.NET
6.	VB.NET
7.	ASP.NET
8.	Databse Programming and ADO.NET
9.	Application Development using .NET Framework

Reference Books:

1. Thuan Thai, Hoang Q.Lam, NET Framework Essentials,O'Reilly & Associates, Inc, Third Edition
2. Andrew Troelsen, Philip Japikse, C# 6.0 and the .NET 4.6 Framework, Apress, Seventh Edition, 2015.
3. Matthew Reynolds, Richard Blair, Jonathan Crossland,Thearon Willis, " Beginning VB.NET, 2nd Edition, Wiley Publishing Inc.
4. Tim Patrik, ADO.NET 4, Microsoft Press, 2010.

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Coimbatore - 641 048
Tamilnadu, India

Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

Topics For Graphic and Web Designing

1.Icon Design

2.Creating Retina Ready Graphics

3.Wireframing in Illustrator

4.Web Slicing in Photoshop

5.Creating a Responsive Design in Edge reflow

6.Color Theory

7.Adobe Muse

8.CSS 3

9.HTML 5

10.Java Script for Slide show

11.How to host a Website

12.Introduction to PHP

Text Books:

- **Mastering Html, Css&Javascript Web Publishing**by Laura Lemay, Rafe Colburn, et al. | 15 July 2016
- **Adobe Photoshop CC 2015 Release Classroom in a Book**by Andrew Faulkner and Conrad Chavez | 1 March 2016
- **Photoshop: BASICS and BEYOND in Adobe Photoshop cc (VERY BASICS, BASICS and BEYOND BASICS in photoshop cc, photoshop 2015, graphic design, digital photography, beginners guide Book 1)**by Mathew Meckinze, Daniel, et al. | 29 December 2015

Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

SYLLABUS

CISCO-CCNA **Module -I** **Network Fundamentals**	**CISCO-CCNA** **Module-II** **Routing protocols & Concepts**
Chapters	**Chapters**
1.Living in a Network-Centric World 2.Communicating over the network 3.Application layer functionality and protocols 4.OSI transport layer 5.OSI network layer 6.Addressing the network-IPv4 7.Data link layer 8.OSI Physical Layer 9.Ethernet 10.Planning and Cabling Networks 11.Configuring and Testing Your Network.	1.Introduction to Routing and Packet Forwarding 2.Static Routing 3.Introduction to Dynamic Routing Protocols. 4.Distance Vector Routing Protocols 5.RIP version 1 6.VLSM and CIDR 7.RIPv2 8.The Routing Table:A closer Look 9.EIGRP 10.Link State Routing Protocols 11.OSPF

Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic year 2016-2017

Value Added Course: CISCO-CCNA

1. **CCNA Routing and Switching 200-120 Official Cert Guide Library**by WendellOdom | 23 May 2013
2. **CCNA Security 210-260 Official Cert Guide**by Omar Santos and John Stuppi | 3 September 2015
3. **CCNA Data Center DCICT 640-916**by Shamsee | 1 January 2015
4. **Ccna Wireless Examfocus 2015: Study Notes & Review Questions**by Exam Review | 6 December 2014

Head of the Department
Dept. of Information Technology
Dr. N.G.P. Arts & Science College (Autonomous)
Coimbatore - 641 048.

Dr.N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Tamilnadu, India

Dr.N.G.P Arts and Science College (Autonomous)

Kalapatti, Coimbatore-641048

Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

Department of Computer Applications

Value Added Course Details

Academic Year : 2016-17

COURSE OFFERED

Responsive Web Design

OFFERD BY :

Yellow Tree Academy

DETAILS OF COURSE CONTENT

- Adobe Photoshop
- Adobe Illustrator
- Edge Reflow
- HTML 5 and CSS 3
- Photoshop Introduction
- Icon Design in Photoshop
- Web Slicing in Photoshop
- Creating Wireframes in Photoshop
- Creating Wireframes in Photoshop
- Adobe Muse,Web
- Responsiveness CSS.
- HTML, iFrame

Text Books:

1. **Photoshop CC Bible Paperback – 22 November 2013** by Lisa DaNae Dayle
2. **Photoshop Magic: Expert Edition (Magic S.) Paperback – Import, 1 August 1997** by Brendon Perkins

COURSE OFFERED

CCNA

OFFERD BY :

Cisco Network Academy

DETAILS OF COURSE CONTENT

- Introduction to Networks,
- Area Networks (LAN, MAN, WAN, PAN), CSMA/CD
- Technology and topologies,
- Fast Ethernet and installation of physical components for Wi-Fi,
- Networking, coding of devices,
- Subnet Masking and IPv4 and IPv6 protocols and coding.

Text Book:

1. Computer Networking – A top down approach featuring the Internet| By Pearson Kurose James F. and Ross Keith W. ,2017

2. Computer Networking With Internet Protocols and Technology by STALLINGS **,2003**

3. COMPUTER NETWORKING by Ed Tittel and B Muthukumaran,2006

(D. MAHESHWARI)
BoS Chairman/HoD
Department of Computer Technology
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

D.N.G.P. Arts and Science College (Autonomous) Curriculum Development Cell Coimbatore

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Dr. NGP Arts and Science College
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Coimbatore - 641 048
Tamilnadu, India

16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson-13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

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- ✓ Basic of Central Sales Tax (CST)
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BoS Chairman/HoD
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Tamilnadu, India

VALUE ADDED COURSES
Academic Year 2016-17

Dr. N.G.P. ARTS AND SCIENCE COLLEGE

VALUE ADDED COURSES
Academic year 2016-17

CONTENT

S. No.	Course Name	Year
1	Skill Enhancement	2016-17
2	English Language Techniques	2016-17
3	English For Employability Skills	2016-17
4	Mathematics - Skill Enhancement Course	2016-17
5	Spoken Hindi	2016-17
6	.Net Technologies	2016-17
7	Web Design	2016-17
8	CCNA	2016-17
9	computerized Accounting and Taxation with E-filing	2016-17
10	Web Design	2016-17

Dr.N.G.P Arts and Science college

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

SKILL ENHANCEMENT COURSE

With a view to aggrandizing the student's English language competency and make them meet the skills required in job market and for their higher educational and personal career, the skill enhancement course is specially designed for all the first and second-year undergraduate students, correspondingly the following schemes are proposed to come in effect.

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	IV (ODD)	IV

OBJECTIVES

The following the primary objectives are set to accomplish the requisites of this course within the stipulated duration:

- To enhance the student's language competence
- To acquire learning skills and strategies that could be applied in future language development opportunities
- To develop the student's language cognitive ability
- To make the students understand the necessity of English language
- To broaden student's understanding of English -speaking people
- Grammar should be taught inductively

SCHEME FOR SEC (I to IV)

Duration	36 hrs. per Semester
Weekly	2 Hours

Assessment	Rubrics based by Placement Cell
End Examination	No
Teaching Method	Activity based
Syllabus	Leaner-centric
Material	Instructional
Focus	Language Competency
Language Skills	LSWR

METHODOLOGY

- Every day vocabulary and concrete vocabulary
- Discourse organization
- Communicative interaction
- Study skills based on real life and placement requirements
- Pragmatics
- Synthesis of content material and grammar
- Contemporary based contents
- Rubric assessment at the end of the course

EVALUATION

At the end of each course a rubric based assessment will be conducted by the placement cell to measure the student's language competency and its progress as well. Besides, during the conduct of the SEC hours student's progress will be evaluated through different language activities

DELIVERABLES

The below given are estimated as outcome of the course after implementing and accomplishing the targeted aims and goals of the course:

- The students will be able to speak English well
- The student's language proficiency will be developed in four respective skills
- This course will help the students to rectify their inferiority and low complex
- This course will help the students to develop their interview skills
- The level of student's confidence will be improved
- Students are able to speak and write well relevant to their need

- This course will help the students to develop their language aptitude accordingly the timely requirements of the job market
- This course also will be more useful for student's higher education

SYLLABUS - SEC - I

- Words (contextual, slang, pragmatics)
- Sentence (basic and mediate level)
- Topic focused (relevant to job market)
- Subject and linguistic (what and how to talk)

SYLLABUS - SEC - II

- Listening comprehension
- Information transformation
- Cloze passage
- Freer communication
- Language aptitude

SYLLABUS - SEC - III

- Pronunciation skills
- Spotting the errors
- Mini dialogue
- Speaking skills
- Developing reading skills

SYLLABUS - SEC - III

- New vocabulary
- Slang and contextual words

- Developing writing skills
- Data filling and information gap
- Discourse and its difference

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Coimbatore - 641 048
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Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore
Curriculum Development Cell

SKILL ENHANCEMENT COURSE

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(Re-Accredited by NAAC with"A" Grade)
(Affiliated to BharathiarUniversity, Coimbatore-641048)
Dr.N.G.P-Kalapatti Road Coimbatore

Value Added Course (VAC) program

English Language Techniques

Syllabus

1)Communication Enhancement Module

2)Usage of English + Domestic Sentences

3) Writing Skills + Phrases

4) Practical English Grammar usage

5) Skit Presentations

6) Effective Listening Practices

7) Business Writing Skills

8) Reading Skills - Newspaper / Editorial

9) Presentation Skills

10) Assessment of practical Grammar

11) Narrative Skills

12) Effective Comprehension Skills

13) Cloze Test concepts

14) Basic accent neutralization drills

15) Creative Writing Skills.

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Value Added Course (VAC) program

English for Employability Skills
Syllabus

Under Functional English :

1. Self Introduction
2. Simple and Complex Vocabulary
3. Uses of Tenses
4. Group Discussion and Events
5. Effective Listening
6. Corporate Lingo
7. Idioms and Phrases
8. Pronunciation Skills
9. Business Vocabulary

Under Soft skills :

1. Effective Communication
2. Presentation and Expressions
3. Articulation and Compression
4. Work Ethics
5. Manners and Etiquette
6. Leadership
7. Time Management and Planning
8. Resume Writing and Interview Skills
9. Personal Grooming
10. Social Networking

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Dr.N.G.P-Kalapatti Road Coimbatore

Center for Training and Placement

Skill Enhancement Course

Aptitude Skills

Unit I:

Numbers- L.C.M & H.C.F – Averages - Probability – Problems on Ages - Mensuration.

Unit II:

Time & Work – Pipes &Cisterns – Time &Distance – Boats & Streams – Percentage – Ratio & Proportion – Partnership.

Unit III:

Clock & Calendar – Venn Diagram – Simple Interest & Compound Interest- Permutation & Combination – Blood Relation.

Unit IV:

Profit & Loss – Aligation & Mixture - Puzzle – Visual Reasoning – Coding & Decoding - Number Series – Directions.

Unit V:

Syllogism – Data Interpretation – Cubes & Dices – Seating Arrangement – Data Sufficiency.

"Quantitative Aptitude" for Competitive Examinations, Dinesh Khattar, Pearson, Fourth Edition

Reference Book:

1. Quantitative Aptitude "Quantum Cat", Sarvesh K Verma, arihant
2. A Modern Approach to "Logical Reasoning", Dr. R. S. Aggarwal, S. Chand, Revised Edition
3. Quantitative Aptitude for "CAT", Arun Sharma, McGraw Hill, 9th Edition
4. Magical Book on "Quicker Math", M. Tyra, BSC, Fully revised and updated Edition

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Curriculum Development Cell
Coimbatore

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DEPARTMENT OF HINDI

Value Added Course

Spoken Hindi

1. Numbers
   a) 1-30
   b) 5,10,15,20,25,30,35,40,45,50,55,60,65,70,75,80,85,90,95
   c) 10,20,30,40,50,60,70,80,90,100
2. Currency(All Indian currency notes)
3. Directions
   a) (East,West,North,South)
4. Days (All Seven Days)
5. Months (All twelve months)
6. Animals (Common animals)
7. Birds (Common Birds)
8. Vegetables (Commonly used Indian vegetables)
9. Fruits (Common fruits)
10. Occupations (Doctor,Driver,Teacher etc)
11. Relationships (Father,mother.brother,sister etc)
12. House Hold Things (Common Household things Fan,cloth,bedsheet etc)
13. Colours (Red,blue,green,yellow brown,white,black etc)
14. Places (Market,temple,Bus stop, Airport etc)
15. Time
16. Opposite Words
17. Common Words (he,she,they,you his, her etc)
18. Gender (Masculine and Feminine)
19. Tense (Present,Past and Future)
20. Verbs (Commonly used verbs example come,go sit, run, eat etc)
21. Translation (From English to Hindi)

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Department of Computer Science

Academic Year 2016-17

Value Added Course : .NET TECHNOLOGIES

Course Offered by: Nxtlogic Software Solutions

S.No	Course Content
1.	Introduction
2.	Fundamentals of .NET Framework
3.	OOPs with .NET
4.	Console and Wondows Applications
5.	C#.NET
6.	VB.NET
7.	ASP.NET
8.	Databse Programming and ADO.NET
9.	Application Development using .NET Framework

Reference Books:

1. Thuan Thai, Hoang Q.Lam, NET Framework Essentials,O'Reilly & Associates, Inc, Third Edition
2. Andrew Troelsen, Philip Japikse, C# 6.0 and the .NET 4.6 Framework, Apress, Seventh Edition, 2015.
3. Matthew Reynolds, Richard Blair, Jonathan Crossland,Thearon Willis, " Beginning VB.NET, 2nd Edition, Wiley Publishing Inc.
4. Tim Patrik, ADO.NET 4, Microsoft Press, 2010.

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Dr.N.G.P ARTS AND SCIENCE COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

Topics For Graphic and Web Designing

1.Icon Design

2.Creating Retina Ready Graphics

3.Wireframing in Illustrator

4.Web Slicing in Photoshop

5.Creating a Responsive Design in Edge reflow

6.Color Theory

7.Adobe Muse

8.CSS 3

9.HTML 5

10.Java Script for Slide show

11.How to host a Website

12.Introduction to PHP

Text Books:

- **Mastering Html, Css&Javascript Web Publishing**by Laura Lemay, Rafe Colburn, et al. | 15 July 2016
- **Adobe Photoshop CC 2015 Release Classroom in a Book**by Andrew Faulkner and Conrad Chavez | 1 March 2016
- **Photoshop: BASICS and BEYOND in Adobe Photoshop cc (VERY BASICS, BASICS and BEYOND BASICS in photoshop cc, photoshop 2015, graphic design, digital photography, beginners guide Book 1)**by Mathew Meckinze, Daniel, et al. | 29 December 2015

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic Year 2016-2017

SYLLABUS

CISCO-CCNA **Module -I** **Network Fundamentals**	**CISCO-CCNA** **Module-II** **Routing protocols & Concepts**
Chapters	**Chapters**
1.Living in a Network-Centric World 2.Communicating over the network 3.Application layer functionality and protocols 4.OSI transport layer 5.OSI network layer 6.Addressing the network-IPv4 7.Data link layer 8.OSI Physical Layer 9.Ethernet 10.Planning and Cabling Networks 11.Configuring and Testing Your Network.	1.Introduction to Routing and Packet Forwarding 2.Static Routing 3.Introduction to Dynamic Routing Protocols. 4.Distance Vector Routing Protocols 5.RIP version 1 6.VLSM and CIDR 7.RIPv2 8.The Routing Table:A closer Look 9.EIGRP 10.Link State Routing Protocols 11.OSPF

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DEPARTMENT OF INFORMATION TECHNOLOGY

Academic year 2016-2017

Value Added Course: CISCO-CCNA

1. **CCNA Routing and Switching 200-120 Official Cert Guide Library**by WendellOdom | 23 May 2013
2. **CCNA Security 210-260 Official Cert Guide**by Omar Santos and John Stuppi | 3 September 2015
3. **CCNA Data Center DCICT 640-916**by Shamsee | 1 January 2015
4. **Ccna Wireless Examfocus 2015: Study Notes & Review Questions**by Exam Review | 6 December 2014

Head of the Department
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Department of Computer Technology

Certificate Programme on Andriod 2016 - 2017

Course Objective: • To understand the Java and Android Concepts. • To Develop the simple APP using Android	Duration: 30 Hours Eligibility: HSC Pass

Course Outcome:

- Be able to generate simple app.
- To get familiar with java and android basics.

Course Module

Java Essentials:

- Fundamentals of Java
- Create simple Applications using Java
- Leaning about Java Applets and AWT Controls

Android Technology:

- Introduction to Android OS and Environment
- Learn Directory Structure and Activity
- Knowledge on JSON

Android Lab:

- Create Simple Application using Android

Course Incharge: Ms.M.Priyadarshini

Department of Computer Applications

Value Added Course Details

Academic Year : 2016-17

COURSE OFFERED

Responsive Web Design

OFFERD BY :

Yellow Tree Academy

DETAILS OF COURSE CONTENT

- Adobe Photoshop
- Adobe Illustrator
- Edge Reflow
- HTML 5 and CSS 3
- Photoshop Introduction
- Icon Design in Photoshop
- Web Slicing in Photoshop
- Creating Wireframes in Photoshop
- Creating Wireframes in Photoshop
- Adobe Muse,Web
- Responsiveness CSS.
- HTML, iFrame

Text Books:

1. **Photoshop CC Bible Paperback – 22 November 2013** by Lisa DaNae Dayle
2. **Photoshop Magic: Expert Edition (Magic S.) Paperback – Import, 1 August 1997** by Brendon Perkins

COURSE OFFERED

CCNA

OFFERD BY :

Cisco Network Academy

DETAILS OF COURSE CONTENT

- Introduction to Networks,
- Area Networks (LAN, MAN, WAN, PAN), CSMA/CD
- Technology and topologies,
- Fast Ethernet and installation of physical components for Wi-Fi,
- Networking, coding of devices,
- Subnet Masking and IPv4 and IPv6 protocols and coding.

Text Book:

1. Computer Networking – A top down approach featuring the Internet| By Pearson Kurose James F. and Ross Keith W. ,2017

2. Computer Networking With Internet Protocols and Technology by STALLINGS **,2003**

3. COMPUTER NETWORKING by Ed Tittel and B Muthukumaran,2006

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16 - 17

SRI KARA

MULTISPECIALITY PROFESSIONAL TRAINING HUB

Diploma In Computerized Accounting And Taxation With E – Filing

SYLLABUS

333, Geetha Building, Near Hotel Mangala International, Nehru Nagar, RamNagar, Coimbatore - 641 009. Mobile No.: 98430-93936

CONTENTS

STAGE - I BASICS

Lesson 1: Basics of Accounting

- ✓ Introduction
- ✓ Accounting Principles, Concepts and Convention
- ✓ Need of Accounting System
- ✓ Double Entry System of Book Keeping
- ✓ Types of Accounts
- ✓ Golden Rules of Accounting
- ✓ Mode of Accounting
- ✓ Manual Vs Computerized Accounting

Lesson 2: Fundamentals of Tally.ERP 9

- ✓ Introduction
- ✓ Features of Tally.ERP9
- ✓ Technological Advantages of Tally.ERP9
- ✓ Company Creation / Alteration / Deleting, Select Company, Shut Company
- ✓ F11- Company Features
- ✓ F12 - Company Configurations
- ✓ Practice Exercises

Lesson 3: Accounting Masters in Tally.ERP9

- ✓ Groups - Single Group and Multiple Groups
- ✓ Ledgers - Single Ledger and Multiple Ledgers
- ✓ Charts of Accounts
- ✓ Practice Exercises

Lesson 4: Inventory Masters in Tally.ERP9

- ✓ Introduction of Inventory
- ✓ Stock Group - Single Stock Group and Multiple Stock Group
- ✓ Stock Categories - Single Stock Category and Multiple Stock Categories
- ✓ Stock Items - Single Stock Item and Multiple Stock Items
- ✓ Godowns - Single Godown and Multiple Godowns

- ✓ Unit of Measure - Simple Unit and Compound Units
- ✓ Practice Exercises

Lesson 5: Voucher Entry in Tally.ERP9

5.1 Accounting Vouchers

- ✓ Contra Voucher (F4)
- ✓ Payment Voucher (F5)
- ✓ Receipt Voucher (F6)
- ✓ Journal Voucher (F7)
- ✓ Purchase Voucher (F9)
- ✓ Sales Voucher (F8)
- ✓ Credit Note Voucher (Ctrl + F8)
- ✓ Debit Note Voucher (Ctrl + F9)
- ✓ Reversing Journal Voucher (F10)
- ✓ Memo Voucher (Ctrl + F10)
- ✓ Post - Dated Vouchers
- ✓ Practice Exercises

5.2 Inventory Voucher

- ✓ Purchase Order
- ✓ Sales Order
- ✓ Rejections Out
- ✓ Rejections In
- ✓ Stock Journal
- ✓ Delivery Note
- ✓ Receipt Note
- ✓ Practice Exercises

Lesson 6: Generating Basic Reports in Tally.ERP9

- ✓ Financial Statements
- ✓ Accounting Books and Registers
- ✓ Inventory Books and Reports
- ✓ Practice Exercises

Lesson 7: Display

- ✓ Configuration
- ✓ Display of Accounting Books and Reports
- ✓ Display of Inventory Books and Reports
- ✓ Practice Exercises

Lesson 8: Printing

- ✓ Printing Report Generation
- ✓ Print Settings
- ✓ Printing Vouchers
- ✓ Writing Print Matters (Date, Name and Year) into a file
- ✓ Practice Exercises

Lesson 9: Bank Reconciliation Statement

- ✓ Entering Bank Challen and Bank Statements
- ✓ Setting Bank Dates
- ✓ Display of Bank Reconciliation Statement
- ✓ Alteration of Bank Dates
- ✓ Practice Exercises

Lesson 10: Technological Advantages of Tally.ERP9

- ✓ Tally Vault
- ✓ Security Controls
- ✓ Tally Audit
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Export and Import of Data
- ✓ Web Enabled, Print Preview and Online Help
- ✓ Printing Reports
- ✓ Practice Exercises

STAGE - II ADVANCED ACCOUNTING FEATURES IN Tally.ERP9

Lesson 11: Bill - Wise Details

- ✓ Activating Bill - Wise Details
- ✓ New Reference
- ✓ Against Reference
- ✓ Advance
- ✓ On Account
- ✓ View Outstanding Statement
- ✓ Practice Exercises

Lesson 12: Cost Centre & Category

- ✓ Activating Cost Category and Cost Centre
- ✓ Creating Cost Categories
- ✓ Creating Cost Centres
- ✓ Applying Cost Centres to Ledger Accounts
- ✓ View Cost Centre Reports
- ✓ Practice Exercises

Lesson-13: Interest Calculations

- ✓ Interest Calculation in Simple Mode
- ✓ Calculating Interest in Advance Mode
- ✓ Practice Exercises

STAGE - III STATUTORY & TAXATION IN Tally.ERP9

Lesson 14: Value Added Tax (VAT)

- ✓ Basic Concepts in VAT
- ✓ Configuring VAT in Tally.ERP 9
- ✓ Creating Masters
- ✓ Entering Transactions
- ✓ Accounting for Return of Goods
- ✓ Rate Difference in Purchase / Sales
- ✓ Accounting for Interest Transactions
- ✓ Exempt Transaction under VAT
- ✓ Purchase from Unregistered Dealers
- ✓ Claiming ITC on Capital Goods
- ✓ Inter Sate Branch transfers
- ✓ VAT Reports
- ✓ Practice Exercises

Lesson 15: Central Sales Tax (CST)

- ✓ Basic of Central Sales Tax (CST)
- ✓ Enabling CST in Tally.ERP 9
- ✓ Recording Interstate Transactions in Tally.ERP 9
- ✓ Payment of CST
- ✓ CST Reports
- ✓ Practice Exercises

Lesson 16: Tax Deducted at Source (TDS)

- ✓ Basic concepts of TDS
- ✓ Configuring TDS in Tally.ERP 9
- ✓ Creation of Masters
- ✓ Recording Transactions
- ✓ TDS Reports
- ✓ Practice Exercises

Lesson 17: Service Tax

- ✓ Basic of Service Tax
- ✓ Configuring Tally.ERP 9 for Service Tax
- ✓ Creating Masters
- ✓ Recording Transactions
- ✓ Accounting for Advance Receipts
- ✓ Accounting for Opening Service Tax Credit
- ✓ Adjustment of Input Service Tax Credit
- ✓ Payment of Service Tax
- ✓ Service Tax Reports
- ✓ Practice Exercises

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