



St. Joseph's College of Arts & Science (Autonomous)
Cuddalore – 607 001, Tamil Nadu.

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VALUE ADDED COURSES

SYLLABUS OF ALL COURSES

Total Number of Courses: 44

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS), CUDDALORE - 607001**

List of Value-Added Courses offered between 2019-2020 and 2023-2024

S. No.	Title of the Course	Course code
1.	Basic English for Competitive Examinations	VAEN01
2.	Oodahakkalai	VATM02
3.	History of India for Competitive Exam	VAH102
4.	Quantitative Aptitude for Competitive Exam	VAMT02
5.	LaTeX	VAMT01
6.	Basic Analytical Techniques	VACH02
7.	Water Quality Analysis	VABC01
8.	Food Testing and Analysis	VABC02
9.	Immunological Tests for Clinical Labs	VAMB02
10.	Mushroom Cultivation Techniques	VAZ101
11.	Hardware Troubleshooting	VACS01
12.	Professional Competencies	VACA03
13.	Innovation And Entrepreneurship Management	VACM07
14.	Start-Up Plan Preparation & Appraisal	VABM04
15.	Event Management	VABM01
16.	Fundamentals of Forex Trading	VABA(CA)07
17.	Personal Finance Management	VABA(CA)08
18.	NGO Management	VASW02
19.	Statistical Analysis Using Excel Data Sheet	VAST01
20.	பேச்சுக்கலை (The Art of Speaking)	VATM01
21.	Skill and Techniques of Photography	VAPH02
22.	Digital Marketing	VACM06
23.	Professional Development	VABM03
24.	Tourism Management	VABM04
25.	Small Business Management	VABA(CA)05
26.	Business Opportunities in Organic Products	VABA(CA)06
27.	MS-Office (MS-Word, MS-Excel, MS-Power Point)	VACS02
28.	Infectious diseases and their prevention	VAMB03
29.	E-Filing in Business	VACM04
30.	Micro and Small Business Management	VACM05
31.	Wiring And Repairing Domestic Appliances	VAPH01

32.	Advanced Web Development Technology	VACA01
33.	Immunological Tests for Clinical Labs	VAMB01
34.	Vermicomposting Technology	VAZL02
35.	Inventory Management	VACM03
36.	Supply Chain Management	VABM02
37.	Business Analyst Model	VABA(CA)03
38.	Livelihood Welfare Schemes on Agriculturist	VAEC01
39.	Child Care	VAPY01
40.	Biostatistics	VAST02
41.	Mobile Servicing	VACA02
42.	Food Safety and Regulations	VAMB01
43.	Fundamentals of Securities Market	VABA(CA)01
44.	Sharpening the Employability Skills	VABA(CA)02

For all UG Courses	BASIC ENGLISH FOR COMPETITIVE EXAMINATIONS	CODE:VAEN01
OFFERED BY ENGLISH DEPARTMENT		HOURS -30
VALUE ADDED COURSE		CREDIT

OBJECTIVES:

- ❖ To prepare the students for Competitive Examinations
- ❖ To standardize the students in Basic English Grammar

Course Outcomes:

At the end of the course students

CO1: To attain standardisation in the basic English grammar.

CO2: Grasps the idea of competitive examination.

CO3: Able to distinguish the language and cultural barriers.

CO4: To comprehend the societal issues.

CO5: To develop the employability skill.

SEMESTER I	course code : VAEN01						COURSE TITLE: BASIC ENGLISH FOR COMPETITIVE EXAMINATIONS						HOURS 30	CRE DIT S: -
CO	Programme out come						Programme & papers out come							Mean score
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O 1	PS O 2	PS O 3	PS O 4	PS O 5	PS O 6	PSO S 8 C 7		
CO1	5	5	5	5	5	4	5	5	4	3	4	5	3	4.3
CO2	5	5	5	4	5	5	4	4	3	5	4	3	5	4.3
CO3	4	5	5	5	5	5	4	5	5	5	3	5	3	4.5
CO4	5	5	5	4	4	5	5	5	3	5	4	4	5	4.5
CO5	5	5	5	5	4	4	5	5	3	4	5	4	4	4.4
Mean overall score														4.4

Result : The score of this course 4.4 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

The Value shows that course has **VERY HIGH** association with programme outcomes and programme specific outcomes.

UNIT – I (6 HOURS)
❖ Phrasal Verb
❖ Question Tag

UNIT – II (6 HOURS)
❖ Sentence Completion
❖ Idioms

UNIT – III (6 HOURS)
❖ Usage of Prepositions and Articles
❖ Error Spotting

UNIT – IV (6 HOURS)
❖ Misspelt Words
❖ “If” Clause

UNIT – V (6 HOURS)
❖ Rearrange the Sentences
❖ Reading Comprehension

TEXT BOOKS:

1. Bhatnagar, R. P. and Rajul Bhargava. *English for Competitive Examinations*. Macmillan India Limited: Chennai, 2005. Print.
2. Malathi, et al. *Functional English*. New Century Book House (P) LTD.: Chennai, 2008. Print.
3. Sethulatha. R. *Idioms and Phrases*. Shakespeare Publications: Chennai, 2013. Print.

REFERENCE BOOK:

1. Sommasundram, S.T. *Improve Your English*. Kandavel Publications: Chengalpett, 2014. Print.

Value Added Course - Basic English for Competitive Examinations

Question Pattern

Marks: 50

Time: 2 hours

Section – A

50 MCQ’s covering all the units

50X1=50

2. ஊடகக்கலை பயிற்சி

பாடத்திட்டங்கள்

அலகு 1 - செய்தித்தால்கள் - இதழ்கள்

அலகு 2 - வானொலி

அலகு 3 - தொலைக்காட்சி

அலகு 4 - மின் ஊடகங்கள்

அலகு 5 - இணையப்பயன்பாடு

பயிற்சி

1. ஊடகத்துறைகளுக்கு அழைத்துச் செல்லுதல்
2. பயிற்சி முகாம் ஏற்பாடு செய்தல்
3. இதழ் வெளியிடுதல்.

நூல்கள்

1. ஊடகத்தமிழ்
2. பயன்பாட்டுத்தமிழ்

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS) CUDDALORE – 607001
VALUE ADDED COURSE SYLLABUS
(for the 2023-2024)

DEPARTMENT OF HISTORY	HISTORY OF INDIA FOR COMPETITIVE EXAM	COUSRE CODE
		VAH1101
		TOTAL HOURS:30

OBJECTIVES

- To Identify Indus Valley Civilization, Vedic Period, Religious Development.
- Mauryan Administration And Various Dynasties To Understand The Congenial For The Coming Of The Europeans And The
- Establishment Of Their Settlement.
- To Prepare The Students For Competitive Examination.

UNIT-I

ANCIENT INDIA – Indus Valley Civilization – Vedic Period – Buddhism - Jainism-Mauriyas -Guptas

UNIT-II

MEDIVAL INDIA-Delhi sultanate (Slave, Khilji, Tughlaq, Sayyid, Lodi)- Mughal - Marathas

UNIT-III

MODERN INDIA [1757to1857] - European settlement –General India (William Banting Cornwallis, Lord Ripon) – First independence war.

UNIT-IV

CONTEMPORARY INDIA-Nehru period-Indira Gandhi period-Moraji desai period- Vajpai.

UNIT-V

INDIAN CONSTITUTION -Regulating Act-Pitts India Act, charter Act, Government of Indian Act 1935, Indian independence Act.

REFERENCES

1. V.D.Mahajan, History of Ancient India.
2. K.A.Nilakantasastri, History of India.
3. V.Subramanian, Social Background of India's Administrators.

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607 001

VALUE ADDED COURSE

DEPARTMENT	COURSE TITLE	COURSE CODE
Mathematics	Quantitative Aptitude for competitive exams	VAMT02

Syllabus

(For the Odd Semester of academic year 2019 – 2020).

OBJECTIVES:

1. To strive the skill of problem-solving ability
2. To realize the importance of quantitative aptitude in competitive exams
3. To enhance the time consumption for the execution of a task.

UNIT 1: Number skill

Introduction – Simplification - Powers and roots – surds and indices – Logarithms

UNIT 2: Professional skill

Introduction – Ratio and proportion – Percentages – Averages – Direct & indirect proportion.

UNIT 3: Time based skill

Introduction – Time and work – Time and distance – Calendars – Clocks.

UNIT 4: Geometric skill

Introduction – Geometry – Plane figures – Geometry – Solid figures – Heights and Distances – Bar graphs – Pie charts – Line graphs.

UNIT 5: Banker's skill

Introduction – Simple interest – Compound interest – Stocks and shares – Banker's discount.

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607 001

VALUE ADDED COURSE

DEPARTMENT	COURSE TITLE	COURSE CODE
Mathematics	LaTeX for competitive exams	VAMT01

Syllabus

(For the Even Semester of academic year 2023 – 2024).

OBJECTIVES:

- ❖ To create understanding of the LaTeX
- ❖ To understand the fundamentals of LaTeX and Utilization
- ❖ Development of typesetting Skills.

Course Structure: The course is equivalent to 4 credits. (1 credits for theory and 2 credits for practical and 1 credit for viva-voce)

Syllabus for LaTeX

Sl. no	Content	Instructional Hours
1	Introduction to LaTeX	1
2	Basic LaTeX notations	1
3	Installation of the software LaTeX	1
4	Understanding LaTeX compilation Basic Syntax, Writing equations Matrix, Tables	2
5	Page Layout Titles, Abstract Chapters, Sections, References, Equation references, citation. List making environments Table of contents, Generating new commands, Figure handling Numbering, List of figures List of tables, Generating index.	3
6	Packages: Geometry, algorithms, Algorithmic graphic, color, title listing,	3
7	Classes: article, book report, slides.	2
8	Applications to: Writing Resume Writing question paper Writing articles/ research papers Presentation using beamer.	3
9	Theory, Practical and exercises based on the above concepts	4

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

CUDDALORE-1

VALUE ADDED COURSE

SYLLABUS (For the year 2023-2024)

B.Sc. (CH)	BASIC ANALYTICAL TECHNIQUES	VACH02
VALUE ADDED COURSE		TOTAL HOURS=30

OBJECTIVE:

To study the basic concept of analytical techniques and provide hands on experience to separate the compounds

COURSE OUTCOMES:

CO1: To enable the student to develop the habit of handling analytical data.

CO2: To learn the principles of basic analytical methods and their applications

UNIT – I

[6 Hrs]

Safety and hygiene in the Chemistry Lab Storage and handling of chemicals, handling of acids, ethers, toxic and poisonous chemicals, antidotes, threshold vapour concentration and first aid procedure. Heating methods, stirring methods filtration techniques.

UNIT – II

[6 Hrs]

Handling of instruments - Rotavapour – simple distillation-double distillation method – Soxhlet apparatus - UV and IR– COD – dissolved oxygen-detection of TDS and EC by conductivity meter

UNIT – III

[6 Hrs]

Chromatography –TLC –preparation – separation of amino acids, organic compounds and plant extract - spotting by iodine chamber, ninhydrin, UV chamber – column chromatography

UNIT – IV

[6 Hrs]

Solution preparation-problems – normality to molarity – molarity to normality – ppm – mass percentage - preparation of normal and molar solutions by dilution

UNIT – V

[6 Hrs]

Preparation of Buffer solution and Buffer tablets – pH detection using litmus paper - pH detection of milk and water sample – detection of alkaloids, tannins, phenols in plant extract

TEXT BOOKS:

1. V.K. Srivastava, K.K. Srivastava, Introduction to Chromatography: Theory and Practice, S. Chand and company, New Delhi, 1987.
2. D.A. Skoog, D.M. West and F.J. Holler, Analytical Chemistry: An Introduction, 5th edition, Saunders college publishing, Philadelphia, 1990.

REFERENCE BOOKS:

1. A.K. Srivastava, P.C. Jain, Chemical Analysis: An Instrumental Approach for B.Sc. Hons. and M.Sc. Classes, S. Chand and company Ltd., Ram Nagar, New Delhi.
2. R. Gopalan, Analytical Chemistry, S. Chand and Co., New Delhi.

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

CUDDALORE-1

PG & RESEARCH DEPARTMENT OF BIOCHEMISTRY

VALUE ADDED COURSE Batch 2023 - 2024

DEPARTMENT	WATER QUALITY ANALYSIS	COURSE CODE
BIOCHEMISTRY		VABC01
		HOURS-30

OBJECTIVES

- To understand the basic parameters of water and the significance of each parameters
- To gain practical skill in water analysis
- Generate employability in companies

UNIT – I Introduction –Water cycle, total availability, water quality, TDS – determination, normal range and the importance. (6 HOURS)

UNIT – II Water hardness, importance and Determination of total hardness (Temporary and permanent hardness) in water samples, Alkalinity and pH of the water sample – determination and the significance (6 HOURS)

UNIT – III Chemical oxygen demand – Definition, determination and the significance. of chloride in different water sources, Estimation of chloride and the significance (6 HOURS)

UNIT – IV Sources of sulphate, nitrate and fluoride in water, determination methods and side effects caused by the excessive level in water. (6 HOURS)

UNIT – V Microbial studies in water – Pathogenic organisms present in water, determination and the health problems associated with microbial contamination in drinking water. (6 HOURS)

TEXT BOOKS

1. Water Quality Analysis Laboratory Methods, National Environmental Engineering Research Institute (NEERI), Nagpur Council of Scientific & Industrial Research, New Delhi, Govt. of India
2. Ananthanarayan and Paniker's Textbook of Microbiology Tenth edition by Reba Kanungo
3. Harold Varley, (1980). Practical Clinical Biochemistry, Volume I and II. 5th Edition. CBS Publishers. New Delhi.

REFERENCE BOOKS

1. 9 Methods to Identify and Detect Microbial Contaminants in Drinking Water-Identifying Future Drinking Water Contaminants -The National Academies Press files

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE-1
PG & RESEARCH DEPARTMENT OF BIOCHEMISTRY
VALUE ADDED COURSE Batch 2023 - 2024**

DEPARTMENT	COURSE TITLE FOOD TESTING AND ANALYSIS	COURSE CODE VABC02
BIOCHEMISTRY		HOURS - 30

LEARNING OBJECTIVES

1. To get basic knowledge on various foods and about adulteration.
2. To understand the adulteration of common foods and their adverse impact on health
3. To comprehend certain skills of detecting adulteration of common foods.
4. To be able to extend their knowledge to other kinds of adulteration, detection and remedies.

UNIT-I – Common Foods and Adulteration: (7hrs)

Common Foods subjected to Adulteration - Adulteration – Definition – Types; Poisonous substances, Foreign matter, Cheap substitutes, Spoiled parts. Adulteration through Food Additives – Intentional and incidental. General Impact on Human Health.

UNIT-II –: Adulteration of Common Foods and Methods of Detection: (8hrs)

Means of Adulteration, Methods of Detection Adulterants in the following Foods; Milk, Oil, Grain, Sugar, Spices and condiments, Processed food, Fruits and vegetables. Additives and Sweetening agents.

FOOD ADULTERATION – PRACTICAL (15 hrs)

I- Detection of Adulterants in Food:

- Adulterants in honey, sugar, rice, turmeric and masala powders
- Detection of foreign resin in asafoetida (hing)
- Detection of papaya seeds in black pepper
- Detection of artificial/water soluble synthetic colours in chilli powder

- Detection of lead chromate in turmeric whole
- Differentiation of common salt and iodised salt
- Detection of sawdust and powdered bran in powdered spices
- Detection of argemone seeds in mustard seeds
- Detection of detergent in milk
- Detection of starch in milk and milk products (khoya, chenna, paneer)
- Detection of artificial colour on green peas
- Adulterants in oil – rancidity and determination of paraffin in oils
- Detection of other oils in coconut oil
- Detection of sugar solution in honey
- Detection of rhodamine B in ragi
- Detection of chalk powder in sugar/pithi sugar/jaggery
- Food preservatives in beverages and curd
- Methods to find the freshness of meat – Temperature, colour, odour, texture
- Methods to find the freshness of chicken – Temperature, colour, odour, texture, Firmness
- Methods to find the freshness of fish - Temperature, Clear Eyes, Colour, Texture, Well Connected Scales
- Methods to find the freshness of Prawn - Temperature, colour, odour, texture
- Testing the purity of ghee - Heat Test, Palm test, Double-boiler method check, Check of vegetable oil, Check of Starch in ghee, HCI test
- Determination of borate in foods

REFERENCES

1. <https://www.grainmart.in/news/fssai-found-28-of-food-samples-adulterated-in-2018-19/>
2. <https://www.indiatoday.in/education-today/gk-current-affairs/story/common-food-adulterants-in-india-1370601-2018-10-19>
3. <https://www.vakilno1.com/slider/protection-consumers-adulteration-food.html>
4. <https://www.fssai.gov.in/knowledge-hub.php?hubname=Book,Report,Manuals>
5. <https://vikaspedia.in/health/health-campaigns/beware-of-adulteration/methods-for-detection-of-common-adulterants-in-food>
6. <https://vikaspedia.in/health/health-campaigns/beware-of-adulteration/quick-tests-for-some-adulterants-in-foods>
7. <https://www.licious.in/blog/food-for-thought/how-to-tell-if-your-meat-is-fresh>

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607 001

PG & RESEARCH DEPARTMENT OF MICROBIOLOGY

VALUE ADDED COURSES

SYLLABUS 2023-2024

Title of the Course : IMMUNOLOGICAL TESTS FOR CLINICAL LABS

Course Code : VAMB02

Duration: 30 hours

1. Blood Grouping
2. ASO Test
3. Widal
4. RPR
5. RA Test
6. VDRL
7. RBC count
8. WBC count
9. Single Radial Immunodiffusion test
10. Double Immunodiffusion test
11. Study of blood smear for cell morphology
12. Differential count
13. ELISA Demo

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE
DEPARTMENT OF ZOOLOGY
VALUE ADDED COURSE

DEPARTMENT	MUSHROOM CULTIVATION TECHNIQUES	COURSE CODE
ZOOLOGY		VAZL01

OBJECTIVES

1. To emphasize the importance of integrating new knowledge of foods.
2. To update the technological innovations of edible mushrooms and improve the self employability.

UNIT – I : INTRODUCTION **(6 Hours)**
 Introduction – Scope – Advantages- General Characters – Types of Mushrooms.

UNIT – II : IDENTIFICATION **(6 Hours)**
 Identification of Edible and Poisonous Mushroom – Mushroom Poisoning.

UNIT – III : CULTURE TECHNIQUES **(6 Hours)**
 Mushroom Culture – Type: Oyster Mushroom (*Pleurotus ostreatus*) – Spawn Production
 Techniques – Bed Preparation – Harvesting.

UNIT – IV : PROCESSING **(6 Hours)**
 Preservation of Mushrooms – Value added mushroom products – Precaution of mushroom cultivation

UNIT – V : ECONOMIC VALUE **(6 Hours)**
 Economic importance – Marketing and self employable aspects of mushroom cultivation-
 practical's

REFERENCES,

1. Kumarasan, V. 2001 : Biotechnology Saras Publication, Nagarcoil.
2. Dubey, R.C.2006 : A text book of Biotechnology, S. Chand & Co, India..
3. Suman, B.C. 2007: Mushroom production, Processing and uses agrobios, India.
4. Pathak, V.N. 2007: Mushroom production and processing Technology – Agrobios, India.
5. Sharma, V.P.2006: Diseases and pests of mushrooms Agrobios, India.



ST. JOSEPHS COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE 607 001.

(Re-accredited by NAAC with 'A' grade- 3rd cycle)

VALUE ADDED COURSE –SYLLABUS

2018-2019

Name of the Department : PG and Research Department of Computer Science

Name of the Course : Hardware Trouble Shooting

Course Code : VACS01

Laptop	
DAY 1	Basic concepts of electrical and electronics PC Architecture Peripheral devices and types
DAY 2	PC Assembling and Disassembling
DAY 3	BIOS Installation of windows 7,8
DAY 4	Installation of windows 10 Basic software installations
DAY 5	PC Troubleshooting No power on, No display problem,etc
DAY 6	Laptop service tools Laptop assembling and disassembling Laptop practical LED and LCD display,battery, keyboard, hard disk, Ram,dvddrive,wificard.adapter
DAY 7	Laptop troubleshooting Adapter related problems Battery related problems LCD related problems Hard disk related problems
DAY 8	Basic electronics Resistor,capacitor,inductor,diode,transistor,mosfet
DAY 9	Soldering and de-soldering practice Electronics –practical
DAY 10	Laptop motherboard concepts Motherboard troubleshooting
Smart Phone	
DAY 11	Cell phone concepts Cellphone service tools & equipments Cellphone components Mic,ear piece,loud speaker,vibrator,sensors,etc
DAY 12	Cellphone assemble and disassemble LCD TOUCH/PA
DAY 13	Cell phone battery Charging connector Sim card, Secret codes,mobile rooting
DAY 14	Cellphone motherboard troubleshooting Jumper setting Password unlock

DAY 15	Troubleshooting Charging problem Network problem Display ,Restartproblem Mic,speaker related problems, software problems
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Signature of the Coordinator



Signature of the HOD

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE 607 001.
VALUE ADDED COURSE
SYLLABUS (2023-2024)

DEPARTMENT	COURSE TITLE	COURSE CODE
PG Department of Computer Applications	PROFESSIONAL COMPETENCIES	VACA03

OBJECTIVES

- To make students to emerge as an invincible persona in corporate.
- To enlighten the students about versatile skills to bring out professional personality from them.

UNIT – I: INTRODUCTION

(6 HOURS)

Candy Introduction -Expectation Setting -Casual Orientation -Motivational Talk – Registration-
Personality Development & Soft Skills - Part 1.

UNIT – II: PERSONALITY DEVELOPMENT

(6 HOURS)

Personality Development & Soft Skills - Part 2-Quantitative Aptitude – Mathematical Problem
Solving.

UNIT – III: QUANTITATIVE APTITUDE

(6 HOURS)

Quantitative Aptitude - TCS NQT specialised programme- Logical Reasoning.

UNIT – IV: PROFESSIONAL DEVELOPMENT

(6 HOURS)

Quantitative Aptitude - English Verbal Ability-Mastering LinkedIn & Resume Building -
Dressing & Grooming.

UNIT – V: CAREER MASTERING

(6 HOURS)

Mock Interview with Corporate FAQs-Best Manager Show -Anchoring & TedEx Shows with Valedictory & Photo Shoot.

REFERENCES

- 1. <https://www.adda247.com>**
- 2. <https://www.oliveboard.in>**
- 3. <https://prepinsta.com>**

**PG AND RESEARCH DEPARTMENT OF COMMERCE
ST JOSEPH'S COLLEGE OF ARTS AND SCIENCE(AUTONOMOUS)
VALUE ADDED COURSE SYLLABUS**

B.COM	INNOVATION AND ENTREPRENEURSHIP MANAGEMENT	VACM07
VAC – VII		HOURS - 30

COURSE OBJECTIVES

- 1.To develop idea generation, creative and innovative skills
- 2.To understand the role and importance of entrepreneurship for economic development

COURSE OUTCOMES

CO 1 Design and Implement innovation strategies in organizations, corporate foresight and technology to detect sources of competitive advantage

CO 2 Examine ethical, environmental and sustainability considerations in business decision-making and practice.

CO 3 Compare and assess business opportunities

CO 4 Develop a plan for implementing entrepreneurial activities in a globalised and competitive environment

CO 5 Evaluate paths to value creation through company formation, social innovation and intellectual property licensing.

UNIT I

6 Hours

Analyzing the Current Business Scenario, Innovation and Creativity- An Introduction, Innovation in Current Environment, Types of Innovation, School of Innovation.

Challenges of Innovation, Steps of Innovation Management, Idea Management System, Divergent V/s Convergent Thinking, Design Thinking and Entrepreneurship

UNIT II

6 Hours

Experimentation in Innovation Management, Idea Championship, Participation for Innovation, Co-creation for Innovation, Proto typing to Incubation. What is a Business Model, Who is an Entrepreneur, Social Entrepreneurship, Blue Ocean Strategy-I, Blue Ocean Strategy-II

UNIT III

6 Hours

Marketing of Innovation, Technology Innovation Process, Technological Innovation Management Planning, Technological Innovation Management Strategies, Technology Forecasting

UNIT IV

6 Hours

Sustainability Innovation and Entrepreneurship, Innovation Sustainable Conditions, Innovation: Context and Pattern, SME'S strategic involvement in sustainable development, Exploration of business models for material efficiency services Management of Innovation, creation of IPR, Management of Innovation, creation of IPR, Types of IPR, Patents and Copyrights, Patents in India

UNIT V

6 Hours

Business Models and value proposition, Business Model Failure: Reasons and Remedies, Incubators : Business Vs Technology, Managing Investor for Innovation , Future markets and Innovation needs for India.

REFERENCE BOOKS.

1. Entrepreneurship & Innovation Management Paperback – 1 December 2009

by R. Gopal (Author), Pradip Manjrekar (Author) S.Chand publication

2. Innovation and Entrepreneurship Paperback – 9 May 2006

by Peter F. Drucker (Author) S.Chand publication

3. Entrepreneurship Skills for New Ventures Paperback – Import, 30 October 2020

by David C. Kimball (Author), Robert N. Lussier (Author)



Dr. A. Radhakrishnan,

Coordinator



Dr. I. Savarimuthu,

Associate Professor & Head

ST. JOESPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2023-2024)

DEPARTMENT OF BANK MANAGEMENT	START UP PLAN PREPARATION AND APPRAISAL	COURSE CODE
		VABM05
		TOTAL HOURS :30

Course Objectives

The objectives of this course are

1. To understand the funding schemes of Entrepreneurship
2. To learn to prepare project report
3. To know about business plan for start-ups.
4. To learn the role of Government in Entrepreneurial Development Programmes
5. To know about loan procedure

Unit 1: Entrepreneurship

Hours: 06

Entrepreneurship- Special Scheme for Entrepreneurs- prepare profile and report of a successful entrepreneur. Visit a bank /financial institution to enquire about various funding schemes and prepare report

Unit II: Prepare project Report

Hours:06

Idea Selection-Selection of the Product/Service - Aspects of a Project - Project Report Contents of a Project Report - Performa of a Project Report for a manufacturing Organization. Prepare project profile and project report based on a selected business idea.

Unit III: Business plan

Hours:06

Various Skills to develop to start small scale industries -Develop entrepreneurial personality to initiate start up and SSI- prepare the budget for the given venture -prepare details of given start up business plan

Unit IV: Marketing strategy

Hours:06

Role of Government in organizing EDPS - Organizations providing EDP in India-Prepare a report on comparison of any two EDP organizations -prepare marketing strategy for selected business.

Unit V: Loan appraisal

Hours:06

Procedure to apply Bank loan-Collect and fill the loan application forms of nationalized banks/ other financial institutions -various documents needed- how to appraise the loan applications of any two institutions,

Course Outcomes

On the successful completion of the course, student will be able

1. To gain knowledge on the funding schemes of Entrepreneurship
2. To learn to prepare project report based on a selection business idea
3. To prepare budget and business plan for start-ups
4. To learn the role of Government in Entrepreneurial Development Programmes and prepare the marketing strategy
5. To know to fill the loan applications of the financial institutions.

Department of Commerce (Bank Management)

Value Added Course

VABM01- Event Management

Objective:

To understand the importance and types of event management

Unit I - Event Management

Event Management- the role of the Event management company- types of events – events characteristics – events designing – elements of events designing

Unit II - Types of event management

Types of event management – corporate events – festive events – seminars, workshops and conferences – concerts /live performance – marketing events – promotional events –MCs and sponsorship

Unit III – Project Management for Events

Traditional Triple Constraints-The Project Management Triangle-Project Control Variables-Rational Unified Process-Critical Chain-Extreme Project Management-Event Chain Methodology-Process-Based Management- Project Control Systems-Project Evaluation.

Unit 1V- Control and Budgeting

Budget Control-Plant Fund Budgets-Guideline and Position Controls-Legislative controls-Budget control.-NPV

Unit V-Event logistics

Design process-Event planning-Audio visual equipment-logistics HQ-VISTA. consulting elements of Event logistics-temporary structure ,barriers, marquees and large tents travel arrangements

ST. JOESPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2023-2024)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	FUNDAMENTALS OF FOREX TRADING	COURSE CODE
		VABA(CA)07
		TOTAL HOURS :30

Objectives

- To learn about the fundamentals of Forex trading.
- To understand about the major currencies of trading system.
- To know about the nature and functioning of Forex market.
- To know about the best platforms of Forex trading in India.

Unit I: Introduction to Forex Trading

Meaning - Definition – Concept – Needs – Benefits – Structure – Participants – Bullish Markets – Bearish Markets – Pending Orders – Leverage and Margin.

Unit II: Trade Systems

Major currencies – Trading with Brokers – Direct dealing – Matching systems.

Unit III: Forex Market Analysis

Fundamental analysis – Key factors influencing – Technical analysis – Sentimental Analysis.

Unit IV :Forex Market Derivatives

Spot Markets – Forward Markets – Future Markets – Option Markets – Swaps Markets.

Unit V :Trading Practical

Trading Plan development – Trading psychology – Demo Trading – Live Trading – Trading practices.

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CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2023-2024)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	PERSONAL FINANCE MANAGEMENT	COURSE CODE
		VABA(CA)08
		TOTAL HOURS :30

Objectives

- ♦ To learn about overview of the Financial Planning.
- ♦ To understand about the Time value of money.
- ♦ To know about the Personal Incomes and Budgets.
- ♦ To set financial goals and develop an investment plan for the future.

Unit-I:Financial Planning

Personal Finance-Meaning- Sources of Income (Active,Passive)- Family budget plan-Measuring your Financial Health- Understanding the Time value of money.

Unit-II:Money Management

Cash and Liquid Asset Management-Using Credit Cards-Using consumer loans-Jewel loan and Personal loan-The Role of Planned Borrowing (Convert debt to Equity) – The Home and Automobile Decision.

Unit-III:Insurance Management

Life Insurance - Health Insurance-Property and Liability Insurance-General Insurance.

Unit-IV: Investment Management

Investment Basics-Conventional Investment (Gold,Land,RD,FD,Post office Schemes)-Modern Investment (Stocks, Mutual Funds, ETF, Bonds)-Crypto Investment-Speculative Investment-Portfolio Management-Green Investments.

Unit-V: Life Term Decisions

Retirement Planning-Providend Fund- Pension Fund-Tax Planning and Strategies.

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CUDDALORE-607 001

VALUE ADDED COURSE

SYLLABUS (For the Year 2023-2024)

PG DEPARTMENT OF SOCIAL WORK	NGO MANAGEMENT	COURSE CODE: VASW02
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OBJECTIVE:

- ❖ To understand the concept of NGO and its Management.
- ❖ To enhance Knowledge on function of NGO through Field based visit to NGOs.

UNIT I

Management: Meaning, Definition, Concepts, Objectives and Functions. NGO's: Meaning, Definition, Concepts, Vision, Mission, Goals, Types, Functions and Approaches. Role of NGO's in Community Development.

UNIT II

Legal - rational structure of Non-profits: Trusts and Societies with Special reference to Trust and Society Registration Acts- Foreign contributions and Regulation Act (FCRA) - Statutory Obligations- Income Tax Exemption (80-G, 12-A, & 35AC): Rules and Regulation - Resource Mobilization: Methods and Techniques of Fund Raising - International, National and Local Levels.

UNIT III

Leadership in the NGO's Context – Practice of Human resources Management in NGO's - Human Resources Management and role of creating change agents – Staffing, recruiting, induction and training- CSR Activities: Definition, concepts and need - Concentration areas of CSR - Role of social workers in CSR- National and International CSR activities: TVS, Infosys and Tata.

UNIT IV

Concept, Meaning, Definition and Types of projects – Projects Implementation and Management: Project Planning Matrix - Project Cycle Management - Identification and Formulation of Details

Projects Report (DPP) with reference to Action AID and Save the Children- Rural Appraisal (PRA): Tools and Techniques, SWOC (Strengths, Weaknesses, Opportunities, and Challenges) Analysis.

UNIT V

3 Field based visits to NGOs in Cuddalore, Villupuram and Pondicherry regions.

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CUDDALORE -1**

VALUE ADDED COURSE SYLLABUS

DEPARTMENT STATISTICS	STATISTICAL ANALYSIS USING EXCEL DATA SHEET For the students admitted from the year 2023-2024	COURSE CODE VAST02 HOURS – 30
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OBJECTIVES

- To create working knowledge with EXCEL
- To acquire skills in creating data base files and their manipulation using EXCEL data sheet
- Ability to work and analyze with statistical technical tools interpreter with EXCEL data sheet

UNIT – I

GRAPHICAL REPRESENTATION

Construction of frequency distribution table for raw data . Graphical representation of data - Simple bar diagram , Multiple bar diagram , Pie chart , Histogram .

UNIT – II

MEASURES OF CENTRAL TENDENCY

Measure of central tendency – Arithmetic Mean, Median and Mode. Measures of Dispersion – Range, Variance, Standard Deviation. Skewness and Kurtosis.

UNIT – III

CORRELATION

Karl Pearson's coefficient of Correlation.

UNIT – IV

REGRESSION

Estimating Regression equations - prediction of variables.

UNIT – V

DESIGN OF EXPERIMENTS

One way classification - Two way classifications.

REFERENCES

1. Statistical analysis with excel for dummies, (2nd edition- 2009), Joseph Schmuller.
Wiley Publishing inc., Canada.
2. Statistical analysis Microsoft Excel 2000, Conrad Carlberg . Pearson Education
Inc., USA.
3. “Statistics (Theory and Practice)” (3rd edition - 1993), Pillai. R. S. N. and Bagavathi.
V. Sultan Chand & Sons, New Delhi.
4. “Fundamentals of Statistics – Volume II” (6th edition - 1990), Goon. A. M., Gupta. M.
K. and Dass Gupta. B, The World Press Private Ltd., Calcutta.

தூய வளனார் கலை மற்றும் அறிவியல் கல்லூரி (தன்னாட்சி) கடலூர்-1
மதிப்புக்கூட்டு பயிற்சி வகுப்பு (VALUE ADDED COURSE)

தமிழ்த்துறை

பேச்சுக்கலை பயிற்சி

Hours=30

2018-2019,

பாடத்திட்டங்கள்:

- அலகு 1 : பேச்சின் அடிப்படைகள் - சிறந்த பேச்சு எது? பேச்சாளர் யார்?
அலகு 2 : பேச்சுத் தயாரிப்பின் முக்கியம் - அவையோரை அனுசரித்து பேசுவது எப்படி?
அலகு 3 : உடல் மூலம் பேசுவது எப்படி - குரல் மூலம் பேசுவது எப்படி?
அலகு 4 : வார்த்தை மூலம் எப்படி சட்டகம் தயார்படுத்தி பேசுவது - பேச்சை குறிப்பு
எடுத்து தொடங்குவதும் முடிப்பதும் எப்படி?
அலகு 5 : பேச்சுப்பயிற்சி - பல்துறைப் போச்சாளர்களை அழைத்து வந்து
பேச்சுச்சொலுதல் - மாணவர்களுக்கு பயிற்சி அளித்தல்.

பயிற்சி :

1. மாணவர்களைப் பல்வேறு தலைப்புகளில் பேசவைத்தல் போச்சாளர்களை
அழைத்து வந்து பேசவைத்தல்.

பார்வை நூல்கள் :

1. பேச்சுக்கலை - கு. ஞானசம்பந்தன்
2. நீங்களும் பேச்சாளராகலாம் - குமரி ஆனந்தன்
3. மேடைப்பேச்சுக் கலை. -டேல் கார்னகி (The Art of public Speaking)

HOD Signat

Christy Bel-F.
Coordinator
Signat.

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

CUDDALORE 607 001.

VALUE ADDED COURSE

SYLLABUS

(for the year 2019-2020)

DEPARTMENT	Skills and Techniques of Photography	COURSE CODE
PHYSICS		VAPH02

OBJECTIVES

- To make the students know about basics skills of Photography and make themselves self employed.

UNIT - I Features of Camera and Types

(5 HOURS)

Introduction to camera and Hardware - Theory of operation and mechanism, Types of Camera, Hardware interface.

UNIT – II Photography

(5 HOURS)

Basics Photography - Old photography, Passport Photography, Family photography, Landscape Photography, Lighting Photography, Natural Photography, Modelling Photography, Mobile Photography.

List of Experiments

(20 HOURS)

- (a) ISO (Sensitivity of Image sensor).
 - Aperture in camera
 - Shutter in camera
 - Lighting & Flash setting in camera
- (a) Mode of scenes setting
 - Colour Temperature setting in camera
 - White balance setting in camera
- (a) Setting Resolution for image
 - Increase and decrease the image Quality
- Types of image format in photography.
- Types of Focus in camera lens (Autofocus and Manual focus).
- (a) Setting camera angle during photography.
 - Setting Lighting position during photography.
- (a) Types of focus
 - Types of frame
- Transfer Image from Camera and save in the computer.
- Image editing (Adobe Photoshop basics)
- File conversion and saving image in different format.

Reference Books

- [1] The Beginner's Photography Guide: The Ultimate Step-by-Step Manual for Getting the Most from your Digital Camera, Chris Gatum, DK Publisher, 2016.
- [2] Digital Photography Complete Course: Learn Everything You Need to Know in 20 Weeks Chris Gatum, DK Publisher, 2014.
- [3] Digital Photography an Introduction, Tom Ang, DK Publisher, 2019.
- [4] Adobe Photoshop: The World'S Best Imaging and Photo Editing Software, Bittu Kumar, V&S Publishers, 2013.

Exam Pattern

Total Marks: 50

Attendance - 10

Assignment – 10

Examination – 30 (Viva Voce)

ST JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
CUDDALOR-1
PG AND RESEARCH DEPARTMENT OF COMMERCE
VALUE ADDED COURSE
SYLLABUS (2023-2024)

B.COM	DIGITAL MARKETING	VACM06
VAC – VI		HOURS - 30

UNIT I Introduction (6Hrs)

Introduction to the concepts of digital marketing. - Digital Vs Real marketing. Digital marketing channels. - Digital marketing procedures, merits and demerits.

UNIT II Creation of Digital Marketing (6Hrs)

Creating initial digital marketing plan. -Content management, - SWOT analysis. Target group analysis.

UNIT III Customer Relationship Management (6Hrs)

Introduction to CRM, CRM platform, CRM models, ERP and EDI.
 Exercise- CRM strategy (Working in group).

UNIT IV E- Marketing (6Hrs)

Introduction to E-marketing, - Introduction of Social Media marketing, - Social Media marketing plan. - Creating a Face book page.

UNIT V Web Analysis (6Hrs)

Introduction to Web analysis, - Web analysis-levels, creating business accounts on YouTube. YouTube Advertising-. YouTube Analysis.
 Google Ad wards-creating accounts.

TEXT BOOKS::

1. *Fundamentals of Digital Marketing* by Puneet Bhatia, second Edition
2. *Digital marketing strategy* by CHAFFEY.D AND ELLIS CHANDWICK-2012
3. *Understanding Digital Marketing* by RYAN.D-2014

REFERENCE BOOKS:

1. *Digital Marketing: Cases from India* by Rajendra Nargundkar and Romi Sainy, Notion Press, Inc
2. *Understanding Digital Marketing: Marketing Strategies for Engaging the Digital Generation* by Damian Ryan, Kogan Page Publisher
3. *Marketing: Moving from Traditional to Digital* by Philip Kotler, Publisher Wiley
4. *Digital Marketing* by Seema Gupta, McGraw Hill Education

**ST.JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), CUDDALORE-
607001**

DEPARTMENT OF COMMERCE (BANK MANAGEMENT)

VALUE ADDED COURSE ON

PROFESSIONAL DEVELOPMENT

Unit I:

Professional Development –meaning – important areas of professional development-
professional ideas-Stages – types of Professional Development Goals.

Unit II:

Professional Development Opportunities –Identification of Opportunities – Professional
Development Plan- Professional Development methods for Entrepreneurs.

Unit III:

Time Management - Meaning – Importance – Time management Skills- Aspects of Time
Management in Professional Management - Organizing Work and Managing time.

Unit IV:

Communication and Presentation skills: Meaning and Elements of Communication –Modes of
communication –Communication Barriers –overcoming communication barriers –Interpersonal
communication & relationship – presentation skills –Handling telephone calls.

Unit V:

Emotional Intelligence: Meaning- Importance and Categories of EI –Need – Emotional
Intelligence Skills – Emotional intelligence in work place- Listening skills –Managing stress.

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CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2023-2024)

DEPARTMENT OF BANK MANAGEMENT	TOURISM MANAGEMENT	COURSE CODE
		VABM04
		TOTAL HOURS :30

OBJECTIVES

- To impart knowledge and understanding to students on tourism management.
- To understand the organizational structure about the tourism management.

Unit - 1 : Tourism: Concepts, definition and historical development, Types of Tourists: tourist, traveler, excursionists, Forms of tourism, Inbound, outbound, domestic and International.

Unit - 2 : Nature and forms of Travel/Tourism, Tourism System; Nature, characteristics and Components of tourism industry, Push - Pull factors in Tourism.

Unit - 3: Motivation for travel, basic travel motivators, early travel motivators, tourism demand, motivation of tourism demand, measuring tourism demand, pattern and characteristics of tourism supply, factor influencing, tourism demand and supply.

Unit - 4: Organization in tourism- need & factors, National Tourist Organization, Role and function of Important Tourism Organizations: **WTO, IATA, PATA, TAAI, WITC**. Seasonality & tourism.

Unit - 5: Impacts of tourism at the destination. Its impact: Socio-cultural; environment and economic. Factors affecting the future of tourism business, Sociology of tourism.

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VALUE ADDED COURSE

SYLLABUS

(For The Year 2022-2023)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	SMALL BUSINESS MANAGEMENT	COURSE CODE
		VABA(CA)05
		TOTAL HOURS :30

Objectives:

- ♦ To learn about the nature of Entrepreneur .
- ♦ To understand about the Entrepreneurship environment and challenges.

Unit I Introduction to Entrepreneur

Definition – Concept – types of entrepreneurs – Entrepreneurial Trait – Roles and Responsibilities of Entrepreneurs in Indian business context – Entrepreneurial Motivation – Entrepreneurial Development Programme.

Unit II Entrepreneurship Environment and Challenges

Entrepreneurship environment: Social – Cultural – Political – Natural – Geographic – Technological – Factors affecting entrepreneurial growth – Globalization and its challenges – Strategies for the development of women entrepreneurs.

Unit III Small Business Management

Small Enterprises – Definition – Classification – Characteristics – Ownership Structures – Steps involved in setting up a small business – Identifying and selecting a good Business opportunity – Market potential analysis – Success in small Business.

Unit IV Most Profitable Small Scale Industries in India

Papads – Incense sticks – Spices – Phenyl or Floor Cleaner – Chips and Snacks – Dairy products – Handloom Industry – Sanitary Napkins – Coconut Oil – Bakery Items.

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CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2022-2023)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	BUSINESS OPPORTUNITIES IN ORGANIC PRODUCTS	COURSE CODE
		VABA(CA)06
		TOTAL HOURS :30

Objectives:

- To learn about the nature of Organic products.
- To understand about the business opportunities in organic products.

Unit –I Organic Products

Meaning-Definition-Nature & Scope-Significance-Merits and Demerits-Difference between Organic Products and inorganic products-opportunities and challenges.

Unit-II Classification of Organic Products

Farming goods-Agricultural goods-Live stock goods-Poultry goods-fish farming goods and others.

Unit-III Business Opportunities

Organic farming- snacks bar-Fertilizers-Health supplements-Baby foods-Incredients-food processing- Ice cream parlor-Milk and dairy products-Jams & Pickles-waste recycling and others.

Unit IV Organic products Marketing

Traditional marketing-Online marketing-Export and Import-Government E-Procuring.

Unit V Training Programs and Others

Program: National program for organic products/APEDA-SWAYAM-Online training on Commercial cultivation-UDEMY.

Schemes: Paramparagat Krishi Vikas Yojana (PKVY),Mission Organic Value Chain Development for North Eastern Region(MOVCDNER), Capital Investment Subsidy Scheme(CISS) under Soil Health Management Scheme, National Mission on Oilseeds and Oil Palm (NMOOP), National Food Security Mission (NFSM)



**ST. JOSEPHS COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE 607 001.**

(Re-accredited by NAAC with 'A' grade- 3rd cycle)

VALUE ADDED COURSE –SYLLABUS


2020-2021

Name of the Department: PG and Research Department of Computer Science

Name of the Course : **MS-Office (MS-Word, MS-Excel, MS-PowerPoint)**

DAY 1	<p><u>Text Basics</u> Introduction to Word Processing and MS-Word, Document creating, formatting Standard toolbar Text Basics Typing the text, Alignment of text Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace</p>
DAY 2	<p><u>Text Formatting and saving file</u> New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Change the Text Case Line spacing, Paragraph spacing Shading text and paragraph Working with Tabs and Indents</p>
DAY 3	<p><u>Working with Objects</u> Shapes, Clipart and Picture, Word Art, Smart Art Change the Order of Objects Inserting Text boxes Inserting Word art Inserting symbols Inserting Chart Inserting Header, Footer, page number</p>
DAY 4	<p><u>Working with bullets and numbered lists</u> Multilevel numbering and Bulleting Creating List Customizing List style Page bordering Page background</p>
DAY 5	<p><u>Working with Tables and Printing</u> Table Formatting Table Styles Alignment option Merge and split option Page Setup, Setting margins Print Preview, Print</p>
DAY 6	<p><u>Introduction to Excel</u> Introduction to Excel interface Understanding rows and columns, Naming Cells Working with excel workbook and sheets Inserting, Deleting, Copying And Moving of Data Cells, Inserting And Deleting Rows & Columns, Copying, inserting, Renaming the sheet of workbook</p>
DAY 7	<p><u>Formatting excel work book:</u> New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Wrap text, Merge and Centre Modifying Columns, Rows & Cells</p>
DAY 8	<p><u>Create Effective Charts to Present Data Visually</u> Inserting Column, Pie chart etc. Create an effective chart with Chart Tool Design, Format, and Layout options Adding chart title</p>

	Changing layouts Chart styles Editing chart data range Editing data series Changing chart
DAY 9	Perform Calculations with Functions & Graphs Creating Simple Formulas Logical Functions Mathematical Functions Creating Graphs A Worksheet Printing of the worksheet, page margin setting and adding header and footer
DAY 10	Sort and filtering data Sort and filtering data Using number filter, Text filter Custom filtering Removing filters from columns Conditional formatting
DAY 11	Creating slides and applying Themes Introduction to MS - power point Inserting new slide Changing layout of slides Duplicating slides Copying and pasting slide Applying themes to the slide layout Changing theme color Slide background Formatting slide background Using slide views
DAY 12	Working with bullets and numbering Multilevel numbering and Bulleting Creating List Page bordering Page background Aligning text Text directions Columns option
DAY 13	Working with Objects & Hyperlinks Inserting Text boxes Inserting shapes, using quick styles Inserting Word art Inserting symbols Inserting Chart Inserting Hyperlinks Inserting Shapes
DAY 14	Animation and Slide Transition & Tables Default Animation, Custom Animation Modify a Default or Custom Animation Working with Tables Table Formatting Table Styles Alignment option Merge and split option Inserting Chart & Graphs
DAY 15	Slide show option Start slide show Start show from the current slide Rehearse timing Creating custom slide show


 Signature of the Coordinator


 Signature of the HOD

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607 001

PG & RESEARCH DEPARTMENT OF MICROBIOLOGY

VALUE ADDED COURSES

SYLLABUS 2023-2024

Title of the course : **INFECTIOUS DISEASES AND THEIR PREVENTION**

Code : VAMB03

Duration: 30 hours

1. Basic Microbiology
2. Immune system
3. Diagnosis of Diseases
4. Concept of treatment
5. Respiratory Tract Infections
6. Gastrointestinal Tract Infections
7. Central Nervous System Infections
8. Urinary Tract Infections
9. Obstetric and Perinatal Infections
10. Sexually Transmitted Infections
11. Waterborne Diseases
12. Airborne Diseases
13. Foodborne Diseases
14. Zoonotic Diseases
15. Vectorborne Diseases
16. Hospital Acquired Infections

Reference Book: Text Book of Microbiology, 9th Edition, 2013. Ananthanarayanan, R and C. K. J. Paniker. Orient Longman Private Ltd., Chennai.

ST JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
CUDDALOR-1
PG AND RESEARCH DEPARTMENT OF COMMERCE
VALUE ADDED COURSE
SYLLABUS (2023-2024)

B.COM	E-FILING IN BUSINESS	VACM04
VAC - IV		HOURS - 30

UNIT I- Conceptual Framework (5 Hours)

Conceptual Framework Meaning of e-filing – Features of e-filing- Difference between e-filing and regular filing - Benefits and Limitations of e-filing – Types of e-filing.

UNIT II - Income Tax and E-filing (5 Hours)

Income Tax and E-filing Introduction to Income Tax – Basic terminology – Types of Assesses – Income Taxable under difference Heads – Basics of Computation of Total Income and Tax Liability – Deductions available from Gross Total Income – PAN — Introduction to Income Tax Portal.

UNIT III - Income Tax and e-filing (10 Hours)

Income Tax and e-filing of ITRs Income Tax e-filing registration – Registration Process – Individuals – Other than Individuals- Meaning of Income Tax Returns (ITRs) -Types of ITRs- - Who should file which ITR: ITR-1; ITR-2; ITR-3; ITR-4; ITR-5; ITR-6 - Due date for filing of Income Tax Returns.

UNIT IV TDS and E-filing of TDS Returns (5 Hours)

TDS and E-filing of TDS Returns Introduction to the concept of TDS – Provisions regarding Returns of TDS – Types of Forms for filing TDS Returns.

UNIT V E-filing of GST Returns (5 Hours)

E-filing of GST Returns Introduction to GST – GSTN Portal – Input-Tax Credit – e-way bills- Benefits of GST – Online GST Registration– Types of GST Returns – Monthly, Quarterly Annual and Final. - Input Tax Credit-Invoices, Credit/Debit Notes - Payment of Tax - Types of e-filing Due Date for filing of GSTRs.

REFERENCE BOOKS:

1. Mehrotra and Goyal Sahitya 2020-21 *Income Tax Law and Accounts*, Bhavan, Publications New Delhi
2. Sarangi G 2020-21 *Goods and Services Tax*, Centtax Publications Pvt. Limited, New Delhi
3. Srinivasan. T 2020-21 *Income Tax Law and Practice*, Vijay Nicloe Imprints Limited, Chennai.

**ST JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
CUDDALORE-1
PG AND RESEARCH DEPARTMENT OF COMMERCE**

B.COM	MICRO AND SMALL BUSINESS	VACM05
VAC - V	MANAGEMENT	HOURS - 30

UNIT-I Basic Principles of MSME (5 Hours)

Basics of Small Business Enterprise - Small Business –Meaning, Definition – Role of Small Business in Economic Development – Reasons for Establishing Small Business – Quality of Small Businessmen.

UNIT –II Character & Behaviour of Small Business Man (5 Hours)

Characteristics of Successful Small Businessmen – Reasons for Failures of Small Business – Different Stages of Small business - small and medium enterprises–Definition, characteristics and their role in economic development, Problems of small–scale industries, Growth of small-scale sector in India.

UNIT -III Institutions Supporting Small Business (7 Hours)

Institutions Supporting Small Business, Central, State and Other Institutional -Technological Up gradation and Institutional facility for SME – Incentives and Subsidies for SME - Setting up a new venture or starting the business through franchising, Location strategy, Preliminary registration with State Directorate of Industries. Financing of Small Enterprises and Agencies that Promote Entrepreneurship Development: Need for financial planning –Types of loan – Financial institutions - SFC, IDBI, NSIC and SIDCO.

UNIT-IV Types of Management (5 Hours)

Production Management – Financial Management – Marketing Management – Strategic Management – Personal Management – and Office Management in Small Business Enterprises.

UNIT-V Global MSME (8 Hours)

Global Opportunities for Small Business -Small Enterprises in International level – Export Documents and Procedures for Small Enterprises – E-commerce and Small Enterprises – Exposure and Observation Visit: Poultry, Sericulture, Courier, Cell Phone Sales and Service, provisional store, Fruit stall.

REFERENCE BOOKS:

1. Barrow C. *The Essence of Small Business*, Prentice Hall of India, New Delhi, 1997.
2. Bedapatai Mohanty, *Economics of Small-Scale Industries*, Ashish, New Delhi, 1986
3. Charantimath P.M., *Entrepreneurship Development and Small Business Enterprises*, Pearson Education, New Delhi, 2006
4. Desai S.S.M., *Industrial Economy of India*, Himalaya Publishers, New Delhi, 1968.
5. Little N.D., Dipack Mazumdar and John M. Page. Jr., *Small Manufacturing Enterprises*, Oxford University Press, London, 1989.

YEAR (Optional)	WIRING AND REPAIRING OF DOMESTIC APPLIANCES	
SEMESTER (Optional)		HRS-30
VAC		

OBJECTIVES:

- To learn the fundamentals of electricity, electrical parameters and testing tool.
- To understand different methods of electricity generation and types of motors.
- To Study the electrical components, symbols, types of circuits and tools
- To Study the various methods of joining conductors and electrical accessories
- To Learn the methods of wiring a house and industry
- To Hands on training on house wiring and troubleshooting the electrical circuits and appliances

UNIT-I:WIRING

(4 Hours)

Wiring accessories

Types of wires-Types of switches-Other accessories like lamp holders, ceiling roses, sockets, fuses- Main boards, Distribution boards, Switch boards- Fuses and fuse materials- MCB & CBs.

Wiring tools and wire joints

Wiring tools-Wire joints- Soldering, taping and termination of wires/joints

Types of House Wiring

CTS wiring, Conduit wiring, Casing capping wiring- Comparison between different wiring methods

Wiring circuits

Simple lamp circuit and bedroom lighting circuits- Stair case wiring, series and parallel circuits-Fluorescent tube light circuit, flashers, moving lights and sodium vapor and mercury vapor lamp circuits Selection of number of sub circuits and selection of wires/cables

Earthing

Necessity of earthing definitions of fundamental terms in earthing like earth, earth lead, earth electrode, earth wire Types of earthing pipe earthing and plate earthing- Specifications of materials used for earthing Measurement of Earth resistance

Safety precautions

Precautions in handling tools Electric shock-First aid on electric shock Precautions to be observed while installing different electric appliances in houses

UNIT-II :SINGLE PHASE MOTOR AND APPLICATIONS

(4 Hours)

Single Phase Motor and applications:

Principle and operation of Single phase Induction Motors- Types of 1-Ph Induction motor capacitor start -capacitor run and their applications

Three Phase Motor and applications:

Working principle of 3-Ph Induction motor- Relations between N_s , no. of poles and supply frequency- Star connection and delta connection-Motor rpm Starters for Induction Motors-Necessity of starter-D.O.L starter-Star/delta starter.

UNIT III - DOMESTIC APPLIANCES

(4 Hours)

Motorized appliances - Construction, working, troubleshooting of electric fans, ceiling fan, table fan - mixer, water pumps.

Heating appliances - Construction, working and troubleshooting of electric room heater, electric stove, Electric Rice cooker-Electric iron, geyser - Hair drier,

Other appliances - Refrigeration and Air conditioning-Basic concept-gas fill up and installation.

List of Experiments (2 Hours per Experiment)

1. Lamp circuits- connection of lamp and socket by separate switches in surface conduit wiring.
2. Practice on simple lamp circuits- connects two lamps in series/parallel in casing capping wiring. .
3. Preparation of main board/distribution board based on sub circuits.
4. A.C. Three Phase Starters like DOL, Star/Delta Starters.
5. Connecting, starting and running of the mixer motor and observe the current and speed at different loads.
6. Dismantling, re-assembling and troubleshooting of Ceiling fan.
7. Dismantling, re-assembling and troubleshooting of Florescent Tube.
8. Dismantling, re-assembling and troubleshooting of automatic electric iron.
9. Imparting Basic skills on re-winding the ceiling fan

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE - 607 001.
VALUE ADDED COURSE
SYLLABUS (2018-2019)

<u>DEPARTMENT</u>	<u>COURSE TITLE</u>	<u>COURSE CODE</u>
PG DEPARTMENT OF COMPUTER APPLICATIONS	ADVANCED WEB DEVELOPMENT TECHNOLOGIES	VACA01

OBJECTIVES

- To learn the principles of effective webpage creation and information architecture.
- Develop skills in project based experience for web development careers.

Unit-1:

(6 HOURS)

HTML Review-The History of HTML-What is HTML?-Tags-Documents- Getting Started-The Road for HTML5-The Browser Wars-What we strive for?-Browser Detection-Feature Detection –Modernizr-Polyfills-Structural Elements-New Form/Input Elements- New Attributes-Canvas - The Future of Graphics on the Web-Simple Shapes-Shape Styles-Complex Shapes-Text & Shadows-Canvas Pitfalls-Canvas & SVG-WebGL- Video and Audio-HTML5 & RIA- Video and audio in the web-How multimedia looks like to a computer?-Video/audio formats and codecs-Controlling your multimedia with javascript-Code example – loop- Video and audio lab-Lab: Video and audio.

Unit-2:

(6 HOURS)

Introduction-Web Storage vs. Cookies-Storage types-Methods and Properties-Events-Introduction-**Geolocation** API-What are Offline Web Pages?-The Manifest File-AppCache API-Connectivity API-What are Offline Web Pages?- The Manifest File-AppCache API-Connectivity API-Web 3.0: the next revolution.-The web is full of plain data-The solution: Microdata-Microdata usage-Microdata tags-The vocabulary-Microdata – case study- Other Microdata tags-Google vocabulary-Javascript API for microdata-HTML5 JavaScript APIs:

overview-Web Sockets-WebWorkers-IndexedDB-Drag-and-Drop-Web Notifications-Other APIs.

Unit-3:

(6 HOURS)

Introducing **CSS3**-What is CSS3?-The History of CSS-Browser Support-Selectors and Pseudo Classes-Attribute Selectors-The Target Pseudo-Class-UI Element States Pseudo-Classes-Negation Pseudo-Class-Structural Pseudo-Classes-Fonts and Text Effects-Fonts on the Web-Font Services-The @font-face Rule-Text Shadow-Word Wrapping.Colours, Gradients, Background Images, and Masks-Colour-The Opacity Property-Backgrounds-background-origin, and background-size- Borders and Box Effects-Image Borders-Rounded Corners-Box Shadow-Transitions, Transforms, and Animations-Transitions and Transforms-Transitions- Layout: Columns and Flexible Box-Layout: Columns and Flexible Box-Flexible Box Model.

Unit-4:

(6 HOURS)

JavaScript : Introduction – Advantage of JavaScript – JavaScript Syntax – data type – Variable – Array – Operator & Expressions – Looping Controls – Function – Dialog Box . Overview - What is jQuery? -- Downloading and installing jQuery -Creating a simple jQuery enabled page Overview of jQuery's features Retrieving Page Content - Using basic jQuery selectors - Using basic jQuery filters - Using jQuery attribute filters - Child, visibility, and content filters - Form selectors and filters - Traversing documents - Understanding jQuery statement chaining Manipulating Page Content - Creating, getting, and setting content - Manipulating attributes - Inserting content - Wrapping, replacing, and removing - content - Working with CSS Working with Events.

Unit-5:

(6 HOURS)

Understanding the **jQuery** event - handling features -Binding and unbinding events - Convenient event helper methods Using the jQuery event object jQuery Animations and Effects Hiding and showing elements Fading elements in and out Sliding elements - Creating custom animations Using the jQuery UI Plug In - Introduction to jQuery- Exploring the jQuery UI widgets- Exploring the jQuery UI effects- Using the jQuery UI ThemeRoller- Downloading and installing jQuery UI Putting It All Together - Overview of the sample web site - Using the accordion widget - Creating an image rotator - Building hover tooltips - Making an image selector- Using the Resizable effect.**User Interface** :Web services - Bootstrap 3 – Bootstrap 4 – Angular js.

Text Books:

1. HTML & CSS : The Complete Reference, Fifth Edition, Thomas Powell, McGraw Hill Education.
2. HTML5-BlackBook, Dreamtechpress, II Edition, Sayun Paul.
3. Learning jQuery, Fourth Edition, Karl Swedberg and Jonathan Chaffer, Packt publishing Limited.
4. Javascript, Stoyan Stefanov, Kumarachetan Sharma, Packt Publication.
5. CSS3 Quick Syntax Reference, Mikael Olsson, Apress publications.
6. "Mastering Bootstrap4", Benjamin Jakobus, Jason Marah, Packt publishing Limited.

Reference Books:

1. Mastering HTML, BPB publication, Laura Lemay, Jennifer Kyrinin.
2. Jon Duckett "Beginning Web Programming" WROX.
3. Javascriptcss, MG martin.
4. The Complete reference, V Edition, McGraw hill Digital, Thomas A. Pouell.
5. Head First jQuery, Ryan Benedetti & Ronan Cranley.
6. Step by step Bootstrap3, Riwanto Megosinarso, Createspace independent Publishing Platform.

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607 001

PG & RESEARCH DEPARTMENT OF MICROBIOLOGY

VALUE ADDED COURSES

SYLLABUS 2023-2024

Title of the Course : IMMUNOLOGICAL TESTS FOR CLINICAL LABS

Course Code : VAMB02

Duration: 30 hours

1. Blood Grouping
2. ASO Test
3. Widal
4. RPR
5. RA Test
6. VDRL
7. RBC count
8. WBC count
9. Single Radial Immunodiffusion test
10. Double Immunodiffusion test
11. Study of blood smear for cell morphology
12. Differential count
13. ELISA Demo

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

CUDDALORE

DEPARTMENT OF ZOOLOGY

VALUE ADDED COURSE

DEPARTMENT	VERMICOMPOSTING	CODE
ZOOLOGY		VAZL02

FOR UG STUDENTS

Unit I: INTRODUCTION

(6 Hours)

Earthworm- structures, Geographical distribution, Classification based on habitat, (i) epigeics, (ii) anecics and (iii) endogeics.

Unit II: IDENTIFICATION

(6 Hours)

i) Cocoon ii) Juvenile iii) Adult iv) Species v) Burrowing vi) Feeding vii) Casting.

Unit III: SPECIES SUITABLE FOR VERMICOMPOSTING

(6 Hours)

Species Advocated for Vermicomposting, Species used in India

Unit IV: CONVENTIONAL STEPS INVOLVED IN VERMICOMPOSTING

(6 Hours)

Steps of vermicomposting set up, Vermibed preparation, Management,

Unit V: VERMICAST

(6 Hours)

Practical –and harvesting techniques of vermicast, Marketing of vermicompost.

REFERENCES:

1. S. Gajalakshmi, Indian Journal of Biotechnology Vol 3, October 2004, pp 486-494.
2. T. Ganesh kumar, Lambert Academic Publishing, 2013.
3. T. Ganesh kumar, Bioresources and Bioprocessing, 2014, 1:26.

**ST JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
CUDDALORE-1
PG AND RESEARCH DEPARTMENT OF COMMERCE**

B.COM	INVENTORY MANAGEMENT	VACM03
VAC - III		HOURS - 30

UNIT-I Introduction to Inventory (5 Hours)

Meaning of inventory –Inventory classification-raw materials, work in progress, and using the 80/20 and ABC classification.

UNIT-II Principles of Material (5 Hours)

Principles of material requirements-planning-and MRPII-Inventory control system.

UNIT-III Lead Time (5 Hours)

Internal and external lead time-and cumulative lead time-Role of inventory in the logistics process and organization.

UNIT-IV Physical Inventories (7 Hours)

Physical inventories and cycle counting-what inventory carry cost includes-How to avoid accumulating excess and obsolete inventory.

UNIT-V Inventory Turnover (5 Hours)

How to use physical inventories and cycle counting-Inventory turnover and other performance measurements.

REFERENCE BOOKS:

1. Prof. Mahadeven,*Production & Operations Management*,IIM Bangalore
2. John Schreibfeder, *Achieving effective inventory management*

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CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2019-2020)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	SUPPLY CHAIN MANAGEMENT	COURSE CODE
		VABACA01
		TOTAL HOURS :30

Objectives:

- To impart knowledge and understanding to students on Supply Chain Management and its relevance to today's business decision making.

UNIT I:

Supply Chain definition – Objectives – Types – Various definitions – Drivers – Need for SCM – SCM as a profession – SCM decisions and skills – Strategy formulation in SCM – Value in Supply Chain – Tradeoffs – CRM Strategy relationship matrix

UNIT II:

Strategic Sourcing – Source evaluation – collaborative perspective – Buyer- Supplier Relationship – Partner Selection – develop of Partnership – importance of inventory – imbalances – uncertainties – inventory costs – inventory turnover ration

UNIT III:

Transportation Selection – Tradeoff – modes of transportation – models for transportation and distribution – factors affecting network effectiveness – 3 PL advantages – Indian transport infrastructure – IT solutions – EDI, e-Commerce, e-Procurement – Bar Coding and RFID technology

UNIT IV:

Critical business processes and information systems – DBMS – benefits of ERP –information system and bull whip effect – SCM software packages – modeling concepts – Vendor analysis model – Coordinated SCM – Simulation modeling- Reverse Vs forward supply chain – types of reverse flows – collaborative SCM's andCPFR –agile systems – sources of variability – characteristics – supplier interface – internal processes

Unit V:

Supply Chain Management and profitability – quality management – mass customization and globalization – ethical Supply Chains – e-business and SCM –Balanced Score Card – Benchmarking, Performance measurement

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2019-2020)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	BUSINESS ANALYST MODEL	COURSE CODE
		VABA03
		TOTAL HOURS :30

Objectives:

- To impart knowledge and understanding to students on Business Analyst.
- To analyse various case studies pertaining to different domains.

UNIT – 1 STATISTICAL TOOLS

Regression – Multiple Regression – Logistic Regression - Forecasting.

UNIT – 2 DATA MINING TECHNIQUES

Clustering – Evaluation of Clustering– Market Basket Analysis

UNIT – 3 R, SAS & MS-EXCEL PROFICIENCY

Reading and writing data in R, Vectors, Frames and Subsets, Code Writing and R code Debugger, Managing and Manipulating Data in SAS, Creating Charts in SAS, Simple Linear Regression in SAS, Multiple Linear Regression in SAS, Data Mining in SA – Formatting of Excel Sheet – Formula Function

UNIT – 4 WEB AND MOBILE ANALYTICS

Exposure to Web and Mobile Analytics with focus on: Text Analytics, Sentiment Analytics, Click Analytics, Google Analytics, Difference between Web and Mobile Analytics

UNIT – 5 CASE STUDIES

Credit Risk Analytics – Financial Domain Case Study, Cross – Sell or Up –Sell – Marketing Domain Case Study, Customer Churn – HR Domain Case Study

Journals for Reference

1. Indian Journal of agricultural Economics.
2. International Journal of Agricultural Research.

Websites for Reference

Government of India (GoI) (2005), *Situation Assessment of Farmers: Some Aspects of Farming*, NSS Report No. 496(59/33/3), National Sample Survey Organization (NSSO), New Delhi.

Government of India (GoI) (2008a), *Eleventh Five Year Plan: 2007/2012*, Planning Commission and Oxford University Press, New Delhi.

Government of India (GoI) (2008b), *Report of the Working Group on Agriculture Research and Education for the Eleventh Five-Year Plan (2007–2012)*, Planning Commission, New Delhi.

Government of India (GoI) (2010a), *Economic Survey 2009–10*, Ministry of Finance and Oxford University Press, New Delhi.

Government of India (GoI) (2010b), *Employment and Unemployment Survey, 2009–10*, Labour Bureau, Ministry of Labour and Employment.

Government of India (GoI) (2011b), "Issues for Approach to the 12th Five Year Plan," power point; available at http://planningcommission.nic.in/plans/planrel/12appdrft/pc_present.pdf, viewed on May 7, 2011.

Dr. P. Murugamani
Course Co-ordinator.

P. B.

Dr. Alice Mathai.

Alice Mathai
HOD.

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

CUDDALORE 607 001.

VALUE ADDED COURSE

SYLLABUS

DEPARTMENT	COURSE TITLE	COURSE CODE
PSYCHOLOGY	CHILD CARE	VAPY01

OBJECTIVES

- To develop an understanding about different aspects of child development from conception to infancy

UNIT – I

(6 HOURS)

Fertilization – Importance of Conception – Prenatal Development - The Period of Prenatal Development

UNIT – II

(6 HOURS)

Hazards throughout prenatal development- Postnatal period – Birth affects postnatal development.

UNIT – III

(6 HOURS)

Characteristics of infancy – Physical development during infancy – Cognitive and linguistic milestones of from birth to six months.

UNIT – IV

(6 HOURS)

Cognitive and linguistic milestones during seven months to one year – Cognitive and linguistic milestone from 13 months to 18 months – Cognitive and linguistic milestones from age 19 months to two years.

UNIT – V

(6 HOURS)

Physical development – Cognitive development – Emotion and Social development – Language – Sensory and Motor development.

REFERENCES

1. Hurlock, E: Developmental Psychology, Tata McGraw Hill Publishing co.
2. Papalia Diane E. Olds, Sally Wedokes, Human Development Tata McGraw Hill Publishing co.
3. 2. Ismai Thamarasseri , Growth and Development , Central University of Kashmir.

**ST.JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)-
CUDDALORE -1**

VALUE ADDED COURSE SYLLABUS

DEPARTMENT STATISTICS	BIOSTATISTICS For the students admitted from the year 2023-2024	COURSE CODE VAST02 HOURS -30
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OBJECTIVES

- To apply statistical techniques for interpreting and drawing conclusion for biological research.
- Ability to work and analyze with statistical technical tools with EXCEL data sheet

UNIT – I

One dimensional diagrams – Simple bar diagram, Subdivided bar diagram, Multiple bar diagram and Percentage bar diagram.

UNIT – II

Two dimensional diagrams – Pie diagram. Graphs of frequency distribution- Histogram, Frequency polygon and Frequency curve.

UNIT – III

Measure of central tendency – Arithmetic Mean, Median and Mode.

UNIT – IV

Measures of Dispersion – Range, Variance, Standard Deviation.

UNIT – V

Karl Pearson's coefficient of Correlation.

REFERENCES

1. Statistical Methods" (32nd edition - 2004), Gupta. S. P., Sultan Chand & Sons, New Delhi
2. Statistical analysis Microsoft Excel 2000, Conrad Carlberg . Pearson Education Inc., USA.

Syllabus

St. Joseph's College of Arts & Science (Autonomous)

PG Department of Computer Applications

Value Added Course- **Mobile Servicing**

VACA102

Total Hours: 30

Syllabus

For The Year(2022-2023)

UNIT1 (Theory : 6Hrs)

Mobile External Parts- Mobile Internal Parts- About Mobile Repairing Tools- Basic of Electronics-About Charger.

UNIT 2(Theory and Practical : 6Hrs)

Keypad Phone Disassembling and Assembling-Smart Phone Disassembling and Assembling-About Multimeter-Keypad Phone battery (Removable)-Voltage Check- Battery Boost-Changing-Smart Phone battery (Non-Removable)-Voltage Check / Testing-BatteryBoost-Change

UNIT 3(Theory and Practical : 6Hrs)

Soldering Handling-Blower Handling-Keypad Phone Speaker-Condition Check-Cleaning / Warming-Change-Smart Phone Speaker-Condition Check-Cleaning / Warming-Changing-Mobile Secret Codes / Testing Codes

UNIT 4(Theory and Practical : 6Hrs)

Keypad Phone Mic - Condition Check-Cleaning / Warming-Change -Smart Phone Mic-Condition Check-Cleaning / Warming-Changing -Keypad Phone Vibrator-Condition Check-Cleaning / Warming-Change-Smart Phone Vibrator-Condition Check-Cleaning / Warming-Changing-Charging Connector - Condition Check -Cleaning / Warming-Changing.

UNIT 5(Theory and Practical : 6Hrs)

Keypad Phone Display-Condition Check-Changing-Smart Phone Display (Combo)-ConditionCheck-Changing-SmartPhoneTouch-ConditionCheck-Changing-Smart Phone Display Glass-Condition Check-Changing-Doubt Clearing Session

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607 001

PG & RESEARCH DEPARTMENT OF MICROBIOLOGY

VALUE ADDED COURSES

SYLLABUS 2023-2024

Title of the Course : FOOD SAFETY AND REGULATIONS

Course Code :VAMB01

Duration: 30 hours

1. Basics of food safety- Food contaminants- Microbial, Chemical and Physical
2. Food Safety a global perspective- CODEX, OIE, IPPC
3. Food Safety and Standards Act, 2006
4. Food safety and standards Rules, 2011- Licensing and registration of food Business
5. (a) Food safety standards of packaging and labelling rules, 2011
(b) Packaging regulation, 2018
6. Food product standards and food additives regulation, 2011
7. Food safety and standards of contaminants, toxins and residues regulation, 2011
8. Food safety and standards of laboratory and sample analysis regulation, 2011
9. Food safety and standards of food recall regulation, 2017
10. Food safety and standards of food safety auditing regulation, 2018

Reference

- Gazette of Food Safety and Standard Act, (2006), Food safety regulations and food safety management. Food safety and standards Authority of India. New Delhi.
- The training manual for food safety regulators (2010). Vol. I, Food safety regulations and food safety management. Food safety and standards Authority of India. New Delhi.
- Gazette of Food Safety and Standard Rule, (2011) Food safety regulations and food safety management. Food safety and standards Authority of India. New Delhi.
- Gazette of Food Safety and Standards (Food Recall, 2017) Food safety regulations and food safety management. Food safety and standards Authority of India. New Delhi.
- Gazette of Food Safety and Standards (Food Safety Auditing, 2018) Food safety regulations and food safety management. Food safety and standards Authority of India. New Delhi.

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2020-2021)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	FUNDAMENTALS OF SECURITIES MARKET	COURSE CODE
		VABA(CA)01
		TOTAL HOURS :30

Objectives:

- To learn about the nature of securities.
- To understand about the functioning of IPO.

UNIT – 1 UNDERSTANDING SECURITIES MARKET

Securities - Securities Market-Securities Markets: Structure and Participants-Role of Securities Markets-Technological advancements in the securities market - Securities: types-Asset allocation and Investment.

UNIT – 2 PRIMARY MARKET

Primary Market: Definition and Functions -Intermediaries in Primary Market - Type of Issues -Type of Issuers-Types of Investors-Regulatory Framework for Primary Markets - - Public Issue Process of equities – Prospectus -Applying to a Public Issue (IPO) - Listing of Shares –Premium and discount listing - Listing gains.

UNIT – 3 SECONDARY MARKET

Secondary Market: Definition and Functions - Intermediaries in secondary market -Market timing - Premarket and post market process – Index – Major index across the world (Asian market, Indian Market, European market, US market) – financial segments - Sectors

UNIT – 4 DEMATERIALIZED ACCOUNT AND TRADING ACCOUNT

Demat Account – Trading Account – Difference between demat and trading account – Buy /Sell Transaction – orders –type of orders – margin – margin shortfall - penalty – settlement-profit & loss calculation - role of broker and brokerage.

UNIT – 5 MARKET REGULATOR, EXCHANGES & OTHER FUNCTIONARIES

Securities and Exchange Board of India (SEBI) – National Stock Exchange (NSE) – Bombay Stock Exchange (BSE) – Multi Commodity Exchange (MCX)-National Securities Depositories Ltd (NSDL) and Central Securities Depositories Ltd (CDSL)

ST. JOESPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

CUDDALORE - 607001

VALUE ADDED COURSE

SYLLABUS

(For The Year 2020-2021)

DEPARTMENT OF BUSINESS ADMINISTRATION (CA)	SHARPENING THE EMPLOYABILITY SKILLS	COURSE CODE
		VABA(CA)02
		TOTAL HOURS :30

OBJECTIVE:

The Objective of this course is to stimulate the students and prepare them to appear for interviews.

Unit-I

Communication Skills: Verbal- Non Verbal- Presentation Skills.

Unit-II

English Literacy: Listening-Reading-Simple writing-Sentence framing-Extempore- Vocabulary building- Role Play- Hot Seat-Treasure hunt-Sharing Information-Singular-Plural.

Unit-III

Interview Skills: Group Discussion – Personal Interview –FAQ- Mock Interview-Resume Building.

Unit-IV

Behavioural Skills: Self awareness and Confidence Building – Social etiquette- Perception.

UNIT –V

IT Literacy: Mails-MS word-MS power point-Mobile Applications – ad ons.