



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE

Permanently Affiliated to Thiruvalluvar University
Recognized by UGC under sections 2(f) and 12(B) of the UGC Act 1956
Accredited with "B" Grade by NAAC
Approved by the Government of Tamil Nadu
Phone:04174-235266 Email: principalwgc@gmail.com
www.islamiahwomensartsandsciencecollege.com

1.2.1-Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc & 1.2.2-Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc.

2021-2022

S.No	Particulars	Proof
01	Tally ERP9 with GST	Link
02	Digital Marketing	Link
03	Accounting, Taxes and Tally	Link
04	Computer Fundamentals	Link
05	Soft Skill Development	Link
06	Biomedical nanotechnology	Link

07	Immunology	Link
08	Android Mobile Application Development	Link
09	Sales and Distribution Management	Link
10	Global Marketing Management	Link
11	Leadership	Link
12	Online Soft Skill Training on Interview Readiness	Link
13	Islamic Studies	Link
14	Moral Values (Tamil)	Link
15	Printing Techniques for Soft Furnishings	Link
16	Office Automation	Link



Islamiyah Women's Arts & Science

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#10, Bye-Pass Road, New Town, Vaniyambadi - 635 752. Tirupattur Dist. Tamil Nadu.
Telefax : +91 4174 - 235 266, E-mail : principalwac@gmail.com

Date: 21.04.2022

CIRCULAR

This is to inform you all, the Department of Business Administration organizes a certificate course on "TALLY ERP 9 WITH GST". The course will be started from 07/05/2022 onwards. The classes will be conducted (60 hours, per day 4 hours) on every week of Saturday from 9.30am to 11.30am and 12.00pm to 2.00pm. Whoever interested to pay Rs. 2500 as course fee on or before 07/05/2022. Can enroll your name to course co-ordinator Dr. Indra, HOD, BBA.

Venue: Language Lab

Time: 9.30am to 11.30am and 12.00pm to 2.00pm

Day: Saturday

(By Order)

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Tally

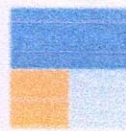
POWER OF SIMPLICITY

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COLLEGE, VANIYAMBADI**



Inauguration



TallyPrime

Essentials

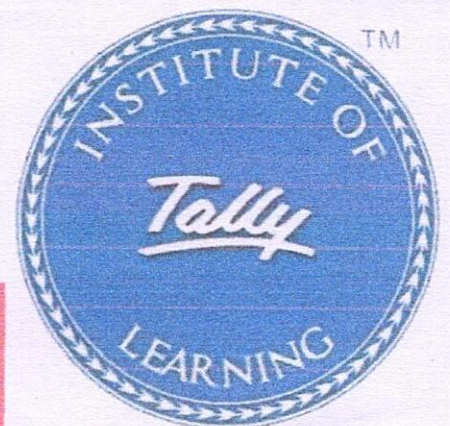
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**VIS EDUCATION AND TRAINING
COMPANY**

MAY-6, 2022 • 10:30 A.M.



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DEPARTMENT OF BUSINESS ADMINISTRATION

Organizes Orientation & Inauguration Program on

Tally

ERP.9 WITH GST

RESOURCE PERSON

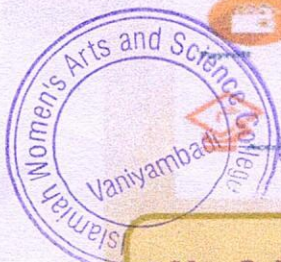
S. ILAKKIYA

Tally Co-ordinator
V.I.S. Education &
Training Centre, Vellore

Date:
06.05.2022

Time: 10:00
am

Venue:
Seminar Hall



[Signature]
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Mr. C. KHAISER AHMED
Secretary & Correspondent

Dr. M. RENU
Principal

Dr. K. INDRA
Convener



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Phone: 04174 – 235266

DEPARTMENT OF BUSINESS ADMINISTRATION

TALLY ERP 09 WITH GST

SYLLABUS-2020-2021

- Introduction to tally ERP 9
- Installing license server of tally ERP 9
- Selection of a company
- Taxation
- Online Taxation Return
- Data path – tally ERP9 companies
- Gateway of user and tally interface
- Application of security control
- Changing tally vault
- Backup restore
- Tally audit features

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Telefax : +91 4174 - 235 266, E-mail : principaliwc@gmail.com

CIRCULAR

IWC/CIR/119/21-22

30.11.2021

This is to inform you that Department of Commerce (Computer Applications) is conducting Certificate Course on "Digital Marketing", through online Mode. The Course consists of 40 Hours duration, 5 Modules and Assessment. No Course fee. Interested students can contact Dr.B.Manjula, HOD/B.Com [CA] for registration.

The course planned to start from 1st week of December 2021.

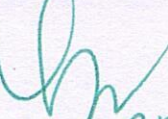
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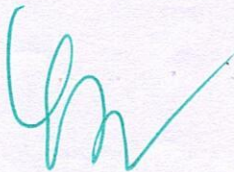
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1. Secretary and Correspondent
2. Advisor Sir
3. Heads of the Department

PRINCIPAL


Principal 30/11/21

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Vaniyambadi - 635 752.



BE ONE STEP AHEAD WITH DIGITAL MARKETING

CURRICULUM

CORE DIGITAL MARKETING

01



Introduction to Marketing & Digital Marketing

Marketing basics | Overview of Marketing Opportunity in India | Basics of Media Planning | Digital Marketing Basics | Digital Marketing Platforms & Channels | Digital Marketing Introduction

02



Search Engine Optimization [SEO]

What is SEO? | Types of Search Engines | SEO Team Roles | Search Engine Results Page Walkthrough | Understanding Key Concepts in SEO

03



Content Marketing

Purpose & Types of Content Generation | Content as a Product/Explainer/Traffic Source | Content Method | Content Creation: Copywriting, Visualization, Blogwriting | Storyboarding

04



Paid Media Marketing

Types of Marketing Outcomes | Paid Marketing Team Roles | KPIs and Measurement for Performance & Branding | AdWords | Campaign Measurement & Optimization

05



Social Media Marketing

Channel Landscape, Managing Social Presence | Popular Social Channels in India | Building Brand's Social Presence | Types of Content on Social Media | Posting & Reacting Strategy

EDUCATION PARTNERS



CONTACT US

Mohammed Faiyaz A

Phone: 8072194502

Email: mpc@naandi.org

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REGISTER NOW

For enquiries/escalations, please contact:
sarang.suryavanshi@imarticus.com



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Telefax : +91 4174 - 235 266, E-mail : principaliwc@gmail.com

CIRCULAR

IWC/CIR/203/21-22

02.03.2022

This is to inform you that Department of Commerce (Computer Applications) is going to conduct Value Added Course on "Accounting Taxes and Tally" in association with Naandi Foundation . All the Final year students are inviting to participate in the course. The course consists of 26 hours. No registration fee. Interested students can contact Dr.B.Manjula, HOD/ B.Com (CA) for registration.

The Course scheduled to commence from 9th March 2022.

By Order

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[Handwritten Signature]
Principal

Islamiah Women's Arts and Science College
Vaniyambadi - 635 752.

Copy to:

1. Secretary and Correspondent
2. Advisor Sir
3. Head of the Department



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DEPARTMENT OF COMMERCE (COMPUTER APPLICATION)

ACCOUNTING TAXES AND TALLY

SYLLABUS-2021-2022



- ◆ Accounting Fundamentals
- ◆ Company Formation
- ◆ Principles of Taxation
- ◆ Data Synchronization
- ◆ Stock Analysis and Transfer
- ◆ Sales and Purchase Order Processing
- ◆ Goods and Services Tax
- ◆ Cost Categories and Centers
- ◆ Understanding VAT and Excise Duty
- ◆ TDS and its Calculation



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SYLLABUS - COMPUTER FUNDAMENTALS

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Course Status :	Completed (https://swayam.gov.in/)			(https://swayam.gov.in/nc_details/CEC)
Course Type :	Elective			
Duration :	About Swayam (https://swayam.gov.in/about) All Courses			0
Category :	◦ Computer Science and Engineering			
Credit Points :	4			
Level :	Undergraduate			
Start Date :	28 Jul 2022			
End Date :	31 Oct 2022			
Enrollment Ends :	15 Sep 2022			
Exam Date :				

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(https://www.addtoany.com/share?url=https%3A%2F%2Fonlinecourses.swayam2.ac.in%2Fcec22_cs14%2Fpreview&title=Computer%20Fundamentals%20-%20Course)

Page Visits

111314

Course layout

Weeks Weekly Lecture Topics

Week 1 Introduction to Computer : Functional Block Diagram

Computer : History and Development

Evolution of Computer

An Introduction to Computer

Week 2 Overview of Computer : Input Devices, Part-1

Overview of Computer : Input Devices, Part-2

Overview of Computer : Input Devices, Part-3

Overview of Computer : Output Devices, Part-1

Week 3 Overview of Computer : Output Devices, Part-2

Computer : Audio Input and Output Devices

Computer : An Introduction to Storage Device

Permanent Storage Devices - An Overview of Computer



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An Overview of Cor

Computer : Memory


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[\(https://swayam.gov.in/nc_details/CEC\)](https://swayam.gov.in/nc_details/CEC)

 Week 4 Computer : Working of CPU | [About Swayam \(https://swayam.gov.in/about\)](https://swayam.gov.in/about) | All Courses |

0

Computer : Working of 8088 CPU

Evolution and Development of Microprocessors, Part-1

Evolution and Development of Microprocessors, Part-2

Cooling Mechanism of Computer Components

Computer : Components of Motherboard

Computer : Cabinet, Power Supply & UPS

Week 5 Micro-Programming, Part-1

Micro-Programming, Part-2

Central Processing Unit : Interrupt, Part-1

Central Processing Unit : Interrupt, Part-2

Device Driver, Part-1

Device Driver, Part-2

Week 6 Internet : An Introduction

An Introduction to Computer - Networking

Multimedia, Basic Elements

Multimedia System

Overview of Computer Hardware & Software

Week 7 Operating System Softwares

Computer Softwares - Application Software

An Introduction to Computer - Operating System

Operating System : Utility Software Tools

Disk Operating System, Part-1

Week 8 Disk Operating System, Part-2

Disk Operating System, Part-3

Flow Charts & Programs

Basics of Linker & Loader

Assembly Language & Assembler

Introduction to Compilers

Debugger Software

Computer Software : Editor Part 1

Week 9 Computer Software : Editor Part 2

Simulator

Emulator

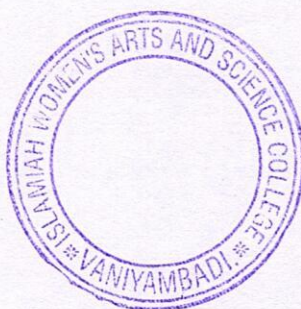
Programming Languages


Control Panel Settings

Week 10 Instruction Set of 8086/8088 Microprocessor Part 1

Instruction Set of 8086/8088 Microprocessor Part 2

Instruction Set of 8086/8088 Microprocessor Part 3




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Instruction Set of 8



Processor Part 4

Instruction Set of 8

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 Week 11 Keyboard Controller About Swayam (<https://swayam.gov.in/about>) | All Courses |
 ()

Interrupt & DMA Controller

Clock Generator & Bus Controller

Math Co-processor

Hard Disk Drive and Controller

Week 12 Display Controller

Serial Interface Part-1

Serial Interface, Part-2

Parallel Interface & Printer Port

Universal Serial Bus (USB)

Books and references

- Tanenbaum A.S.: Structured Computer Organization, EEE, Prentice hall India, 5th Edition.
- Stallings W.: Computer Organization & Architecture, Prentice hall India, 5th Edition.
- Rajaraman V.: Fundamentals of Computers, EEE, Prentice Hall India.
- Kamra A. and Bhambri P (2008): Computer Peripherals and Interfaces, Technical Publication, Pune.
- "IBM PC and Clones- hardware Troubleshooting & Maintenance", B. Govindrajalu, Tata McGraw Hill.
- "The Complete PC Upgrade and Maintenance Guide", 16th edition, Mark Minasi, Wiley India.
- "Hardware Bible, Premier Edition", Winn L Rosch, Techmedia.

Instructor bio



Sanjay Tanwani
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Prof. Sanjay Tanwani

Devi Ahilya Viswavidyalaya, Indore

Prof. Sanjay Tanwani, Professor & Head, School of Computer Science & Information Technology, Devi Ahilya Vishwavidyalaya, Indore, has experience of 30 years in teaching, research and programming. He also worked in industry, done consultancy & development work for package based software like 'Thermal Simulation of buildings' and contributed in the development of various softwares, like examination system, payroll system, and entrance examinations for the Devi Ahilya Vishwavidyalaya, Indore.

SYLLABUS - SOFT SKILL DEVELOPMENT

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INTENDED AUDIENCE :
ideally after class



(<https://swayam.gov.in/>)



(<https://swayamcourse-details/NPTEL>), No restrictions,

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PREREQUISITES : Basic knowledge in communication and a good understanding of English

INDUSTRY SUPPORT : All industries where soft skills are important will recognize the relevance of this course

Summary

Course Status :	Completed
Course Type :	Elective
Duration :	8 weeks
Category :	<ul style="list-style-type: none"> Humanities and Social Sciences
Credit Points :	2
Level :	Undergraduate/Postgraduate
Start Date :	24 Jan 2022
End Date :	18 Mar 2022
Enrollment Ends :	07 Feb 2022
Exam Date :	27 Mar 2022 IST

Note: This exam date is subjected to change based on seat availability. You can check final exam date on your hall ticket.

This is an AICTE approved FDP course

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Course layout



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Week 1:

Communication skills 1: The basics

Topics to be cov

(<https://swayam.gov.in/>)



(https://swayam.gov.in/nc_details/NPTEL)

i. Understanding the communicative environment-I

ii. Understanding the communicative environment-II

iii. What to listen for and why

iv. When to speak and how

v. Starting and sustaining a conversation

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Week 2:

Communication skills 2 : Presentation and interaction

Topics to be covered:

i. What to present and how – I

ii. What to present and how – II

iii. Multimedia presentation: Understanding the basics

iv. Communication styles

v. Speaking in groups

Week 3:

Communication skills 3: Visual, nonverbal and aural communication

Topics to be covered:

i. The world of visual culture

ii. Visual perception

iii. The aural: Its relevance and impact

iv. The body and the way it communicates

v. The face, its expressions and what it says

Week 4:

Interpersonal communication 1: Individuals, groups and cultures

i. Building Relationships

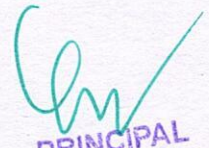
ii. Understanding Group Dynamics-I

iii. Understanding Group Dynamics- II

iv. Groups, Conflicts and their Resolution

v. Social Network, Media and Extending Our Identities




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Week 5:

Interpersonal communication 2: Emotional and social skills

Week 6:

Developing key traits 1: Creativity, critical thinking and problem solving

Week 7:

Developing key traits 2: Motivation, persuasion, negotiation and leadership





(<https://swayam.gov.in/>)



(https://swayam.gov.in/nc_details/NPTEL)

i. Motivating oneself

ii. The art of persuasion

iii. The art of persuasion

iv. From persuasion to negotiation

v. Leadership and motivating others

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Week 8:

Essential and vocational skills: survival strategies

i. Managing time

ii. Managing stress

iii. Resilience

iv. Work-life balance

v. Applying soft-skills to workplace

Books and references

NIL


Instructor bio



Prof. Priyadarshi Patnaik

Priyadarshi Patnaik is a Professor of English and Communication in the Department of Humanities & Social Sciences, IIT Kharagpur. He is also the Secretary, Nehru Museum of Science and Technology, IIT Kharagpur, and Rector's Nominee, Technology Students Gymkhana, IIT Kharagpur. His areas of research include Visual communication, Music and emotion, Communication and culture, Media communication, Translation, and Digital humanities. He has authored and edited more than 14 volumes of text, reference, and creative work. He has a number of research papers, translations, poems, short stories, illustrations and photographs in many national and international journals. He is currently one of the Co-PIs involved with a number of cultural and heritage projects under the MHRD Mega-Project, SandHI.




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SYLLABUS - BIOMEDICAL NANOTECHNOLOGY

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PRE-REQUISITES



in biology.

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 [\(https://swayam.gov.in/nc_details/NPTEL\)](https://swayam.gov.in/nc_details/NPTEL)

Summary

[About Swayam \(https://swayam.gov.in/about\)](https://swayam.gov.in/about) | [All Courses](#) |

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Course Status :	Completed
Course Type :	Elective
Duration :	4 weeks
Category :	<ul style="list-style-type: none"> ◦ Biological Sciences & Bioengineering ◦ Bioengineering
Credit Points :	1
Level :	Undergraduate/Postgraduate
Start Date :	22 Aug 2022
End Date :	16 Sep 2022
Enrollment Ends :	22 Aug 2022
Exam Date :	29 Oct 2022 IST

Note: This exam date is subjected to change based on seat availability. You can check final exam date on your hall ticket.

This is an AICTE approved FDP course

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Course layout

Week 1: Introduction to nano, Nano-biomimicry, Synthesis of nanomaterials by physical and chemical methods, Synthesis of nanomaterials by biological methods, Characterisation of nanomaterials.


Week 2: DNA nanotechnology, Protein & glyco nanotechnology, Lipid nanotechnology, Bio-nanomachines, Carbon nanotube and its bio-applications.

Week 3: Nanomaterials for cancer diagnosis, Nanomaterials for cancer therapy, Nanotechnology in tissue engineering, Nano artificial cells, Nanotechnology in organ printing.

Week 4: Nanotechnology in point-of-care diagnostics, Nanopharmacology & drug targeting, Cellular uptake mechanism of nanomaterials, In vitro methods to study antibacterial and anticancer properties of nanomaterials, Nanotoxicology.

SYLLABUS - IMMUNOLOGY

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 INTENDED AUDIENCE :  (https://swayam.gov.in/)


(https://swayam.gov.in/nc_details/NPTEL)

 PREREQUISITES : Biochemistry, Microbiology, Cell and molecular biology | [About Swayam \(https://swayam.gov.in/about\)](#) | [All Courses](#) |

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INDUSTRIES SUPPORT : Biologics, Biopharma Industry, Vaccine industry

Summary

Course Status :	Completed
Course Type :	Core
Duration :	12 weeks
Category :	<ul style="list-style-type: none"> ◦ Biological Sciences & Bioengineering ◦ Biosciences
Credit Points :	3
Level :	Undergraduate
Start Date :	25 Jul 2022
End Date :	14 Oct 2022
Enrollment Ends :	08 Aug 2022
Exam Date :	29 Oct 2022 IST


Note: This exam date is subjected to change based on seat availability. You can check final exam date on your hall ticket.

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Course layout


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- Week 1:** Introduction to immune System, Immune cell types, Hematopoiesis, B and T lymphocytes, NK cells, Lymphoid organs (primary and secondary)
- Week 2:** Features of/introduction to inflammation, Adaptive immune system, Innate Immune system
- Week 3:** Antibody structure, Generation of antibody diversity
- Week 4:** Generation of antibody diversity and TCR rearrangement
- Week 5:** Major histocompatibility complex, Antigen presentation, APCs



Week 6: Immunity, ELISA (Sandwich), Immuno-blotting, flow cytometry.

Week 7: T-cell activation, positive selection, co-stimulatory molecules (https://swayam.gov.in/nc_details/NPTEL)

Week 8: Humoral immunity, cell-mediated immunity, T cell subtypes: Th1, Th2, Th17, Tregs etc.

Week 9: B-cell maturation/activation, BCR signaling, memory B and T cells | [About Swayam \(https://swayam.gov.in/about\)](https://swayam.gov.in/about) | All Courses | 0

Week 10: Pro-inflammatory and anti-inflammatory cytokines, cell polarization/Complement activation (classical/alternate), hypersensitivity

Week 11: Autoimmunity, host vs graft reaction

Week 12: Active immunization Vaccines, Vaccine production, passive immunization, polyclonal and monoclonal antibodies

Books and references

1. Janeway's Immunobiology by K. Murphy, P. Travers and M. Walport, Publisher: Garland Science.
2. Kuby Immunology Paperback by Thomas J. Kindt, Barbara A. Osborne and Richard Goldsby. Publisher: W. H. Freeman
3. Cellular and Molecular Immunology by Drs. Abul K. Abbas, Andrew H. H. Lichtman, and Shiv Pillai Publisher: Elsevier India

Instructor bio




Prof. Sudip Kumar Ghosh

IIT Kharagpur

Prof. Sudip Kumar Ghosh is a Professor and former Head of the Department of Biotechnology and Prof-in-Charge, Advanced Laboratory for Plant Genetic Engineering, IIT Kharagpur. With a Bachelor degree in Chemistry major and Master degree in Biochemistry, Dr. Ghosh joined the Department of Biochemistry, Bose Institute, as a PhD student in Biochemistry. After his doctoral studies, he did his post doctorate from Harvard University, Boston, USA specializing in Immunology and Molecular Cell Biology. He was a visiting scientist in Harvard University, Boston, USA and visiting faculty in Boston University, Boston, USA. He has joined IIT Kharagpur in the year 2000. He is teaching Immunology and Immunotechnology to B.Tech and M.Tech Students respectively since 2001 at the Department of Biotechnology, IIT Kharagpur. Prof. Ghosh has acquired theoretical knowledge, technical skill and research experience in the fields of Cell and Molecular Biology, Immunology and Biochemistry. He is a fellow of West Bengal Science Academy.






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SYLLABUS - ANDROID MOBILE APPLICATION DEVELOPMENT

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Duration :	12 weeks (https://swayam.gov.in/)			(https://swayam.gov.in/nc_details/IGNOU)
Category :	• Multidisciplinary			
Credit Points :	About Swayam (https://swayam.gov.in/about) All Courses			0
Level :	Certificate			
Start Date :	01 Sep 2021			
End Date :	31 Jan 2022			
Enrollment Ends :	30 Oct 2021			
Exam Date :				

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(https://www.addtoany.com/share?url=https%3A%2F%2Fonlinecourses.swayam2.ac.in%2Fnou21_ge41%2Fpreview&title=Android%20Mobile%20Application%20Development%20%20Course)

Page Visits

22066



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Course layout

WEEK	TOPIC
Week-1	Android Software Development, building a sample Android application using Android Studio.
Week-2	Android Project Structure, Android Manifest File and its common settings.
Week-3	Activities, Services, Intents.
Week-4	Permissions, Application resources.
Week-5	Basic User Interface Screen elements, Designing User Interfaces with Layouts.
Week-6	Using Content Providers, Handling Persisting Data.
Week-7	JSON Web Service.
Week-8	Gallery, drawing 2D and 3D Graphics and Multimedia, Drawing and Working with Animation.
Week-9	Networking, Telephony and Location, Android Networking, Web and Telephony API.
Week-10	Search, Location and Mapping, Communication, Identity, Sync and social media.
Week-11	Sensor and Hardware Programming.
Week-12	Publishing Android Application.

SYLLABUS - SALES AND DISTRIBUTION MANAGEMENT

[RETURN TO HOME PAGE](#)

Duration :	8 weeks	(https://swayam.gov.in/)	(https://swayam.gov.in/nc_details/NPTEL)
Category :			
	<ul style="list-style-type: none"> Management Studies 		
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> About Swayam (https://swayam.gov.in/about) All Courses Marketing 		0
Credit Points :	2		
Level :	Undergraduate/Postgraduate		
Start Date :	21 Feb 2022		
End Date :	15 Apr 2022		
Enrollment Ends :	21 Feb 2022		
Exam Date :	23 Apr 2022 IST		

Note: This exam date is subjected to change based on seat availability. You can check final exam date on your hall ticket.

This is an AICTE approved FDP course

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(https://www.addtoany.com/share?url=https%3A%2F%2Fonlinecourses.nptel.ac.in%2Fnoc22_mg46%2Fpreview&title=Sales%20And%20Distribution%20Management%20-%20Course)

Course layout

Week 1 : Introduction to Sales Management

Week 2 : Determining Sales related Marketing Policies-Sales Organization; Sales Department Relations

Week 3 : Sales Organization; Sales Department Relations Planning, Sales Forecasting and Budgeting

Week 4 : Buyer-Seller Dyads Diversity of Personal-selling Situations Theories of Selling

Week 5 : The Selling Process-Sales Force Management

Week 6 : Sales Force Management

Week 7 : Management of Sales Territory & Management of Sales Quota

Week 8 : The Sales Budget , Sales Control-Distribution Channel Management

Books and references

Text Books / Basic Material • Sales Management: Decisions, Strategies and Cases, Still, Cundiff & Govoni, Pearson Education.

Instructor bio



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SYLLABUS - GLOBAL MARKETING MANAGEMENT

[RETURN TO HOME PAGE](#)

Summary


[\(https://swayam.gov.in/\)](https://swayam.gov.in/)

 [\(https://swayam.gov.in/nc_details/NPTEL\)](https://swayam.gov.in/nc_details/NPTEL)

Course Status :	About Swayam (https://swayam.gov.in/about) All Courses	0
Course Type :	Elective	
Duration :	8 weeks	
Category :	<ul style="list-style-type: none"> Management Studies Marketing 	
Credit Points :	2	
Level :	Undergraduate/Postgraduate	
Start Date :	21 Feb 2022	
End Date :	15 Apr 2022	
Enrollment Ends :	21 Feb 2022	
Exam Date :	24 Apr 2022 IST	

Note: This exam date is subjected to change based on seat availability. You can check final exam date on your hall ticket.

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Course layout

Week 1 : Globalization, Global Economic Environment

Week 2 : Financial Environment, Cultural Issues Buying Behavior, Political/Legal Environment

Week 3 : Global Marketing Research, Global Segmentation and Positioning

Week 4 : Global Marketing Strategies, Global Market Entry Modes, Global Product Development

Week 5 : Marketing Products and Services, Global Pricing

Week 6 : Communicating with the World Consumer, Sales Management, Global Logistics and Distribution

Week 7 : Export/Import Management, Planning, Organization, and Control of Global Marketing Operations

Week 8 : Marketing in Emerging Markets, Global Marketing and the Internet

SYLLABUS - LEADERSHIP

[RETURN TO HOME PAGE](#)
Summary

[\(https://swayam.gov.in/\)](https://swayam.gov.in/)

 [\(https://swayam.gov.in/nc_details/NPTEL\)](https://swayam.gov.in/nc_details/NPTEL)

Course Status: [About Swayam \(https://swayam.gov.in/about\)](https://swayam.gov.in/about) | [Completed](#) | [All Courses](#) | 0

Course Type : Core

Duration : 4 weeks

Category :

- Management Studies

Credit Points : 1

Level : Undergraduate/Postgraduate

Start Date : 24 Jan 2022

End Date : 18 Feb 2022

Enrollment Ends : 07 Feb 2022

Exam Date : 27 Mar 2022 IST

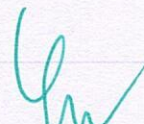
Note: This exam date is subjected to change based on seat availability. You can check final exam date on your hall ticket.

This is an AICTE approved FDP course

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Course layout

Week 1: Introduction to Leadership: Functions; Leadership Roles: Leaders Vs Managers: Theories

Week 2: Leadership Styles: Effective Vs Successful Managers; Leadership Styles: Adaptation - Studies / Case: "From Sindhi to Siddhi" (Part - I); Leadership Behaviour: Emergence: Leadership and Trust; Case: "From Sindhi to Siddhi (Part-II)"/ Transformation Leadership.

Week 3: Leadership Skills: Leadership and Management; Case: The DVC story - A First Person Account Leadership in Action - (Part - I) Competencies and Skills of Leaders: Issues in Organizational Leadership; Case: The DVC Story - A First Person Account; Leadership in Action Part - II

Week 4: Self Regulating - The Key to Institution Building; Framework of institution Building; Case: "Rai Bahadur Mohan Singh Oberoi" (Part - I); Issues in Institution Building; Case: Rai Bahadur Mohan Singh Oberoi (Part-II)

SYLLABUS

ONLINE SOFTSKILLS TRAINING ON INTERVIEW READINE

[RETURN TO HOME PAGE](#)

Course Layout


[\(https://swayam.gov.in/\)](https://swayam.gov.in/)

 [\(https://swayam.gov.in/nc_details/NPTEL\)](https://swayam.gov.in/nc_details/NPTEL)

Week 1: Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development
[About Swayam \(https://swayam.gov.in/about\)](https://swayam.gov.in/about) | [All Courses](#) | 0

Week 2: Positive Thinking, Telephonic Communication Skills, Communicating without Words, Paralanguage

Week 3: Proxemics, Haptics: The Language of Touch, Meta-communication, Listening Skills, Types of Listening

Week 4: Negotiation Skills, Culture as Communication, Organizational Communication

Week 5: Communication Breakdown, Advanced Writing Skills, Principles of Business Writing

Week 6: Business Letters, Business Letters: Format and Style, Types of Business Letter

Week 7: Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data

Week 8: Structure of Report, Report Style, Group Communication Skills

Week 9: Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics

Week 10: Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation

Week 11: Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing: Effective Résumé,

Week 12: Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar

Books and references

1. Butterfield, Jeff. Soft Skills for Everyone. New Delhi: Cengage Learning. 2010.
2. Chauhan, G.S. and Sangeeta Sharma. Soft Skills. New Delhi: Wiley. 2016.
3. Goleman, Daniel. Working with Emotional Intelligence. London: Bantam Books. 1998.
4. Hall, Calvin S. et al. Theories of Personality. New Delhi: Wiley. rpt. 2011.
5. Holtz, Shel. Corporate Conversations. New Delhi: PHI. 2007.
6. Kumar, Sanajy and Pushp Lata. Communication Skills. New Delhi: OUP. 2011.
7. Lucas, Stephen E. The Art of Public Speaking. McGraw-Hill Book Co. International Edition, 11th Ed. 2014.
8. Penrose, John M., et al. Business Communication for Managers. New Delhi: Thomson South Western. 2007.
9. Sharma, R.C. and Krishna Mohan. Business Correspondence and Report Writing. New Delhi: TMH. 2016.
10. Sharma, Sangeeta and Binod Mishra. Communication Skills for Engineers and Scientists. New Delhi: PHI Learning. 2009, 6th Reprint 2015.
11. Thorpe, Edgar and Showick Thorpe. Winning at Interviews. Pearson Education. 2004.
12. Turk, Christopher. Effective Speaking. South Asia Division: Taylor & Francis. 1985.

Instructor bio



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CIRCULAR

IWC/CIR/150B/21-22

25.02.2022

This is to inform you all the Faculty members that the Department of Urdu organizes "Islamic Studies Certificate Course" of 30 Hours during March & April 2022 to the II Year Urdu Students. All the Faculty members are requested to inform the Urdu students.

By Order

Copy to

1. Secretary and Correspondent
2. Heads of the department




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DEPARTMENT OF URDU

SYLLABUS OF MORAL CLASS ON ISLAMIC STUDIES COURSE 2021-2022

Objectives: To provide the basic knowledge of Islam and to teach them the good morals and values.

- Thirty Hours will be allotted for this certificate course.

TITLE:

Unit 1: Shahada; faith

Unit 2: Salath; prayer

Unit 3: Zakah; charity

Unit 4: Sawm; fasting

Unit 5: Hajj; pilgrimage

Unit 6: Halal & Haram

Unit 7: Conduct, Character & Behaviour

RECOMMENDED TEXT: Risal e Deeniyath



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Telefax : +91 4174 - 235 266, E-mail : principalwac@gmail.com

Date : 25.02.2022

CIRCULAR

IWC/ CIR/150A/ 21-22

This is to inform you all that the Department of Tamil is conducting a certificate course on "Moral Value" during this academic year 01.03.2022 to 20.04.2022. The duration of the course was 30 hours. All the faculty members are requested to inform all the UG II Year students, who are taking Tamil as language paper.

By Order

Principal

Copy to :

1. Secretary and Correspondent.
2. Head of the Department

Principal

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சுற்றறிக்கை

IWC/ CIR/150A/ 21-22

தேதி: 25.02.2022

வணக்கம் நம் கல்லூரி மாணவிகளுக்கு தமிழ்த் துறை சார்பாக நீதி போதனை வகுப்புகள் மார்ச் 01.03.2022 ஆம் தேதி முதல் ஏப்ரல் 20.04.2022 வரை நடைபெற இருப்பதால் தமிழ் படிக்கும் இரண்டாமாண்டு மாணவிகள் இந்நாட்களில் 1.30 மணிக்கு கல்லூரிக் கலையரங்கத்தில் வந்து சேருமாறு அனைத்து வகுப்பு ஆசிரியர்களும், மாணவிகளுக்கு தெரிவிக்கும்படி கேட்டுக்கொள்கிறோம்.

M. Sivan

தமிழ்த் துறைத் தலைவர்

HEAD OF THE DEPARTMENT
DEPARTMENT OF TAMIL
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முதல்வர்
25/2/22

Principal
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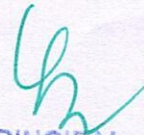
நீதிபோதனை வகுப்பு 2022 – 2023

30 மணி நேரம்

பாடத்திட்டம்

1. உழைப்பே உயர்வு தரும்
2. முயற்சி திருவினையாக்கும்
3. உயிர் காப்பான் தோழன்
4. அறிவே பலம்
5. பொது அறிவுக் கேள்விகள்
6. தன்னம்பிக்கையே வாழ்வியல் இலட்சியம்
7. இராமாயண – மகாபாரதக் கதைகள்
8. திருக்குறள் காட்டும் வாழ்வியல் கூறுகள்
9. விவேகானந்தர் சிந்தனைகள்
10. பெற்றோரை பேணிக்காக்கும் வழிமுறைகள்




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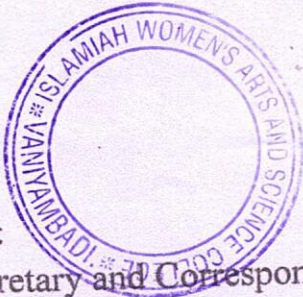
CIRCULAR

IWC/CIR/114A/21-22

24.11.2021

This is to inform all that the Department of Interior Design & Décor is organizing Certificate Course on "Printing Techniques for Soft Furnishing" for All I Year UG students from 1st December 2021 to 11th December 2021, By Department of Interior Design & Decor Staff Members Ms.S.Nagasudha, Ms.V.Sathya, Ms.D.Anandhi & Ms. S.Kanimozhi. The students will be benefited with the certificate course. Interested students can contact Ms.S.Kanimozhi, Assistant Professor Department of Interior Design and Decor.

By Order



Copy to:

1. Secretary and Correspondent
2. Heads of the Department

Principal

Principal

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ISLAMIAH WOMEN'S ART AND SCIENCE COLLEGE

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DEPARTMENT OF INTERIOR DESIGN & DÉCOR

SYLLABUS

CERTIFICATE COURSE – PRINTING TECHNIQUES FOR SOFT FURNISHINGS

HOURS: 30HRS

Unit 1:

Printing Techniques – Meaning, Application of Printing Techniques in Fabric, Uses in Soft furnishings Interior – Cushion Cover, Curtain, and Bed linen etc.

Unit 2:

Types of Printing – Block Printing, Stencil Printing, Screen Printing, Tie and Dye Techniques in Printing.

Unit 3:

Process of Printing Techniques – Block Printing - Material Required, Steps in block printing, Application of block printing on soft furnishings.

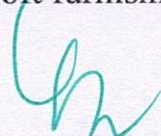
Unit 4:

Process of Printing Techniques – Stencil Printing. Material Required, Steps in stencil printing, Application of stencil printing on soft furnishings.

Unit 5:

Process of Printing Techniques –Screen Printing. Material Required, Steps in Screen printing, Application of Screen printing on soft furnishings.




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Telefax : +91 4174 - 235 266, E-mail : principalwc@gmail.com

CIRCULAR

IWC/CIR/53A/23-24

14.02.2022

This is to inform the students and staff of our college that **PG Department of Computer Science** organizes 30 hour Certificate Course for all UG Departments on the topic "**Office Automation**" the Certificate Course starts from 23.02.2022 to 05.03.2022. Sessions will be conducted for 3 hour per day. All the students of UG Departments are requested to enroll for this Certificate Course and get benefit.

By Order

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 Phone: 04174 – 235266

SYLLABUS

Course Duration = Minimum 30 Hrs

Course Code	Course Title	Duration	Exam (Hrs)	Credit	Marks
U18CSOA22	OFFICE AUTOMATION	30 Hours	3	3	100

Objectives:

- Understand the basics of computer systems and its components.
- Understand and apply the basic concepts of a word processing package.
- Understand and apply the basic concepts of electronic spreadsheet software.
- Understand and apply the basic concepts of database management system.
- Understand and create a presentation using PowerPoint tool.


Unit I

Introductory concepts: Hardware and Software - Memory unit – CPU-Input Devices: Key board, Mouse and Scanner. Output devices: Monitor, Printer. Introduction to Operating systems - Introduction to Programming Languages.

Unit II

Word Processing: File menu operations - Editing text – tools, formatting, bullets and numbering - Spell Checker - Document formatting – Paragraph alignment, indentation, headers and footers, printing – Preview, options, merge.




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Unit III

Spreadsheets: Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying

Unit IV

Charts – creating, formatting and printing, analysis tables, preparation of financial statements, introduction to data analytics.

Unit V

Power point: Introduction to Power point - Features – Understanding slide typecasting & viewing slides – creating slide shows. Applying special object – including objects & pictures – Slide transition – Animation effects, audio inclusion, timers.

Lab Experiments:

1. Implement Bio data
2. To create students detail using excel
3. To implement header and footer
4. To create bar-charts of student's detail
5. To create Power point presentation

Textbooks and Reference books


1. Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw-Hill.

Approved by BOS for Certificate Courses:

1. Ms. A.Salma – HOD, PG Department of CS
2. Ms. M. MEENAZ BANU – HOD, PG Research Department of English
3. Ms. M.ESWARI – HOD, PG Department of NFSM&D
4. Ms. L.JAGADEESWARI – HOD, Department of Mathematics
5. Ms. S.ARUNA – HOD, Department of Bio Chemistry
6. Ms. A. KALPANA – HOD, Department of Zoology

Note: Study material in the form of objectives type question answers must be provided to the students. Exams will be conducted.




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