

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

UTHAMAPALAYAM - 625 533



VALUE ADDED COURSES

SYLLABUS

**HAJEE KARUTHA ROWTHIER HOWDIA COLLEGE (AUTONOMOUS),
POST GRADUATE DEPARTMENT OF ZOOLOGY**

VALUE ADDED COURSE

SUBJECT : CERTIFICATE COURSE IN HONEY BEE REARING

COURSE CODE : 19VACZY

COURSE OUTCOMES:

CO1: To study the ultimate goal of honey bee rearing & to know the basic knowledge of apiary, enemies and their eradication methods.

CO2: To promote the conservation strategies and improvement of bee keeping and to increase the knowledge of life cycle of bees and bee culture.

SYLLABUS

UNIT I:

Honey bee- systematic position – kinds of honeybees- Habits and Habitat- population- castes

UNIT II:

Worker Bee: structure of worker bee- Head, Thorax, Abdomen- Functions of worker bee.

UNIT III:

Queen-Structure of Queen-Functions of Queen. Drones- Structure of Drones -Functions of Drones

UNIT IV:

Bee hive or Nest – Bee Language & Communication- Bee Economy-Swarming-absconding- supersedure- Life History- Nuptial Flight and Mating, Development & Caste determination.

UNIT V:

Enemies of bees- economic importance of honey bee- Apiculture- social life in honey bees- Bee Hive /Honey Comb- description of typical Artificial Hive- types of bee hives- bee pasturage- care and management of an apiary. Properties, extraction, preservation & uses of honey. Diseases of honey bees- Bee Poisoning.

REFERENCE BOOKS

A Text Book of Entomology –MS. Nalina Sundari & R.Santhi, MJP Publishers, Chennai.

A Text Book of Economic Zoology Dr.N.Arumugam et al., Saras Publications, Nagerecoil.


Dr. M. Mohamed Meeran,
M.Sc., M.Phil., Ph.D.
Head

**PG Department of Zoology
Hajee Karutha Rowthier Howdia College
Uthamapalayam, Theni District,
TamilNadu, PinCode-625533**

Hajee Karutha Rowther Howdia College (Autonomous)

Uthamapalayam – 625533

Department of English

CERTIFICATE COURSE IN SPOKEN ENGLISH – 19VACEN

SYLLABUS

Course Outcome

- CO – 1** : Integrate pertinent communication strategies to perform efficiently in social and professional spheres.
- CO – 2** : Acquire proficiency in speaking, reading and writing skills.

Unit – I

Reading Comprehension

Unit – II

Common Errors in English

Unit – III

Formal and Informal Situations

Unit – IV

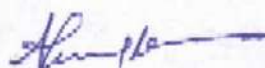
Presentation Skills

Unit – V

Communication Skills

Books Recommended:

- Mohan Krishna, Banerji Meera. **Developing Communication Skills**, Macmillan Publishers, Chennai.
- Townsend Roz. **Presentation Skills for the Upwardly Mobile**, Emerald Publishers, Chennai



HEAD

PG & RESEARCH DEPARTMENT OF ENGLISH
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
UTHAMAPALAYAM, THENI (DT) - 625533

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)

UTTAMAPALYAM-625533

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE SYLLABUS

SALESMANSHIP AND SALES MANAGEMENT

Subject Code -19VACEC

COURSE OUTCOMES

- To familiarize Students about the Fundamentals of personnel selling and theories.
- To understand the role , nature and functions of advertising ,sales management and sales organization.

UNIT: I Introduction to Salesmanship (6 Hours)

Meaning and Definition of Salesmanship-Nature of salesmanship-Objectives of salesmanship-Features of Salesmanship-Types of Salesmanship.

UNIT: II Theories of Selling (6 Hours)

AITDAS theory of selling –Right set of circumstances approach –Buyers formula theory-Behaviour equation theory.

UNIT: III Advertising (6 Hours)

Meaning and definition of advertising Characteristics feature of advertising-Nature of advertising –Scope of advertising- Functions and Limitations of advertising.

UNIT: IV Sales Management (6 Hours)

Definition and Meaning of sales Managements - Objectives of sales management-Functions of sales management-Importance and Elements of sales management.

UNIT: V Sales Organization (6 Hours)

Definition and meaning of sales organization-Importance of sales organization-Need for sales organization –Functions of sales organization –Structure of sales organization-Classifications of sales organization.

BOOKS FOR REFERENCE

- ❖ P.Saravanavel, S.Sumathi, Advertising and Salesmanship, Margham publication, Chennai-17
- ❖ Advertising and sales promotion management, S L Gupta .V.VRatha, Sulthan Chand and sons.
- ❖ Sales promotion and Advertising Management, (6th edition) Himalaya publishing House.
- ❖ Salesmanship and advertising ,Davar.S.K, Himalaya Publishing House

DR. G. RAMANAN, Ph.D.,
Head Economics,
Hajee Karutha Rowther Howdia College,
Uttamapalyam - 625 533.

DEPARTMENT OF HISTORY
CERTIFICATE COURSE
FUNDAMENTALS OF TOURISM – 19VACH1

CO1: To understand the students to basic principles of tourism.

CO2: To explain the various types of tourism and travel Formalities & Regulations.

UNIT – I

Definition – Origin – Basic Components of Tourism – Causes for the Rapid Growth of Tourism – Motivations for Travel.

UNIT – II

Tourism through the Ages – Ancient, Medieval and Modern Period – World Time Differences – Greenwich Mean Time (GMT) – Indian Standard Time (IST).

UNIT – III

Types of Tourism – Regional Tourism – International Tourism – Holiday Tourism – Cultural Tourism – Social Tourism – Business Tourism – Religious Tourism – Health Tourism – Adventure Tourism – Political Tourism – Pleasure Tourism – Eco Tourism.

UNIT – IV

Transportation – Railway – Roadways – Airways – Waterways – Accommodations – Types of Hotels – Locality – Organizations – Economic and Social significant of Tourism.

UNIT – V

Travel Formalities and Regulations – Passport – Visa, Foreign Exchange, Customs and Health Formalities – Immigration, Impact of Tourism – Positive and Negative – Impacts.

Books for Study:

1. Bhatia, A.K., *Tourism Development: Principles & Practices*, Sterling Publishers Private Limited, Second Edition edition, 2019.
2. Dharmaraj, J., *Tourism*, Tensy Publications, Sivakasi, 2016.
3. Bezbaruah, M.P., *Indian Tourism: Beyond the Millennium*, Gyan Publishing House, 1 edition, 2000.
4. Yvette Reisinger, *International Tourism: Cultures and Behavior*, A Butterworth-Heinemann Title, 1 edition, 2009.
5. Robinson, H., *Geography of Tourism (Aspect Geographies)*, Publisher: MacDonald & Evans, 1976.

M. Borku Arundhan
H.O.D. / C

HAJEE KARUTHA ROWTHERHOWDIACOLLEGE(AUTONOMOUS),

UTHAMAPALAYAM.

Department of Information Technology

SubjectName:-DiplomainOfficeAutomation(DOA)

SubjectCode:-19VACCT

CO1: Students would be able to work with documents, spreadsheets and make small presentations.

CO2: To provide an in-depth training in use of office automation and publisher's concepts.

Introduction to word processing:

- Introduction to MS word-features, Creating, Saving and Opening documents in word, interface, toolbars, rulers, menu keyboard shortcuts.
- Editing documents- Moving, Scrolling in a document. Opening multiple documents, windows, editing text selection, inserting and deleting, moving text.
- Previewing document/printing documents- Print a document from the standard toolbars, Printing a document from the menu, Shrinking a document to fit a page, Reduce the number of pages by one.
- Formatting document: Paragraph format, Aligning text and paragraph, Border and shading, headers and footers multiple columns.

Spreadsheet concepts:

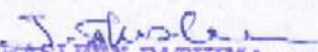
- Creating worksheet, Entering data into worksheet, Heading information, data, text, dates and cell formatting values saving and protecting worksheet.
- Opening and Moving around in an existing worksheet.
- Toolbars and menu keyboard shortcuts.
- Creating saving and editing a workbook, Inserting deleting worksheet entering data in a cell/ Formula copying and moving from selected cells, Handling operators in formulae, Function, Mathematical, logical, statistical, text financial, date and time functions, using functions wizard. Formatting a worksheet.
- Formatting cells: Changing data alignments, Changing date, number, character or currency format, changing font, adding borders, undo colors, printing worksheet, charts and graphs. Creating previewing, modifying charts, integrating word processors spreadsheets, web pages.

Presentation concepts:

- Creating Opening and Saving presentation. Creating the look of your presentation.
- Working in different views, Working with slides, Adding and formatting text, Formatting paragraph, checking spellings and correcting typing mistakes.
- Making notes pages and handouts, Drawing and working with objects, Adding clip art and other pictures, designing slideshows, running and controlling a slideshow, printing presentation.

Microsoft office publisher's concepts:

- Open publisher.
- Create new publications.
- Create a calendar, Create a business card, Create a greeting card etc.
- Working with frames, Moving frames, Resizing frames, Formatting text, Inserting clip art etc.


J. HASLEEN FATHIMA MCA, M.Phil.
Head of the Department
Department of Information Technology
H.K.R.H. College
Uthamapalayam-625 533
Then: Dt

DEPARTMENT OF COMPUTER SCIENCE

Syllabus for Value Added Course -2019-2020

WORD PROCESSING AND PRESENTATION (19VACCS)

Course Outcome: On completion of the course, students are able to

1. Knows the concepts of Microsoft office Word 2007, insert panel page, layout panel page, page background and mailing panel.
2. Illustrates the concepts of saving the file, formatting the text, alignment of text, border and shading
3. Discuss about printing the document, editing, autocorrect, auto formatting text, Find and Replace, page numbering using Mail merge in Word 2007.
4. Discuss how to create presentation, PowerPoint views, changing the color and background picture.
5. Demonstrates Word Art, duplicating slides, deleting slides, adding viewing a presentation and making slide shows.

Course content:

UNIT I:

Hours 6

Microsoft Office Word 2007: Introduction to Microsoft Office Word 2007 – opening screen of Microsoft Word Screen – Insert Panel –Page Layout Panel –Page Setup –Page Background-Paragraph-Reference Panel-Table of Authorities-Mailing Panel-Tracking-Changes-Protect-Office Button.

UNIT II:

Hours 6

Working with Documents in Word 2007 –Introduction – saving the File-Formatting the Text-Alignment of Text –Applying Fonts – Spell Checking –Consulting Thesaurus –Assign Character Styles-Create a Character Style-Borders and Shading-Apply Borders and Shading-Closing the file.

UNIT III:

Hours 6

Save as Option –Printing your document-Editing the document – Editing Tools- Autocorrect-Autocorrect Entries without Formatting –Add New Autocorrect Entries with Formatting-Auto format-Autoformat as you type-Auto format on command-Auto formatting text-Find and Replace –Page Numbering-Header and Footer-Footer and Endnotes-Splitting Panes –Tilling of the Documents-Using Mail Merge in Word 2007.

UNIT IV:

Hours 6

Creating Presentation from Template –Creating a New Presentation-Power point Views –Entering the text-Moving the Text-Changing the Colour –To change the colours –To change a slide background picture- Adding graphics to a slide-Adding picture to the Presentation-Adding clip Art on a Slide.

UNIT V:

Hours 6

Adding from WordArt-Recording Slides-Duplicating Slides –Deleting Slides-Adding an Animated Cartoon to a Slide-Adding a Movie to a slide-Adding Sound-Adding Slide Transitions-Adding Text Transmissions- Viewing a Presentations-Making Slide Shows-Notes, Handouts and Masters for Presentation-Handouts Master-Packing Presentations to Go.

Text Book : Learning Computer Fundamentals, MS Office and Internet & Web Technology-Dinesh Maidasani-FIREWALL MEDIA, First Edition 2005.



Head of the Department

S. SIRAJUDEEN M.Sc. PUCCA M.B.
Associate Professor & Head
Department of Computer Science
Kajee Karanth Rowthi Rowthi
Uthamandalar - 625 001

DEPARTMENT OF BUSINESS ADMINISTRATION
H.K.R.H. COLLEGE, UTHAMAPALAYAM.

CERTIFICATE COURSE

INVESTMENT MANAGEMENT (19VACBA)

UNIT I

Meaning - scope - definition - characteristics of investment - principles of investment - types of investors - kinds of investments - invest Vs. speculations

UNIT II

Corporate securities - shares - stock and shares - Types of shares - types of equity shares in the market - Allotment of shares - Bonus shares- debentures - guidelines bonds.

UNIT III

The securities and exchange board of India - origin and development - objectives - activities - act - functions

UNIT IV


Fundamental analysis - security analysis - functional approach - economic forecasting - forecasting techniques

UNIT V

Technical analysis - Timing of investment decision - Technical indicators - Tools of technical analysis

REFERENCE BOOKS:

1. Investment Management - V.K. Bhalla
2. Investment Management - V.A. Avadhani
3. Investment Game - Prasanna Chandra
4. Investment management - Dr. S. Krishnamurthy and Dr.S.Maria John - Palani Paramount Publications


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UTHAMAPALAYAM-625533.

Hajee Karutha Rowther Howdia College (Autonomous)

Department of B. Com Banking

Certificate Course (CERD) - E-BANKING (19VACCB)

OBJECTIVES

- To know technique in used the banking sector
- To know what is role of e- bank in recent

UNIT – I

E-Banking – Meaning – Importance – Features.

UNIT – II

Models for implementation of E- Banking

UNIT – III

Credit cards – Smart Cards – Salient features and uses.

UNIT – IV


Electronic cash and Electronic payment schemes – Internet monetary payments.

UNIT – V

E-Payments and Purchase order process – Online electronic cash – Security tools – encryption – security terms.

BOOKS RECOMMENDED:

1. " E-commerce – Bajaj .K.K
2. Electronic commerce – Loshin P & Murphy P.A


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Hajee Karutha Rowther Howdia College (Autonomous)
Uthamapalayam
Department of Microbiology

Certificate Course in Microbiological Quality Analysis - (19VACMB)

Unit 1: Biosafety (4 hours)

Sterilization – principles & different methods. Biosafety Cabinets –Type I, II, III, IV. Quality control agencies.

Unit 2: Quality analysis of Food samples (4 hours)

Total heterotrophic bacteria, Aerobic mesophilic plate count, determination of spore formers, Rope producing spores in flours, isolation and identification of salmonella in food.

Unit 3: Water microbiology (4 hours)

Detection and enumeration of coliforms, enumeration of pseudomonas, enumeration of microorganisms, enumeration of the spore of sulphite reducing anaerobes, yeast and moulds counts.

Unit 4: Molecular analysis (4 hours)

PCR analysis, ELISA, RIA, UV Spectrometer, Immunoelectrophoresis, ultracentrifugation.

Unit 5: Production and quality analysis of Biofertilizer (4 hours)

BGA biofertilizer, Rhizobium Biofertilizer, Azolla Biofertilizer, Mycorrhizae biofertilizer, quality analysis.

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VALUE ADDED COURSE

DAIRY BIOCHEMISTRY - 19VACBC

2019 - 2020

Syllabus:

Unit - I:

Introduction to Dairy Chemistry: Composition of milk – Properties of milk – food and Nutritive value of dairy products.

Unit - II:

Processed milk: Sterilized milk – homogenised milk – Standardized milk - Flavoured milk – Recombined milk – Toned milk – Rehydrated milk.

Unit - III:

Production of Dairy Products: Method and Manufacture of Butter, Cream, Ice cream, Cheese, Butter oil.

Unit - IV:


Dried milk: Preparation of Butter milk powder – whey powder – malted milk powder – cream powder – Ice cream mix powder – Cheese Powder.

Unit - V:

Dairy Products: Manufacture of dairy products from whole milk – kheer, khoa, ghee, kulfi, lassi, dahi, rabri and paneer.

Reference Book:

- ❖ Outlines of dairy Technology - Sukumar De
- ❖ Fundamental of Dairy chemistry - Web Johnson and Alford


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Subject Name:-Diploma in Office Automation(DOA)

Subject Code:-19VACCT

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Hajee Karutha Rowther Howdia College, (Autonomous)
Uthamapalayam – 625 533
Department of Arabic – Certificate Course

Title of the Paper	Tajweed & Fiqh – 19VACAR
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- Unit I : Harakah (Vowel) and Muthaharrik – Atriculation of Letters – Noon Sakin and Tanween – Kinda of Idghaam
- Unit II : Rules of Meem Saakin – Qalqala – Rules of Alif-Laaam – Rules of Pronouncing the Word Allah – Rules relating to the letter Raa
- Unit III : Rules of Maad – Rules of Waqf – Attributes of letters – Sujood al Tilawah
- Unit IV : كتاب الطهارة – اقسام المياه و احكامها – احكام المسور – احكام المياه الابار – آداب قضاء الحاجة
- Unit V : احكام الاستنجاء – اقسام النجاسة و احكامها – امثلة النجاسة الغظيلة – حكم الوضوء – آداب الوضوء

Book Prescribed : **Noorani Qaaidha**
By Samshudeen Qasimi


Portion : Full Book

Book Prescribed : **الفقه الميسر**
By Dr. Sheik Safiur Rahman An nadwi .

Portion : كتاب الطهارة فقد

Passed in the Board of Studies meeting held on

Board of Studies:


Signature of HOD
Hajee Karutha Rowther Howdia College
(Autonomous)
UTHAMAPALAYAM-625533.

Course Title	Mushroom cultivation	Course Code	19VACMC
CO1	மாணவர்களிடையே தொழில்நுட்பக் கல்வியை அறிமுகப்படுத்துதல்		
CO2	மாணவர்களை சுயவேலைவாய்ப்பு திட்டத்தை பயன்படுத்த ஊக்குவித்தல்		
பகுதி - I			
<p>பொதுஅறிவு மற்றும் பண்பாட்டு கலை - கல்வி - தொழிற்கல்வி - நோக்கம் மற்றும் செயல்பாடு - மனிதவளமேம்பாட்டிற்கு சமுதாயக்கல்லூரியின் பங்கு - பொது அறிவு வளர்தலின் அவசியம் - அரசியல், கலை மற்றும் அறிவியல் பற்றிய பொது அறிவு - நூலகத்தின் பயன்பாடு - தொலை தொடர்பு மற்றும் ஊடகங்கள் (Media) பற்றிய பல்வேறு பொது அறிவு, சுயதொழில் அவசியம் மற்றும் செயல்முறைகள்.</p>			
பகுதி - II			
<p>காளான் வகைகளும் அதன் முக்கியத்துவங்களும்: புரத உணவு மற்றும் ஊட்டச்சத்துக்களும் - மருத்துவ பயன்கள் - சுயதொழில் வேலை வாய்ப்பு பயிற்சி - வேளாண் கழிவுப் பொருள்களை புரத உணவாக மாற்றும் தன்மை - உலக பொருளாதார வளர்ச்சியில் காளானின் பங்குகள்.</p> <p>வகைகள் - வைக்கோல் காளான், ஐரோப்பியக் காளான் (மொட்டுக்காளான்), சிப்பிக் காளான், பால்காளான் - இக்காளான்களின் பண்புகளும் மற்றும் வளர்ப்பதற்குரிய தட்ப வெட்ப நிலைகளும்.</p>			
பகுதி - III			
<p>காளான் வளர்ப்பு பயிற்சி செயல்முறை விளக்கம் - தேவையான பொருள்கள்: உருளைப் படுக்கை தயாரித்தல் - பாலிதீன் பைகளைத் தயார் செய்தல் - காளான் தயாரித்தல் - தயார் செய்தல் - காளான் வித்துடுதல் - காளான் வித்துப் பரவுதல் - காளான் தோன்றும் - காளான் அறுவடை - காளான் விற்பனை.</p>			
பகுதி - IV			
<p>காளான் விதை உற்பத்தி பயிற்சி செயல்முறை: விளக்கம், தேவையான பொருள்கள்: காளான் வித்துத் தயாரித்தல் - காளான் பூசனத்தைத் தோற்று நீக்கியச் சோளத்தில் வளர்த்தல், காளான் வித்துப்பை தயாரிக்கும் முறைகள் - தாய் வித்து தயாரித்தல் - தாய் வித்திலிருந்து விதைப் பெருக்கம் செய்தல்.</p>			
பகுதி - V			
<p>காளான் வளர்ப்பில் பல்வேறு வகைகளில் செயல்முறை பயிற்ச்சி அளித்தல் - விற்பனைக்கு ஏற்ற வகையில் பாடம் செய்தல் மற்றும் கட்டுமானம் செயல் (Packing & preserving)</p>			



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தையல் பயிற்சி பாடங்கள் - 19VACTL

பகுதி - 1 தையல் தைப்பதற்கு வேண்டிய கருவிகள்

ஊசி - அளவு நாடா - கத்தரிக்கோல் - துணி - நூல் - விரல்
உறை - கலர் பென்சில் (சிவப்பு, நீலம்) - குண்டுசி - மார்க்கிங் சாக் -
அடிக்கோல் - அயன்பாக்ஸ் - தையல் இயந்திரம்.

பகுதி - II அளவு முறைகள் - I

பிரிட்டிஷ் அளவு முறை - மெட்ரிக் முறை

பகுதி - III அளவு முறைகள் - II

மூல அளவு முறை - அளவு எடுத்தல் - முறைகள் -
அளவெடுக்கும் கலை.

பகுதி - IV ஆடை அழகூட்டும் முறைகள்

ப்ளீட்ஸ் - பிரில் - டாட்

பகுதி - V தையல் மெஷின்

தையல் மெஷின் - வகைகள் - பாகங்கள் - வேலைகள் -
பொதுவான பிரச்சனைகள்.

பகுதி - VI துணி வகைகள்

தாவர வகைகள் - பிராணி துணி வகைகள் - செயற்கை
வகைகள்

பகுதி - VII ஆடை வகைகள் (Practical)

சிறுமிகள் ஆடை வகைகள்

பகுதி - VIII பெண்கள் ஆடை வகைகள் (Practical)


பிராக்கு - ஸ்கர்ட் - சிறுமியர் பாவாடை, சட்டை

பகுதி - IX பெண்கள் ஆடை வகைகள் (Practical)

சுடிதார் - மிடி - நைட்டி - ப்ளவுஸ்

பகுதி - X திறப்புகளை முடிக்கும் பலவித முறைகள்

பட்டனும் அதன் துவாரமும் - ஜிப் வைத்து தைத்தல் - பிரஸ்
பட்டன் உபயோகித்தல் - ஹீக்ஸ் லூப் இணைப்பது.


PRINCIPAL
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HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)

Centre for Entrepreneurship and Rural Development (CERD)

Certificate Course in E— Services 2019-2020

Course Name and Code: E-SERVICES (19VACES)

Hours: 30

Course Syllabus:

1. Introduction to computers(Hardware, Software and windows operating system)
2. Basics of Internet(Internet connection, Browsers, search engines and you tube)
3. Email creation(Gmail, Yahoo)
4. Railway ticket reservation system (IRCTC) and Air ticket bookings.
5. Bus ticket and Hotel booking systems (SETC, Red bus, Yatra, etc..)
6. Internet Banking(Account creation, Money transfer, mobile banking and online banking)
7. Passport application(Passport Seva Kendra)
8. Online form submission(TNPSC, DDF applications, Voter ID and Govt. websites)
9. Online resume portal (Monster India, carrier gulf. in.....)
10. Online shopping (Amazon, Flip kart, eBay,)
11. Aadhar (Status, edit and update),KYC's of bharat gas and others
12. TNEPDS,PAN card online apply and status.(PANINDIA and UTIISL)
13. Social websites (Whatsapp, Face book, LinkedIn, twitter.....)
14. Google maps and Google drive
15. Cyber laws and safety tips



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Hajee Karutha Rowther Howdia College (Autonomous)

Uthamapalayam – 625533

Department of English

CERTIFICATE COURSE IN SPOKEN ENGLISH – 19VACEN

SYLLABUS

Course Outcome

- CO – 1** : Integrate pertinent communication strategies to perform efficiently in social and professional spheres.
- CO – 2** : Acquire proficiency in speaking, reading and writing skills.

Unit – I

Reading Comprehension

Unit – II

Common Errors in English

Unit – III

Formal and Informal Situations

Unit – IV

Presentation Skills

Unit – V

Communication Skills

Books Recommended:

- Mohan Krishna, Bancerji Meera, **Developing Communication Skills**, Macmillan Publishers, Chennai.
- Townsend Roz, **Presentation Skills for the Upwardly Mobile**, Emerald Publishers, Chennai

HEAD

PG & RESEARCH DEPARTMENT OF ENGLISH
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
UTHAMAPALAYAM, THERENT (DT. 625533)

DEPARTMENT OF COMPUTER SCIENCE

Syllabus for Value Added Course -2018-2019

WORD PROCESSING AND PRESENTATION (18VACCS)

Course Outcome: On completion of the course, students are able to

1. Knows the concepts of Microsoft office Word 2007, insert panel page, layout panel page, page background and mailing panel.
2. Illustrates the concepts of saving the file, formatting the text, alignment of text, border and shading
3. Discuss about printing the document, editing, autocorrect, auto formatting text, Find and Replace, page numbering using Mail merge in Word 2007.
4. Discuss how to create presentation, PowerPoint views, changing the color and background picture.
5. Demonstrates Word Art, duplicating slides, deleting slides, adding viewing a presentation and making slide shows.

Course content:

UNIT I:

Hours 6

Microsoft Office Word 2007: Introduction to Microsoft Office Word 2007 – opening screen of Microsoft Word Screen – Insert Panel –Page Layout Panel –Page Setup –Page Background-Paragraph-Reference Panel-Table of Authorities-Mailing Panel-Tracking-Changes-Protect-Office Button.

UNIT II:

Hours 6

Working with Documents in Word 2007 –Introduction – saving the File-Formatting the Text-Alignment of Text –Applying Fonts – Spell Checking –Consulting Thesaurus –Assign Character Styles-Create a Character Style-Borders and Shading-Apply Borders and Shading-Closing the file.

UNIT III:

Hours 6

Save as Option –Printing your document-Editing the document – Editing Tools- Autocorrect-Autocorrect Entries without Formatting –Add New Autocorrect Entries with Formatting-Auto format-Autoformat as you type-Auto format on command-Auto formatting text-Find and Replace –Page Numbering-Header and Footer-Footer and Endnotes-Splitting Panes –Tiling of the Documents-Using Mail Merge in Word 2007.

UNIT IV:

Hours 6

Creating Presentation from Template –Creating a New Presentation-Power point Views – Entering the text-Moving the Text-Changing the Colour –To change the colours –To change a slide background picture- Adding graphics to a slide-Adding picture to the Presentation-Adding clip Art on a Slide.

UNIT V:

Hours 6

Adding from WordArt-Recording Slides-Duplicating Slides –Deleting Slides-Adding an Animated Cartoon to a Slide-Adding a Movie to a slide-Adding Sound-Adding Slide Transitions-Adding Text Transmissions- Viewing a Presentations-Making Slide Shows-Notes,Handouts and Masters for Presentation-Handouts Master-Packing Presentations to Go.

Text Book : Learning Computer Fundamentals, MS Office and Internet & Web Technology-Dinesh Maidasani-FIREWALL MEDIA, First Edition 2005.



Head of the Department

S. SIRAJUDEEN M.Sc PGDCA MU
Associate Professor & Head
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Chennai-600 044

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)
UTHAMAPALAYAM**

**POST GRADUATE AND RESEARCH DEPARTMENT OF COMMERCE
CERTIFICATE COURSE: SOFT SKILLS AND EMPLOYABILITY SKILLS (18VACCR)**

SYLLABUS

COURSE OUTCOMES:

To develop among the students:

1. The interpersonal skills to become effective goal oriented team player. The professionals with Idealistic, practical and moral values
2. The communication and problem solving skills. The re-engineer attitude and understand its influence on behavior

UNIT I Soft Skills

Introduction to soft skills – Importance – types – essentials soft skills – soft skills vs hard skills – attitude – power of positive thinking – positive self talk – self esteem, self confidence and attitude in the work place – SWOT analysis.

UNIT II Goal Setting

Goal – meaning – guidance for goal setting – types of goals – SMART goal – short term, long term, life time goals. Time management : value of time, key factors – blue print for success.

UNIT III Emotional intelligence and leadership.

Emotional intelligence – meaning – importance – components – High emotional Intelligence advantages – crisis management – Leaders: qualities of leader – Leadership – Leadership skills and Role of a Leader.

UNIT IV Employability Skills

Employability skills – Meaning – importance – essentials employability skills – communication, team work, commercial awareness, analysis & investigating, Initiative/self motivation, drive, written communication, planning & organizing, flexibility time management

UNIT V Group Discussion and Interview

Definition – types – characteristics of effective GD – phases in GD process – Do's and Don'ts of participating GD – interview concepts and definition – objective and classification of Interview – guidelines of effective Interview – body language – features – etiquette – various types and Importance CV preparation.

Pedagogy:

Assignment for presentation, conduct mock interview and GD, give exercise for etiquette and CV, peer group – body language.

Text Book:

Sabina pillai, Agna Fernandez, *"Soft skills and Employability Skills"*, first edition Cambridge university press.

Neoagy jayant, *"Success In Interview"* Unicorn Books Pvt Ltd., Darya Ganji, New Delhi.


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Tamilnadu

Hajee Karutha Rowther Howdia College (Autonomous)

Uthamapalayam – 625533

Department of English

CERTIFICATE COURSE IN SPOKEN ENGLISH – 18VACEN

SYLLABUS

Course Outcome

- CO – 1** : Integrate pertinent communication strategies to perform efficiently in social and professional spheres.
- CO – 2** : Acquire proficiency in speaking, reading and writing skills.

Unit – I

Reading Comprehension

Unit – II

Common Errors in English

Unit – III

Formal and Informal Situations

Unit – IV

Presentation Skills

Unit – V

Communication Skills

Books Recommended:

- Mohan Krishna, Banerji Meera, **Developing Communication Skills**, Macmillan Publishers, Chennai.
- Townsend Roz, **Presentation Skills for the Upwardly Mobile**, Emerald Publishers, Chennai



HEAD

PG & RESEARCH DEPARTMENT OF ENGLISH
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
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**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS),
POST GRADUATE DEPARTMENT OF ZOOLOGY**

VALUE ADDED COURSE

SUBJECT : CERTIFICATE COURSE IN HONEY BEE REARING

COURSE CODE : 18VACZY

COURSE OUTCOMES:

CO1: To study the ultimate goal of honey bee rearing & to know the basic knowledge of apiary, enemies and their eradication methods.

CO2: To promote the conservation strategies and improvement of bee keeping and to increase the knowledge of life cycle of bees and bee culture.

SYLLABUS

UNIT I:

Honey bee- systematic position – kinds of honeybees- Habits and Habitat- population- castes

UNIT II:

Worker Bee; structure of worker bee- Head, Thorax, Abdomen- Functions of worker bee.

UNIT III:

Queen-Structure of Queen-Functions of Queen. Drones- Structure of Drones -Functions of Drones

UNIT IV:

Bee hive or Nest – Bee Language & Communication Bee Economy-Swarming-absconding- supersedure- Life History- Nuptial Flight and Mating, Development & Caste determination.

UNIT V:

Enemies of bees- economic importance of honey bee- Apiculture- social life in honey bees- Bee Hive /Honey Comb- description of typical Artificial Hive- types of bee hives- bee pasturage- care and management of an apiary. Properties, extraction, preservation & uses of honey. Diseases of honey bees- Bee Poisoning.

REFERENCE BOOKS

A Text Book of Entomology –MS. Nalina Sundari & R.Santhi, MJP Publishers, Chennai.

A Text Book of Economic Zoology –Dr.N.Arumugam et al., Saras Publications, Nagercoil.


Dr. M. Mohamed Maaran,
M.Sc., M.Phil., Ph.D.,

Head

**PG Department of Zoology
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Uthamapalayam, Theni District,
TamilNadu, PinCode-625533**

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

An Autonomous Institution

PG Department of Commerce with Computer Application

Course Name: ONLINE TRADING

Course Code: 18VACCA

Course Outcome

- CO 1: Understand the concepts of E Business practices.
- CO 2: Gain knowledge in Online Trading and its features.

Unit I

Introduction - uses of Internet in Business-Traditional trading vs. online trading - online trading and value chain

Unit II

Online trading business models - Major types of online trading - Business to consumer - Business to Business - Consumer to Consumer - Consumer to Business - Non Business and Government - Intra Business

Unit III

Online Banking - Origin of online banking - Advantage and disadvantage of online banking- Functions - Electronic Fund Transfer (EFT) - EFT points of sales (EFTPOS) - RTGS Advantages of EFT.

Unit IV

Electronic data interchange - Meaning - what is difference between ACH, EFT and Wire Transfer Payments.

Unit V


Fundamentals of the fund transfer process - Simple electronic funds transfer - online trading securities - Cybercrimes - Areas of Internet Security.

Text Book:

1. C.S Rayudu E Commerce- E Business, Himalaya publishing house.2008 5th edition.

Reference Books:

1. Joseph PT, E Commerce, an Indian perspective Margham Publishing 16th printing 3rd edition, August 2010.
2. Murthy CSV E Commerce- Concepts, models, strategies Himalaya publishing house 2007 Third edition


HEAD OF THE DEPARTMENT
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Uthamapalayam, Theni (Dt)



HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(AUTONOMOUS) UTHAMAPALAYAM – 625533

PG&RESEARCH DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE IN

MATHEMATICAL DOCUMENTATION PROCESS-TEX and LATEX (18VACMA)

CO1: To inculcate Mathematical document processing skills

CO2: To make students qualified for self-generated courses/employment

Syllabus:

Theory paper 1-Mathematical Documentation process-Tex and Latex

Unit-I

What is Tex?-What is LATEX? How LATEX Works?-The LATEX Input File Entering LATEX Commands-Entering Text-Special Characters.

Creating A LATEX Document-Documents Classes-Class Options-Packages-Making-a Title Page-Making a Table of Contents-Behind the Scenes-Auxiliary Files-How a Page is built-Examples(1).Report Class-(2)Letter Class

Unit II

Document Layout-Line Spacing-Paragraphs-Text Justification-Margins-Headers, Footers, and Page Numbering.

Within the Text-Section Headings-Changing Type Style and Size-Starting New Lines and New Pages-Leaving Horizontal and Vertical Space-Drawing Rules-Footnotes-Centering

Unit III

Quotations-Reproducing Text As-Is-Lists-Cross References

Tables: Tabbing

Tabular: A Simple Ruled Table-Using Paragraph Columns, Spanning Columns-Aligning on the Decimal Point-Suppressing Leading or Trailing Space.

Unit IV

Mathematics In-Line Math-Display Math(for unnumbered equations)- Equation Environment(for numbered equations)-Equarray Environment-Bordered matrices.

Mathematical Expression:Superscripts and Subscripts-Spaces in Math Mode-Dots,Braces,and Bars-Fractions-Radicals-Integrals,and Summations-Large Delimiters.

Graphics:Creating the Graphic Files-Importing the Graphic into LATEX Documents-Viewing the output

UNIT V

Making a Caption for figures and tables-Examples-Overcoming problems with float Placement-Landscape Figures and Tables.

Bibliography:LATEX's built-in method BibTEX-Overview-Creating the bib File-Running BibTEX-Bibliography Styles.

Special Topics:01Managing a Large Document-Generating an Index-Including hyperlinks-Accents and Special Characters.

Examples:LATEX packages and LATEX Thesis

References:

(A)Books:

1.LATEX-A Document Preparation System by Leslie Lamport,Addison-Wesley,second edition,Boston,MA,1994.

2.A Guide to LATEX by Helmut Kopka and Patrick W.Daly,Addison-wesley,fourth edition,boston,MA,2004.

The LATEX companion by Michel Goossens, Frank Mittelbach, et al, Addison-wesley, Second edition, boston, MA, 2004 .

(B)E-Sources

1. LATEX Tutorials-A PRIMER, Tex usersgroup, Trivandrum, India 2003.
2. LATEX for complete Novices-Nicola L.C.Taheri, Dickinaw Books, 2012(www.dickinaw-books.com)
- 3.Math into LATEX -An Introduction to LATEX and AMS- LATEX-George Gratzer.
- 4.Text formatting with LATEX,A Tutorial, Academic and Research Computing , April 2007.



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Course code	Course Title	Category
18VACCH	Cosmetics	Value Added Course

Course Outcomes (COs):

On the successful completion of the course, students will be able to

CO1: Utilize the preparation of washing powder, cleaning powder and phenoyls.

CO2: Demonstrate the preparation of washing powder, cleaning powder, inks and shampoo.

Preparation of Washing Powder, Cleaning Powder, White, Black, Yellow, Rose coloured phenoyls.

Preparation of shampoo, liquid blue, preparation of blue, green and red inks, soap oil, face powder and pain balm.

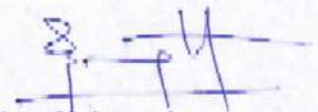
Preparation of cosmetics to be demonstrated:

1. Washing and Cleaning Powder
2. Phenoyls
3. Inks
4. Shampoo

Visit to various Industries and submission of report – 5 marks (Internal)

Reference books:

- B.K. Sharma – Industrial Chemistry – (Goel Publishers)
- K. Bagavathi Sundari – Applied Chemistry.


 Dr.S.A.Noor Mohamed, M.Sc., M.Phil., Ph.D.,
 Dean, Faculty of Science,
 Hajee Karutha Rowther Howdla
 College (Autonomous),
 Uthamapalayam-625533.

HAAJEE KARUTHA ROWTHERHOWDIACOLLEGE(AUTONOMOUS),

UTHAMAPALAYAM.

Department of Information Technology

SubjectName:-DiplomainOfficeAutomation(DOA)

SubjectCode:-18VACCT

CO1:Studentswouldbeabletoworkwithdocuments,spreadsheetsandmakesmallpresentations.

CO2:Toprovideanindepthtraininginusofofficeautomationandpublishersconcepts.

Introductiontowordprocessing:

- IntroductiontoMSword-features, Creating, Saving and Opening documentsinword,Interface,toolbars,rulers,menuskeyboardshortcuts.
- Editingadocuments- Moving, Scrolling inadocument, Opening multidocuments, windows, editing text-selection, inserting anddeleting.movingtext.
- Previewingdocumentprintingdocuments- Print adocumentfromthestandardtoolbars, Printing adocumentfromthemenue, shrinkingadocumenttofitapage, reduce thenumberofpagesbyone.
- Formattingdocument.Paragraphformat, Allgning textandparagraph, Border andshading, Headers andfootersmultiplecolumns.

Spreadsheetsconcepts:

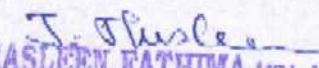
- Creatingworksheet, Entering dataintoworksheet, Heading information,data_text,datesandcellformattingvaluesavingandprotectingworksheet.
- Openingand Moving aroundinanexistingworksheet.
- Toolbarsandmenuskeyboardshortcuts.
- Creatingsavingandeditingworkbook, Inserting deletingworksheetenteringdatainacell/ Formula copying andmovingfromselectedcells, Handling operatorsinformulae,Function.Mathematical,logical,statistical,textfinancial,datesandtimefunctions,using functionswizard, Formatting aworksheet.
- Formatting cells:Changingdataalignments, Changing date,number,characterofcurrencyformat,changingfont,addingborders,andcolors,printingworksheet,chartsandgraphs-Creatingpreviewing,modifyingcharts,integratingwordprocessorspreadsheets,webpages.

Presentationconcepts:

- Creatingopeningandsavingpresentation, Creating thelookofyourpresentation.
- Workingindifferentviews, Working withslides, Adding and formatting text, Formatting paragraph,checkingspellingsandcorrectingtypingmistakes.
- Makingnotespagesandhandouts,drawingandworkingwithobjects,addingclipartandotherpictures,designing slideshows,runningandcontrollingasideshow,printingpresentation.

Microsoftofficepublisherconcepts:

- Openpublisher.
- Createnewpublications.
- Createacalender, Create abusinesscard, Create agreetingcardetc.
- Workingwithframes, Moving frames, Resizing frames, Formatting text, Inserting clipartetc.


J. THASDEEN FATHIMA MCA.,M.Phil.
Head of the Department
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Ther., Dt

DEPARTMENT OF HISTORY
CERTIFICATE COURSE
FUNDAMENTALS OF TOURISM – 18VACTH

CO1: To understand the students to basic principles of tourism.

CO2: To explain the various types of tourism and travel Formalities & Regulations.

UNIT – I

Definition – Origin – Basic Components of Tourism - Causes for the Rapid Growth of Tourism – Motivations for Travel.

UNIT – II

Tourism through the Ages - Ancient, Medieval and Modern Period – World Time Differences – Greenwich Mean Time (GMT) – Indian Standard Time (IST)

UNIT – III

Types of Tourism – Regional Tourism – International Tourism – Holiday Tourism – Cultural Tourism – Social Tourism – Business Tourism – Religious Tourism – Health Tourism – Adventure Tourism – Political Tourism – Pleasure Tourism – Eco Tourism.

UNIT – IV

Transportation – Railway - Roadways - Airways - Waterways - Accommodations – Types of Hotels - Locality – Organizations – Economic and Social significant of Tourism

UNIT – V

Travel Formalities and Regulations – Passport – Visa, Foreign Exchange, Customs and Health Formalities – Immigration, Impact of Tourism – Positive and Negative – Impacts.

Books for Study:

1. Dharmaraj, J. *Tourism*, Tensy Publications, Sivakasi, 2016.
2. Bezbaruah, M.P. *Indian Tourism: Beyond the Millennium*, Gyan Publishing House; 1 edition, 2000
3. Yvette Reisinger, *International Tourism: Cultures and Behavior*, A Butterworth-Heinemann Title; 1 edition, 2009.
4. Robinson, H. *Geography of Tourism (Aspect Geographies)*, Publisher: MacDonald & Evans, 1976.

M. Babu Arun
H.O. 1/2

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)

UTHAMAPALYAM-625533

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE SYLLABUS

SALESMANSHIP AND SALES MANAGEMENT

Subject Code -18VACEC

COURSE OUTCOMES

- To familiarize Students about the Fundamentals of personnel selling and theories.
- To understand the role, nature and functions of advertising, sales management and sales organization.

UNIT: I Introduction to Salesmanship (6 Hours)

Meaning and Definition of Salesmanship-Nature of salesmanship-Objectives of salesmanship-Features of Salesmanship-Types of Salesmanship.

UNIT: II Theories of Selling (6 Hours)

AIDAS theory of selling –Right set of circumstances approach –Buyers formula theory-Behaviour equation theory.

UNIT: III Advertising (6 Hours)

Meaning and definition of advertising – Characteristics feature of advertising Nature of advertising –Scope of advertising- Functions and Limitations of advertising.

UNIT: IV Sales Management (6 Hours)

Definition and Meaning of sales Managements - Objectives of sales management-Functions of sales management-Importance and Elements of sales management.

UNIT: V Sales Organization (6 Hours)

Definition and meaning of sales organization-Importance of sales organization-Need for sales organization –Functions of sales organization –Structure of sales organization-Classifications of sales organization.

BOOKS FOR REFERENCE

- ❖ P.Saravanavel, S.Sumathi, Advertising and Salesmanship, Margham publications, Chennai-17.
- ❖ Advertising and sales promotion management, S L Gupta . V.VRatna, Sulthan Chand and sons.
- ❖ Sales promotion and Advertising Management, (6th edition) Himalaya publishing House.
- ❖ Salesmanship and advertising ,Davar.S.K. Himalaya Publishing House

DR. G. RAMANAN, Ph.D.
Head Economics,
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Hajee Karutha Rowther Howdia College (Autonomous)

Department of B. Com Banking

Certificate Course (CERD) - E-BANKING (18VACCB)

OBJECTIVES

- To know technique in used the banking sector
- To know what is role of e- bank in recent

UNIT – I

E-Banking – Meaning – Importance – Features.

UNIT – II

Models for Implementation of E- Banking

UNIT – III

Credit cards – Smart Cards – Sallent features and uses.

UNIT – IV

Electronic cash and Electronic payment schemes – Internet monetary payments.

UNIT – V

E-Payments and Purchase order process – Online electronic cash – Security tools – encryption – security terms.

BOOKS RECOMMENDED:

1. E-commerce – Bajaj .K.K
2. Electronic commerce – Loshin P & Murphy P.A


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(Autonomous)

DEPARTMENT OF BUSINESS ADMINISTRATION
H.K.R.H. COLLEGE, UTHAMAPALAYAM.

CERTIFICATE COURSE

INVESTMENT MANAGEMENT (18VACBA)

UNIT I

Meaning - scope - definition - characteristics of investment - principles of investment - types of investors - kinds of investments - invest Vs. speculations

UNIT II

Corporate securities - shares - stock and shares - Types of shares - types of equity shares in the market - Allotment of shares - Bonus shares - debentures - guidelines bonds.

UNIT III

The securities and exchange board of India - origin and development - objectives - activities - act - functions

UNIT IV

Fundamental analysis - security analysis - functional approach - economic forecasting - forecasting techniques

UNIT V

Technical analysis - Timing of investment decision - Technical indicators - Tools of technical analysis

REFERENCE BOOKS:

1. Investment Management - V.K. Bhalla
2. Investment Management - V.A. Avadhani
3. Investment Game - Prasanna Chandra
4. Investment management - Dr. S. Krishnamurthy and Dr.S.Maria John - Palani Paramount Publications

VALUE ADDED COURSE

DAIRY BIOCHEMISTRY

2018 - 2019

Syllabus:

Unit - I:

Introduction to Dairy Chemistry: Composition of milk – Properties of milk – food and Nutritive value of dairy products.

Unit - II:

Processed milk: Sterilized milk – homogenised milk – Standardized milk - Flavoured milk – Recombined milk – Toned milk – Rehydrated milk.

Unit - III:

Production of Dairy Products: Method and Manufacture of Butter, Cream, Ice cream, Cheese, Butter oil.

Unit - IV:

Dried milk: Preparation of Butter milk powder – whey powder – malted milk powder – cream powder – Ice cream mix powder – Cheese Powder.

Unit - V:

Dairy Products: Manufacture of dairy products from whole milk – kheer, khoa, ghee, kulfi, lassi, dahi, rabri and paneer.

Reference Book:

- ❖ Outlines of dairy Technology - Sukumar De
- ❖ Fundamental of Dairy chemistry - Web Johnson and Alford



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UTHAMAPALAYAM-625533.

Course Title	Mushroom cultivation	Course Code	18VACMC
CO1	மாணவர்களிடையே தொழில்நுட்பக் கல்வியை அறிமுகப்படுத்துதல்		
CO2	மாணவர்களை சுயவேலைவாய்ப்பு திட்டத்தை பயன்படுத்த ஊக்குவித்தல்		
பகுதி - I			
<p>பொதுஅறிவு மற்றும் பண்பாட்டு கலை - கல்வி - தொழிற்கல்வி - நோக்கம் மற்றும் செயல்பாடு - மனிதவளமேம்பாட்டிற்கு சமுதாயக்கல்வூரியின் பங்கு - பொது அறிவு வளர்தலின் அவசியம் - அரசியல், கலை மற்றும் அறிவியல் பற்றிய பொது அறிவு - நூலகத்தின் பயன்பாடு - தொலை தொடர்பு மற்றும் ஊடகங்கள் (Media) பற்றிய பல்வேறு பொது அறிவு, சுயதொழில் அவசியம் மற்றும் செயல்முறைகள்.</p>			
பகுதி - II			
<p>காளான் வகைகளும் அதன் முக்கியத்துவங்களும்: புரத உணவு மற்றும் ஊட்டச்சத்துக்களும் - மருத்துவ பயன்கள் - சுயதொழில் வேலை வாய்ப்பு பயிற்சி - வேளாண் கழிவுப் பொருள்களை புரத உணவாக மாற்றும் தன்மை - உலக பொருளாதார வளர்ச்சியில் காளானின் பங்குகள்.</p> <p>வகைகள் - வைக்கோல் காளான், ஐரோப்பியக் காளான் (மொட்டுக்காளான்), சிப்பிக் காளான், பால்காளான் - இக்காளான்களின் பண்புகளும் மற்றும் வளர்ப்பதற்குரிய தட்ப வெட்ப நிலைகளும்.</p>			
பகுதி - III			
<p>காளான் வளர்ப்பு பயிற்சி செயல்முறை விளக்கம் - தேவையான பொருள்கள்: உருளைப் படுக்கை தயாரித்தல் - பாலிதீன் பைகளைத் தயார் செய்தல் - காளான் தயாரித்தல் - தயார் செய்தல் - காளான் வித்துடுதல் - காளான் வித்துப் பரவுதல் - காளான் தோன்றும் - காளான் அறுவடை - காளான் விற்பனை.</p>			
பகுதி - IV			
<p>காளான் விதை உற்பத்தி பயிற்சி செயல்முறை: விளக்கம், தேவையான பொருள்கள்: காளான் வித்துத் தயாரித்தல் - காளான் பூசனத்தைத் தோற்று நீக்கியச் சோளத்தில் வளர்த்தல், காளான் வித்துப்பை தயாரிக்கும் முறைகள் - தாய் வித்து தயாரித்தல் - தாய் வித்திலிருந்து விதைப் பெருக்கம் செய்தல்.</p>			
பகுதி - V			
<p>காளான் வளர்ப்பில் பல்வேறு வகைகளில் செயல்முறை பயிற்சி அளித்தல் - விற்பனைக்கு ஏற்ற வகையில் பாடம் செய்தல் மற்றும் கட்டுமானம் செயல் (Packing & preserving)</p>			

ஹாஜி கருத்தராவுத்தர் ஹவுதியா கல்லூரி (தன்னாட்சி) , உத்தமபாளையம்

தமிழ்த்துறை

தேர்வுத்தமிழ் - சான்றிதழ் படிப்பு - 18VACTA

- கூறு 1. தமிழிலக்கிய வரலாறு அறிமுகம் - கால அடிப்படையில்
- கூறு 2. தமிழக வரலாறும் மக்களும் பண்பாடும்
- கூறு 3. இலக்கணம் (எழுத்து, சொல், பொருள், யாப்பு, அணி ஆகிய பகுதிகளிலிருந்து தேர்வுத் தொடர்புடைய தகவல்கள் மட்டும்)
- கூறு 4. மாதிரி வினாத்தாள் பயிற்சி
- கூறு 5. தேர்வுத்தமிழ் தொடர்புடைய முதன்மையான நூல்களை பார்வையிட வைத்தல்


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Hajee Karutha Rowther Howdia College, (Autonomous)
Uthamapalayam - 625 533
Department of Arabic - Certificate Course

Title of the Paper

Tajweed & Fiqh - (BVA & A E)

Unit I	Harakah (Vowel) and Muthgharrrik - Articulation of Letters - Noon Sakin and Tanween - Kinda of Idghaam
Unit II	Rules of Meem Saakin - Qalqala - Rules of Alif-Laam - Rules of Pronouncing the Word Allah - Rules relating to the letter Kaf
Unit III	Rules of Maad - Rules of Waqf - Attributes of letters - Supood at Tilawah
Unit IV	كتاب الفهارة - اقسام المياد و احكامها - احكام المياد الزاير - ايات قصاء الحاجة
Unit V	احكام الاستداء - اقسام المجاسة و احكامها - امثلة الاداء المعطلة - احكام الوصيرة - ايات الوصيرة

Book Prescribed **Noorani Qaaidha**

By Samshudeen Qasim

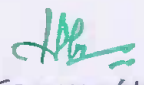
Portion Full Book

Book Prescribed **الفقه الميسر**
 By Dr. Sheikh Sahur Rahman An-nadwi

Portion **كتاب الفهارة**

Passed in the Board of Studies meeting held on

Board of Studies:


Signed by the Head of the Board of Studies
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UTHAMAPALAYAM-625533.

Hajee Karutha Rowther Howdia College (Autonomous)
Uthamapalayam
Department of Microbiology
2017-2018

Certificate Course in Microbiological Quality Analysis - I & V SEM

Unit 1: Biosafety (4 hours)

Sterilization - principles & different methods, Biosafety Cabinets - Type I, II, III, IV, Quality control agencies.

Unit 2: Quality analysis of Food samples (4 hours)

Total heterotrophic bacteria, Aerobic mesophilic plate count, determination of spore formers, H₂O₂ producing spores in fungi, Isolation and identification of salmonella in food.

Unit 3: Water microbiology (4 hours)

Detection and enumeration of coliforms, enumeration of pseudomonas, enumeration of microorganisms, enumeration of the spore of sulphate reducing anaerobes, yeast and moulds counts.


Unit 4: Molecular analysis (4 hours)

PCR analysis, ELISA, RFLA, UV Spectrometer, Immunoelectrophoresis, ultracentrifugation.

Unit 5: Production and quality analysis of Biofertilizer (4 hours)

BCA Biofertilizer, Rhizobium Biofertilizer, Azolla Biofertilizer, Mycorrhizae biofertilizer, quality analysis.

Handwritten signature and date
2015/2016


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**HAJEE KARUTHA RAWTHER HOWDIA COLLEGE
(AUTONOMOUS)**

CERTIFICATE COURSE (CERD)

18VACFP-FOOD PROCESSING COURSE

Objective:

- To study about the food processing methods
- To provide practical experience with preparing various bakery and confectionery products
- To make the students aware of the entrepreneurship and rural development.

Unit 1: Food processing- an introduction-definition- activities- methods-products-jam- jelly- jam Vs jelly difference- pickle- chikki- ice cream- cake- biscuit- cookies- types of cookies- biscuits Vs cookies- candy- chocolate-a short description.


Unit 2: Jam - ingredients- methods- processing- practical preparation. Jelly- ingredients- processing- preparation. Pickling- ingredients- processing. Chikki- Peanut chikki- ingredients-preparation. Ice cream- ingredients- methods- preparation.

Unit 3: Cake- types of cake- ingredients- methods- preparation. Biscuits- ingredients- preparation. Cookies- types of cookies-ingredients- preparation. Candies- types of candies- preparation. Chocolates- types of chocolates- methods.

Unit 4: Women entrepreneurship- development- start-up ideas- terms and conditions- schemes- loans.

REFERENCES

1. Hand book of fruits and vegetable processing by Judit Monspart-seneyi'
2. Matz, Samuel A., Bakery Technology and Engineering, Third Edition, Chapman & Hall, London.
3. Sugar Confectionery manufacture-(Ed) E.B.Jackson, 2nd edition, Blackie-Academic and professional, Glasgow (1995).
4. [WWW.News18.com/ work and career for women.html](http://WWW.News18.com/work_and_career_for_women.html).


PRINCIPAL
Hajee Karutha Rawther Howdia College
UTHAMARAPALLI

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)

Centre for Entrepreneurship and Rural Development (CERD)

Certificate Course in E-Services 2017-2018

Course Name and Code: E-SERVICES (ISVACES)

Hours: 30

Course Syllabus:

1. Introduction to computers (Hardware, Software and windows operating system)
2. Basics of Internet (Internet connection, Browsers, search engines and you tube)
3. Email creation (Gmail, Yahoo)
4. Railway ticket reservation system (IRCTC) and Air ticket bookings
5. Bus ticket and Hotel booking systems (SETC, Red bus, Yatra, etc.,)
6. Internet Banking (Account creation, Money transfer, mobile banking and online banking)
7. Passport application (Passport Seva Kendra)
8. Online form submission (UPSC, DDI applications, Voter ID and Govt. websites)
9. Online resume portal (Monster India, career gulf, etc.,)
10. Online shopping (Amazon, Flipkart, eBay, etc.,)
11. Aadhar (Status, edit and update), KYC's of Bharat gas and others
12. TNEPDS, PAN card online apply and status (PANINDIA and I-TINS)
13. Social websites (Whatsapp, Face book, LinkedIn, twitter, etc.,)
14. Google maps and Google drive
15. Cyber laws and safety tips



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HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(AUTONOMOUS) UTHAMAPALLEYAM - 625533

CERTIFICATE COURSE

DEPARTMENT: PHYSICS

COURSE TITLE: COMPUTER HARDWARE ASSEMBLY (18VACPH)

A. INTRODUCTION

This syllabus is aimed at providing students knowledge in upgrade of computer systems, system optimization, troubleshooting faults, repair and servicing of computers, printers and interrupted power supply units in an organization or a set up.

B. ENTRY TO THE COURSE

The selection of the students for the course is with in the discretion of the head of the department.

C. CERTIFICATES

Certificates would be issued to candidates who attend all of the sessions conducted.

D. RECOMMENDED TEXT BOOKS

1. Upgrading and Repairing PCs
2. Build Your Own PC for Dummies
3. A+ Guide to Hardware

E. TRAINER OF THE COURSE

A. ARTHAJAN ARJUNAN, M.Sc., MCA, PGDIT, Assistant Professor of Physics

E. COURSE CONTENTS AND SESSIONS (10 SESSIONS)

Task	Cognitive Skills	Skills	Session
01. Introduction to Computers	Types of Computer System The uses of Computers	Types of Computer System <ul style="list-style-type: none"> • Digital (Laptop, Desktop, Tower etc) • Analogues (e.g. the microwave etc) • Hybrid Uses Process, storage, research, communication, management and creativity	1-2
02. How the Computer Works	Working principle of the computer system. Input, Processing, Output	Computer System Input: Keyboard, Mouse Processing: System Unit Output: Monitor Storage: Hard disk drive, Memory, Removable Disc	3
03. Components of the Computer System Unit	Types of Computer system unit/casing and components	System Unit/Casing Desktop, Sarcard, Slim line Tower Mini, Micro, Pali Components Motherboard, Adapter cards, Disk drives, Power supply unit, Memory, Signal cables, Processor	1-1
04. Interface Ports	Types of Hardware interfaces and ports	Input/Output Module Interfaces: ATA, PC, AGP	1
05. Computer Software and its Uses	The types of software packages The uses of each	Operating System Software Application Software System Software	1

		Uses	
		<ul style="list-style-type: none"> • System Software • Controls, manages given an interface <ul style="list-style-type: none"> • Application Software • Word processing • Spreadsheets • Databases • Graphic Designing • Desktop Publishing <ul style="list-style-type: none"> • Liches • Anti virus • Diagnostic 	<ul style="list-style-type: none"> • The possible causes of virus • Types of virus • Trojan horse • Worm • E-mail etc <ul style="list-style-type: none"> • Prevention • Anti virus program • e.g., MacAvise, Avira, Norton etc • Effects • Corrupts software, Deleting of files, Reducing performance, Duplication of files etc
Q7	Assembly	System assembling and integrating	<ul style="list-style-type: none"> • Fixing Processor, Processor Fan and Heat Sink, RAM Hard disk and Optical drives into the Motherboard • Fixing Motherboard in to the cabinet
Q8	System Installation	<ul style="list-style-type: none"> • BIOS Settings • Disk Partitioning • Booting Process 	<ul style="list-style-type: none"> • Fixing Processor, Processor Fan and Heat Sink, RAM Hard disk and Optical drives into the Motherboard • Fixing Motherboard in to the cabinet • BIOS Settings • Disk Partitioning • Booting Process

Tool/Equipment		Accessories & Other Items	Lot
10 Tools	Power Lead	System connection, Backup & Recovery	2
	Hardware Software	Source code and Tests Others Best CO, Common Headers	

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Hajee Karutha Rowther Howdia College (Autonomous)

Uthamapalayam - 625533

Department of English

CERTIFICATE COURSE IN SPOKEN ENGLISH – 15VACEN
SYLLABUS

Course Outcome

- CO – 1** : Integrate pertinent communication strategies to perform efficiently in social and professional spheres.
- CO – 2** : Acquire proficiency in speaking, reading and writing skills.

Unit – I

Reading Comprehension

Unit – II

Common Errors in English

Unit – III

Formal and Informal Situations

Unit – IV

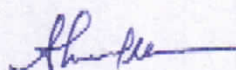
Presentation Skills

Unit – V

Communication Skills

Books Recommended:

- Mohan Krishna, Banerji Meera, **Developing Communication Skills**, Macmillan Publishers, Chennai.
- Townsend Roz, **Presentation Skills for the Upwardly Mobile**, Emerald Publishers, Chennai.



HEAD

PG & RESEARCH DEPARTMENT OF ENGLISH
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
UTHAMAPALAYAM, THERI (DT) 625533

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)
UTHAMAPALAYAM**

**POST GRADUATE AND RESEARCH DEPARTMENT OF COMMERCE
CERTIFICATE COURSE: SOFT SKILLS AND EMPLOYABILITY SKILLS (15VACCR)**

SYLLABUS

COURSE OUTCOMES:

To develop among the students:

1. The interpersonal skills to become effective goal oriented team player. The professionals with idealistic, practical and moral values
2. The communication and problem solving skills. The re-engineer attitude and understand its influence on behavior

UNIT I Soft Skills

Introduction to soft skills – importance – types – essentials soft skills – soft skills vs hard skills – attitude – power of positive thinking – positive self talk – self esteem, self confidence and attitude in the work place – SWOT analysis.

UNIT II Goal Setting

Goal – meaning – guidance for goal setting – types of goals – SMART goal – short term, long term, life time goals. Time management : value of time, key factors – blue print for success.

UNIT III Emotional intelligence and leadership.

Emotional Intelligence – meaning – importance – components – High emotional intelligence advantages – crisis management – Leaders: qualities of leader – Leadership – Leadership skills and Role of a Leader.

UNIT IV Employability Skills

Employability skills – Meaning – Importance – essentials employability skills – communication, team work, commercial awareness, analysis & Investigating, Initiative/self motivation, drive, written communication, planning & organizing, flexibility time management

UNIT V Group Discussion and Interview

Definition - types - characteristics of effective GD – phases in GD process – Do's and Don'ts of participating GD - interview concepts and definition – objective and classification of interview - guidelines of effective interview – body language – features – etiquette – various types and Importance CV preparation.

Pedagogy:

Assignment for presentation, conduct mock interview and GD, give exercise for etiquette and CV, peer group – body language.

Text Book:

Sabina pillai, Agna Fernandez, *"Soft skills and Employability Skills"*, first edition Cambridge university press.

Neoagy jayant, *"Success in Interview"* Unicorn Books Pvt Ltd., Darya Ganji, New Delhi.


A.ABBAS MANTHIRI M.Com., M.Phil., Ph.D.
Head & Associate Professor
Post Graduate & Research Department of Commerce
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Uthamapalayam - 625 533
Theni District
Tamilnadu

**HAJEE KARUTHA ROWTHIER HOWDIA COLLEGE (AUTONOMOUS),
POST GRADUATE DEPARTMENT OF ZOOLOGY**

VALUE ADDED COURSE

SUBJECT : CERTIFICATE COURSE IN HONEY BEE REARING

COURSE CODE : 15VACZY

COURSE OUTCOMES:

CO1: To study the ultimate goal of honey bee rearing & to know the basic knowledge of apiary, enemies and their eradication methods.

CO2: To promote the conservation strategies and improvement of bee keeping and to increase the knowledge of life cycle of bees and bee culture.

SYLLABUS

UNIT I:

Honey bee- systematic position – kinds of honeybees- Habits and Habitat- population- castes

UNIT II:

Worker Bee: structure of worker bee- Head, Thorax, Abdomen- Functions of worker bee.

UNIT III:

Queen-Structure of Queen-Functions of Queen. Drones- Structure of Drones -Functions of Drones

UNIT IV:

Bee hive or Nest – Bee Language & Communication- Bee Economy-Swarming-absconding- supersedure- Life History- Nuptial Flight and Mating, Development & Caste determination.

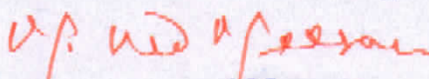
UNIT V:

Enemies of bees- economic importance of honey bee- Apiculture- social life in honey bees- Bee Hive /Honey Comb- description of typical Artificial Hive- types of bee hives- bee pasturage- care and management of an apiary. Properties, extraction, preservation & uses of honey. Diseases of honey bees- Bee Poisoning.

REFERENCE BOOKS

A Text Book of Entomology –MS. Nalina Sundari & R.Santhi, MJP Publishers, Chennai.

A Text Book of Economic Zoology –Dr.N.Arumugam et al., Saras Publications, Nagercoil.


Dr. M. Mohamed Meeran,
M.Sc., M.Phil., Ph.D.,
Head
PG Department of Zoology
Hajee Karutha Rowthier Howdia College
Uthamapalayam, Theni District,
TamilNadu, PinCode-625533

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

An Autonomous Institution

PG Department of Commerce with Computer Application

Course Name: ONLINE TRADING

Course Code: 15VACCA

Course Outcome

- CO 1: Understand the concepts of E Business practices.
- CO 2: Gain knowledge in Online Trading and its features.

Unit I

Introduction - uses of Internet in Business-Traditional trading vs. online trading - online trading and value chain

Unit II

Online trading business models - Major types of online trading - Business to consumer - Business to Business - Consumer to Consumer - Consumer to Business - Non Business and Government - Intra Business

Unit III

Online Banking - Origin of online banking - Advantage and disadvantage of online banking- Functions - Electronic Fund Transfer (EFT) - EFT points of sales (EFTPOS) - RTGS - Advantages of EFT.

Unit IV

Electronic data interchange - Meaning - what is difference between ACH, EFT and Wire Transfer Payments.

Unit V


Fundamentals of the fund transfer process - Simple electronic funds transfer - online trading securities - Cybercrimes - Areas of Internet Security.

Text Book:

1. C.S Rayudu E Commerce- E Business, Himalaya publishing house 2008 5th edition.

Reference Books:

1. Joseph PT, E Commerce, an Indian perspective Margham Publishing 16th printing 3rd edition, August 2010.
2. Murthy CSV E Commerce- Concepts, models, strategies Himalaya publishing house 2007 Third edition.


HEAD OF THE DEPARTMENT
Department of Commerce (CA)
H.K.R.H.College, (Autonomous)
Uthamapalayam, Theni (Dt)

DEPARTMENT OF CHEMISTRY

SYLLABUS FOR VALUE ADDED COURSE (2015-2019)

Course code	Course Title	Category
15VACCH	Cosmetics	Value Added Course

Course Outcomes (COs):

On the successful completion of the course, students will be able to

CO1: Utilize the preparation of washing powder, cleaning powder and phenoyls.

CO2: Demonstrate the preparation of washing powder, cleaning powder, inks and shampoo.

Preparation of Washing Powder, Cleaning Powder, White, Black, Yellow, Rose coloured phenoyls.

Preparation of shampoo, liquid blue, preparation of blue, green and red inks, soap oil, face powder and pain balm.

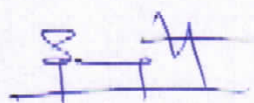
Preparation of cosmetics to be demonstrated:

1. Washing and Cleaning Powder
2. Phenoyls
3. Inks
4. Shampoo

Visit to various Industries and submission of report – 5 marks (Internal)

Reference books:

- B K. Sharma – Industrial Chemistry – (Goel Publishers)
- K. Bagavathi Sundari – Applied Chemistry.


Dr.S.A.Noor.Mohamed, M.Sc., M.Phil., Ph.D.,
Dean, Faculty of Science,
Hajee Karutha Rowther Howdia
College (Autonomous),
Uthamapalayam-625533.

HAJEE KARUTHA ROWTHIERHOWDIACOLLEGE(AUTONOMOUS),

UTHAMAPALAYAM.

Department of Information Technology

Subject Name:-Diploma In Office Automation(DOA)

Subject Code: 15VACCT

CO1:Students would be able to work with documents, spreadsheets and make small presentations.

CO2:To provide an indepth training in use of office automation and publishers concepts.

Introduction to word processing:

- Introduction to MS word- features, Creating, Saving and Opening documents in word, Interface, toolbars, rulers, menus keyboard shortcuts.
- Editing a documents- Moving, Scrolling in a document, Opening multi documents, windows, editing text- selection, Inserting and deleting, moving text.
- Previewing document printing documents- Print a document from the standard toolbars, Printing a document from the menu, Shrinking a document to fit a page, Reduce the number of pages by one.
- Formatting document: Paragraph format, Aligning text and paragraph, Border and shading, Headers and footers multiple columns.

Spreadsheet concepts:

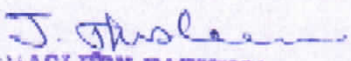
- Creating worksheet, Entering data into worksheet, Heading information, data, text, dates and cell formatting values saving and protecting worksheet.
- Opening and moving around in an existing worksheet.
- Toolbars and menus keyboard shortcuts.
- Creating saving and editing a workbook, Inserting deleting worksheet entering data in a cell/ Formula copying and moving from selected cells, Handling operators in formulae, Function: Mathematical, logical, statistical, text financial, date and time functions, using functions wizard. Formatting a work sheet.
- Formatting cells: Changing data alignments, changing date, number, characters of currency format, changing font, adding borders, and colors, printing worksheet, Charts and graphs- Creating previewing, modifying charts, integrating word processor spread sheets, web pages.

Presentation concepts:

- Creating opening and saving presentation, Creating the look of your presentation.
- Working in different views, Working with slides, Adding and formatting text, Formatting paragraph, checking spellings and correcting typing mistakes.
- Making notes pages and handouts, Drawing and working with objects, Adding clip art and other pictures, Designing slide shows, Running and controlling a slide show, Printing presentation.

Microsoft office publishers concepts:

- Open publisher.
- Create new publications.
- Create a calender, Create a business card, Create a greeting card etc.
- Working with frames, Moving frames, Resizing frames, Formatting text, Inserting clip art etc.


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Theni -Dt

DEPARTMENT OF HISTORY
CERTIFICATE COURSE
FUNDAMENTALS OF TOURISM – 15VACH1

CO1: To understand the students to basic principles of tourism.

CO2: To explain the various types of tourism and travel Formalities & Regulations.

UNIT – I

Definition – Origin – Basic Components of Tourism - Causes for the Rapid Growth of Tourism – Motivations for Travel.

UNIT – II

Tourism through the Ages - Ancient, Medieval and Modern Period – World Time Differences – Greenwich Mean Time (GMT) – Indian Standard Time (IST).

UNIT – III

Types of Tourism – Regional Tourism – International Tourism – Holiday Tourism – Cultural Tourism – Social Tourism – Business Tourism – Religious Tourism – Health Tourism – Adventure Tourism – Political Tourism – Pleasure Tourism – Eco Tourism.

UNIT – IV

Transportation – Railway - Roadways - Airways - Waterways - Accommodations – Types of Hotels - Locality – Organizations – Economic and Social significant of Tourism.

UNIT – V

Travel Formalities and Regulations – Passport – Visa, Foreign Exchange, Customs and Health Formalities – Immigration, Impact of Tourism – Positive and Negative – Impacts.

Books for Study:

1. Bhatia, A.K., - *Tourism Development: Principles & Practices.*
2. Dharmaraj, J., - *Tourism.*
3. Bezbaruah, M., - *Indian Tourism: Beyond the Millennium.*
4. Yvette Reisinger., - *International Tourism: Cultures and Behavior.*
5. Robinson, H., - *Geography of Tourism (Aspect Geographies).*

M. R. Subramanian
H.O.P. 1/2

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)

UTHAMAPALAYAM-625533

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE SYLLABUS

SALESMANSHIP AND SALES MANAGEMENT

Subject Code -15VACEC

COURSE OUTCOMES

- To familiarize Students about the Fundamentals of personnel selling and theories.
- To understand the role , nature and functions of advertising ,sales management and sales organization.

UNIT: I Introduction to Salesmanship (6 Hours)

Meaning and Definition of Salesmanship-Nature of salesmanship-Objectives of salesmanship-Features of Salesmanship-Types of Salesmanship.

UNIT: II Theories of Selling (6 Hours)

AIDAS theory of selling –Right set of circumstances approach –Buyers formula theory-Behaviour equation theory.

UNIT: III Advertising (6 Hours)

Meaning and definition of advertising – Characteristics feature of advertising-Nature of advertising –Scope of advertising- Functions and Limitations of advertising

UNIT: IV Sales Management (6 Hours)

Definition and Meaning of sales Managements - Objectives of sales management-Functions of sales management-Importance and Elements of sales management.

UNIT: V Sales Organization (6 Hours)

Definition and meaning of sales organization-Importance of sales organization-Need for sales organization –Functions of sales organization –Structure of sales organization-Classifications of sales organization.

BOOKS FOR REFERENCE

- ❖ P.Saravanel, S.Sumathi, Advertising and Salesmanship, Margham publications, Chennai-17
- ❖ Advertising and sales promotion management, S L Gupta . V.VRatna, Sulthan Chand and sons.
- ❖ Sales promotion and Advertising Management, (6th edition) Himalaya publishing House.
- ❖ Salesmanship and advertising ,Davar.S.K, Himalaya Publishing House

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Uthamapalayam - 625 533



HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(AUTONOMOUS) UTHAMAPALAYAM – 625533

PG&RESEARCH DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE IN

MATHEMATICAL DOCUMENTATION PROCESS-TEX and LATEX (15VACMA)

CO1:To inculcate Mathematical document processing skills

CO2:To make students qualified for self-generated courses/employment

Syllabus:

Theory paper 1-Mathematical Documentation process-TeX and LaTeX

Unit-I

What is Tex?-What is LATEX?-How LATEX Works?-The LATEX Input File Entering LATEX Commands-Entering Text-Special Characters.

Creating A LATEX Document-Document Classes-Class Options-Packages-Making-a Title Page-Making a Table of Contents-Behind the Scenes-Auxiliary Files-How a Page is built-Examples(1).Report Class-(2)Letter Class

Unit II

Document Layout-Line Spacing-Paragraphs-Text Justification-Margins-Headers,Footer, and Page Numbering.

Within the Text:Section Headings-Changing Type Style and Size-Starting New Lines and New Pages-Leaving Horizontal and Vertical Space-Drawing Rules-Footnotes-Centering.

Unit III

Quotations-Reproducing Text As-Is-Lists-Cross References

Tables:Tabbing

Tabular:A Simple Ruled Table-Using Paragraph Columns,Spanning Columns-Aligning on the Decimal Point-Suppressing Leading or Trailing Space.

Unit IV

Mathematics In-Line Math-Display Math(for unnumbered equations)- Equation Environment(for numbered equations)-Eqnarray Environment-Bordered matrices.

Mathematical Expression:Superscripts and Subscripts-Spaces in Math Mode-Dots,Braces,and Bars-Fractions-Radicals-Integrals,and Summations-Large Delimiters.

Graphics:Creating the Graphic Files-Importing the Graphic into LATEX Documents-Viewing the output

UNIT V

Making a Caption for figures and tables-Examples-Overcoming problemswith float Placement-Landscape Figures and Tables.

Bibliography:LATEX's built-in method-BibTEX-Overview-Creating the,bib File-Running BibTEX-Bibliography Styles.

Special Topics:01Managing a Largr Document-Generating an Index-I ncluding hyperlinks-Accents and Special Characters.

Examples:LATEX packages and LATEX Thesis

References:

(A)Books:

1.LATEX-A Document Preparation System by Leslie Lamport,Addision-Wesley,second edition,Boston,MA,1994.

2.A Guide to LATEX by Helmut Kopka and Patrick W.Daly.Addison-wesley,fourth edition,boston,MA,2004.

The LATEX companion by Michel Goossens,Frank Mittelbach,et al,Addison-wesley,Second edition,boston,MA,2004 .

(B)E-Sources

1. LATEX Tutorials-A PRIMER, Tex usersgroup, Trivandrum, India 2003.
2. LATEX for complete Novices-Nicola L.C.Tablrt,Dickimaw Books,2012(www.dickimow-books.com)
- 3.Math into LATEX –An Introductionj to LATEX and AMS- LATEX-Geerge Gratzer.
- 4.Text formatting with LATEX,A Tutorial,Academic and Research Computing ,April 2007.

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DEPARTMENT OF COMPUTER SCIENCE

Syllabus for Value Added Course -2015-2016

WORD PROCESSING AND PRESENTATION (15VACCS)

Course Outcome: On completion of the course, students are able to

1. Knows the concepts of Microsoft office Word 2007, insert panel page, layout panel page, page background and mailing panel.
2. Illustrates the concepts of saving the file, formatting the text, alignment of text, border and shading
3. Discuss about printing the document, editing, autocorrect, auto formatting text, Find and Replace, page numbering using Mail merge in Word 2007.
4. Discuss how to create presentation, PowerPoint views, changing the color and background picture.
5. Demonstrates Word Art, duplicating slides, deleting slides, adding viewing a presentation and making slide shows.

Course content:

UNIT I:

Hours 6

Microsoft Office Word 2007: Introduction to Microsoft Office Word 2007 – opening screen of Microsoft Word Screen – Insert Panel –Page Layout Panel –Page Setup –Page Background-Paragraph-Reference Panel-Table of Authorities-Mailing Panel-Tracking-Changes-Protect-Office Button.

UNIT II:

Hours 6

Working with Documents in Word 2007 –Introduction – saving the File-Formatting the Text-Alignment of Text –Applying Fonts – Spell Checking –Consulting Thesaurus –Assign Character Styles-Create a Character Style-Borders and Shading-Apply Borders and Shading-Closing the file.

UNIT III:

Hours 6

Save as Option –Printing your document-Editing the document – Editing Tools- Autocorrect-Autocorrect Entries without Formatting –Add New Autocorrect Entries with Formatting-Auto format-Autoformat as you type-Auto format on command-Auto formatting text-Find and Replace –Page Numbering-Header and Footer-Footer and Endnotes-Splitting Panes –Tilling of the Documents-Using Mail Merge in Word 2007.

UNIT IV:

Hours 6

Creating Presentation from Template –Creating a New Presentation-Power point Views –Entering the text-Moving the Text-Changing the Colour –To change the colours –To change a slide background picture- Adding graphics to a slide-Adding picture to the Presentation-Adding clip Art on a Slide.

UNIT V:

Hours 6

Adding from WordArt-Recording Slides-Duplicating Slides –Deleting Slides-Adding an Animated Cartoon to a Slide-Adding a Movie to a slide-Adding Sound-Adding Slide Transitions-Adding Text Transmissions- Viewing a Presentations-Making Slide Shows-Notes, Handouts and Masters for Presentation-Handouts Master-Packing Presentations to Go.

Text Book : Learning Computer Fundamentals, MS Office and Internet & Web Technology-Dinesh Maidasani-FIREWALL MEDIA, First Edition 2005.



Head of the Department

S. SIRAJUDEEN M.Sc PGDCA M.S.
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Kannur - 670 001

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS),
POST GRADUATE DEPARTMENT OF ZOOLOGY**

VALUE ADDED COURSE

SUBJECT : CERTIFICATE COURSE IN HONEY BEE REARING

COURSE CODE : 16VACZY

COURSE OUTCOMES:

CO1: To study the ultimate goal of honey bee rearing & to know the basic knowledge of apiary, enemies and their eradication methods.

CO2: To promote the conservation strategies and improvement of bee keeping and to increase the knowledge of life cycle of bees and bee culture.

SYLLABUS

UNIT I:

Honey bee- systematic position – kinds of honeybees- Habits and Habitat- population- castes

UNIT II:

Worker Bee: structure of worker bee- Head, Thorax, Abdomen- Functions of worker bee.

UNIT III:

Queen-Structure of Queen-Functions of Queen. Drones- Structure of Drones -Functions of Drones

UNIT IV:

Bee hive or Nest – Bee Language & Communication- Bee Economy-Swarming-absconding- supersedure- Life History- Nuptial Flight and Mating, Development & Caste determination.

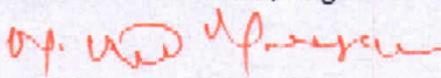
UNIT V:

Enemies of bees- economic importance of honey bee- Apiculture- social life in honey bees- Bee Hive /Honey Comb- description of typical Artificial Hive- types of bee hives- bee pasturage- care and management of an apiary. Properties, extraction, preservation & uses of honey. Diseases of honey bees- Bee Poisoning.

REFERENCE BOOKS

A Text Book of Entomology –MS. Nalina Sundari & R.Santhi, MJP Publishers, Chennai.

A Text Book of Economic Zoology –Dr.N.Arumugam et al., Saras Publications, Nagerecoil.


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Hajee Karutha Rowther Howdia College (Autonomous)

Uthamapalayam – 625533

Department of English

CERTIFICATE COURSE IN SPOKEN ENGLISH – 16VACEN

SYLLABUS

Course Outcome

- CO – 1** : Integrate pertinent communication strategies to perform efficiently in social and professional spheres.
- CO – 2** : Acquire proficiency in speaking, reading and writing skills.

Unit – I

Reading Comprehension

Unit – II

Common Errors in English

Unit – III

Formal and Informal Situations

Unit – IV

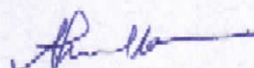
Presentation Skills

Unit – V

Communication Skills

Books Recommended:

- Mohan Krishna, Banerji Meera, **Developing Communication Skills**, Macmillan Publishers, Chennai.
- Townsend Roz, **Presentation Skills for the Upwardly Mobile**, Emerald Publishers, Chennai



HEAD

PG & RESEARCH DEPARTMENT OF ENGLISH
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
UTHAMAPALAYAM, THENI (DT) - 625533

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)
UTHAMAPALAYAM**

**POST GRADUATE AND RESEARCH DEPARTMENT OF COMMERCE
CERTIFICATE COURSE: SOFT SKILLS AND EMPLOYABILITY SKILLS (16VACCR)**

SYLLABUS

COURSE OUTCOMES:

To develop among the students:

1. The Interpersonal skills to become effective goal oriented team player. The professionals with idealistic, practical and moral values
2. The communication and problem solving skills. The re-engineer attitude and understand its influence on behavior

UNIT I Soft Skills

Introduction to soft skills – importance – types – essentials soft skills – soft skills vs hard skills – attitude – power of positive thinking – positive self talk – self esteem, self confidence and attitude in the work place – SWOT analysis.

UNIT II Goal Setting

Goal – meaning – guidance for goal setting – types of goals – SMART goal – short term, long term, life time goals. Time management : value of time, key factors – blue print for success.

UNIT III Emotional intelligence and leadership.

Emotional intelligence – meaning – Importance – components – High emotional Intelligence advantages – crisis management – Leaders: qualities of leader – Leadership – Leadership skills and Role of a Leader.

UNIT IV Employability Skills

Employability skills – Meaning – Importance – essentials employability skills – communication, team work, commercial awareness, analysis & investigating, Initiative/self motivation, drive, written communication, planning & organizing, flexibility time management

UNIT V Group Discussion and Interview

Definition - types - characteristics of effective GD – phases in GD process – Do's and Don'ts of participating GD - interview concepts and definition – objective and classification of interview - guidelines of effective interview – body language – features – etiquette – various types and Importance CV preparation.

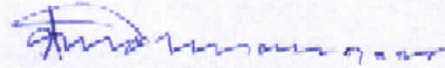
Pedagogy:

Assignment for presentation, conduct mock interview and GD, give exercise for etiquette and CV, peer group – body language.

Text Book:

Sabina pillai, Agna Fernandez, "Soft skills and Employability Skills", first edition Cambridge university press.

Neogay jayant, "Success In Interview" Unicorn Books Pvt Ltd., Darya Ganji, New Delhi.


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Tamilnadu

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

An Autonomous Institution

PG Department of Commerce with Computer Application

Course Name: ONLINE TRADING

Course Code: 16VACCA

Course Outcome

- CO 1: Understand the concepts of E Business practices.
- CO 2: Gain knowledge in Online Trading and its features.

Unit I

Introduction - uses of Internet in Business-Traditional trading vs. online trading - online trading and value chain

Unit II

Online trading business models - Major types of online trading - Business to consumer - Business to Business - Consumer to Consumer - Consumer to Business - Non Business and Government - Intra Business

Unit III

Online Banking - Origin of online banking - Advantage and disadvantage of online banking- Functions - Electronic Fund Transfer (EFT) - EFT points of sales (EFTPOS) - RTGS - Advantages of EFT.

Unit IV

Electronic data interchange - Meaning - what is difference between ACH, EFT and Wire Transfer Payments.

Unit V


Fundamentals of the fund transfer process - Simple electronic funds transfer - online trading securities - Cybercrimes - Areas of Internet Security.

Text Book:

1. C.S Rayudu E Commerce- E Business, Himalaya publishing house.2008 5th edition.

Reference Books:

1. Joseph PT, E Commerce, an Indian perspective Margham Publishing 16th printing 3rd edition, August 2010.
2. Murthy CSV E Commerce- Concepts, models, strategies Himalaya publishing house 2007 Third edition.


HEAD OF THE DEPARTMENT
Department of Commerce (CA)
H.K.R.H.College, (Autonomous)
Uthamapalayam, Theni (Dt)

Course code	Course Title	Category
16VACCH	Cosmetics	Value Added Course

Course Outcomes (COs):

On the successful completion of the course, students will be able to

CO1: Utilize the preparation of washing powder, cleaning powder and phenoyls.

CO2: Demonstrate the preparation of washing powder, cleaning powder, inks and shampoo.

Preparation of Washing Powder, Cleaning Powder, White, Black, Yellow, Rose coloured phenoyls.

Preparation of shampoo, liquid blue, preparation of blue, green and red inks, soap oil, face powder and pain balm.

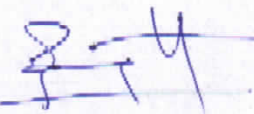
Preparation of cosmetics to be demonstrated:

1. Washing and Cleaning Powder
2. Phenoyls
3. Inks
4. Shampoo

Visit to various Industries and submission of report – 5 marks (Internal)

Reference books:

- B.K. Sharma – Industrial Chemistry – (Goel Publishers)
- K. Bagavathi Sundari – Applied Chemistry.


Dr.S.A.Noor Mohamed, M.Sc, M.Phil., Ph.D.,
Dean, Faculty of Science,
Hajee Karutha Rowther Howdla
College (Autonomous),
Uthamapalayam-625533,

HAJEE KARUTHA ROWTHERHOWDIACOLLEGE(AUTONOMOUS),

UTHAMAPALAYAM.

Department of Information Technology

SubjectName:-DiplomaInOfficeAutomation(DOA)

SubjectCode:-16VACCT

CO1:Studentswouldbeabletoworkwithdocuments,spreadsheetsandmakesmallpresentations.

CO2:Toprovideanindepthtraininginuseofofficeautomationandpublishersconcepts.

Introductiontowordprocessing:

- IntroductiontoMSword-features,Creating,Saving and Opening documentsinword,Interface,toolbars,rulers,menuskeyboardshortcuts.
- Editingadocuments- Moving, Scrolling inadocument, Opening multidocuments, windows, editing text-selection, Inserting anddeleting,movingtext.
- Previewingdocumentprintingdocuments Printadocumentfromthestandardtoolbars, Printing adocumentfromthemenu, Shrinking adocumenttofitapage, Reduce thenumberofpagesbyone.
- Formattingdocument:Paragraphformat, Allgning textandparagraph, Border andshading, Headers andfootersmultiplecolumns

Spreadsheetconcepts:

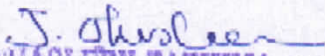
- Creatingworksheet, Entering dataintoworksheet, Heading information,data,text,datesandcellformattingvalue savingandprotectingworksheet.
- Openingand Moving aroundinanexistingworksheet.
- Toolbarsandmenuskeyboardshortcuts.
- Creating savingandeditingaworkbook, Inserting deletingworksheetenteringdatainacell/ Formula copying andmovingfromselectedcells, Handling operatorsinformulae,Function:Mathematical,logical,statistical, textfinancial, dateandtimefunctions,using functionswizard, Formatting aworksheet.
- Formatting cells:Changingdataalignments,Changingdate,number, charactersofcurrencyformat,changingfont,adding borders, andcolors,printingworksheet, Charts andgraphs- Creatingpreviewing,Modifyingcharts,Integratingwordprocessorspreadsheets,webpages.

Presentationconcepts:

- Creatingopeningandsavingpresentation, Creating thelookofyourpresentation.
- Workingindifferentviews, Working withslides, Adding and formatting text, Formatting paragraph,Checkingspellingsandcorrectingtypingmistakes.
- Makingnotespagesandhandouts, Drawing andworkingwithobjects, Adding clipartandotherpictures,designingslideshows,runningandcontrollingaslideshow,printingpresentation.

Microsoftofficepublishersconcepts:

- Openpublisher.
- Createnewpublications.
- Createacalender, Create abusinesscard, Create agreetingcardetc.
- Workingwithframes, Moving frames, Resizing frames, Formatting text, Inserting clipartetc.


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DEPARTMENT OF HISTORY
CERTIFICATE COURSE
FUNDAMENTALS OF TOURISM – 16VACH1

CO1: To understand the students to basic principles of tourism.

CO2: To explain the various types of tourism and travel Formalities & Regulations.

UNIT – I

Definition – Origin – Basic Components of Tourism - Causes for the Rapid Growth of Tourism – Motivations for Travel.

UNIT – II

Tourism through the Ages - Ancient, Medieval and Modern Period – World Time Differences – Greenwich Mean Time (GMT) – Indian Standard Time (IST).

UNIT – III

Types of Tourism – Regional Tourism – International Tourism – Holiday Tourism – Cultural Tourism – Social Tourism – Business Tourism – Religious Tourism – Health Tourism - Adventure Tourism – Political Tourism – Pleasure Tourism – Eco Tourism.

UNIT – IV

Transportation – Railway - Roadways - Airways - Waterways - Accommodations – Types of Hotels - Locality – Organizations – Economic and Social significant of Tourism.

UNIT – V

Travel Formalities and Regulations – Passport – Visa, Foreign Exchange, Customs and Health Formalities – Immigration, Impact of Tourism – Positive and Negative – Impacts.

Books for Study:

1. Dharmaraj, J, *Tourism*, Tensy Publications, Sivakasi, 2016.
2. Bezbaruah, M.P. *Indian Tourism: Beyond the Millennium*, Gyan Publishing House, 1 edition, 2000.
3. Yvette Reisinger, *International Tourism: Cultures and Behavior*, A Butterworth-Heinemann Title; 1 edition, 2009.
4. Robinson, H. *Geography of Tourism (Aspect Geographies)*, Publisher: MacDonald & Evans, 1976.

M. Barsha Kumar
H.O.D. 1/2

HAJEE KARUTHA ROWTHIER HOWDIA COLLEGE (AUTONOMOUS)

UTHAMAPALAYAM-625533

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE SYLLABUS

SALESMANSHIP AND SALES MANAGEMENT

Subject Code -16VACEC

COURSE OUTCOMES

- To familiarize Students about the Fundamentals of personnel selling and theories.
- To understand the role , nature and functions of advertising ,sales management and sales organization.

UNIT: I Introduction to Salesmanship (6 Hours)

Meaning and Definition of Salesmanship - Nature of salesmanship Objectives of salesmanship
Features of Salesmanship - Types of Salesmanship.

UNIT: II Theories of Selling (6 Hours)

AIDAS theory of selling – Right set of circumstances approach –Buyers formula theory-
Behaviour equation theory.

UNIT: III Advertising (6 Hours)

Meaning and definition of advertising - Characteristics feature of advertising-Nature of
advertising –Scope of advertising- Functions and Limitations of advertising.

UNIT: IV Sales Management (6 Hours)

Definition and Meaning of Sales Managements - Objectives of sales management -
Functions of sales management-Importance and Elements of sales management.

UNIT: V Sales Organization (6 Hours)

Definition and meaning of sales organization-Importance of sales organization-Need for sales
organization –Functions of sales organization Structure of sales organization- Classifications of sales
organization.

BOOKS FOR REFERENCE

- ❖ P.Saravanel, S.Sumathi, Advertising and Salesmanship, Margham publications,Chennai-17
- ❖ Advertising and sales promotion management,S L Gupta . V VRatna,Sulthan Chand and sons.
- ❖ Sales promotion and Advertising Management,(6th edition) Himalaya publishing House.
- ❖ Salesmanship and advertising ,Davar.S.K, Himalaya Publishing House

DR. G. RAMANAN, Ph.D.,
Head Economics,

Head of the Department
Hajee Karutha Rowthier Howdia College,
Uthamapalayam - 625 533.

DEPARTMENT OF COMPUTER SCIENCE

Syllabus for Value Added Course -2016-2017

WORD PROCESSING AND PRESENTATION (16VACCS)

Course Outcome: On completion of the course, students are able to

1. Knows the concepts of Microsoft office Word 2007, insert panel page, layout panel page, page background and mailing panel.
2. Illustrates the concepts of saving the file, formatting the text, alignment of text, border and shading
3. Discuss about printing the document, editing, autocorrect, auto formatting text, Find and Replace, page numbering using Mail merge in Word 2007.
4. Discuss how to create presentation, PowerPoint views, changing the color and background picture.
5. Demonstrates Word Art, duplicating slides, deleting slides, adding viewing a presentation and making slide shows.

Course content:

UNIT I:

Hours 6

Microsoft Office Word 2007: Introduction to Microsoft Office Word 2007 – opening screen of Microsoft Word Screen – Insert Panel –Page Layout Panel –Page Setup –Page Background-Paragraph-Reference Panel-Table of Authorities-Mailing Panel-Tracking-Changes-Protect-Office Button.

UNIT II:

Hours 6

Working with Documents in Word 2007 –Introduction – saving the File-Formatting the Text-Alignment of Text –Applying Fonts – Spell Checking –Consulting Thesaurus –Assign Character Styles-Create a Character Style-Borders and Shading-Apply Borders and Shading-Closing the file.

UNIT III:

Hours 6

Save as Option –Printing your document-Editing the document – Editing Tools- Autocorrect-Autocorrect Entries without Formatting –Add New Autocorrect Entries with Formatting-Auto format-Autoformat as you type-Auto format on command-Auto formatting text-Find and Replace –Page Numbering-Header and Footer-Footer and Endnotes-Splitting Panes –Tiling of the Documents-Using Mail Merge in Word 2007.

UNIT IV:

Hours 6

Creating Presentation from Template –Creating a New Presentation-Power point Views –Entering the text-Moving the Text-Changing the Colour –To change the colours –To change a slide background picture- Adding graphics to a slide-Adding picture to the Presentation-Adding clip Art on a Slide.

UNIT V:

Hours 6

Adding from WordArt-Recording Slides-Duplicating Slides –Deleting Slides-Adding an Animated Cartoon to a Slide-Adding a Movie to a slide-Adding Sound-Adding Slide Transitions-Adding Text Transmissions- Viewing a Presentations-Making Slide Shows-Notes, Handouts and Masters for Presentation-Handouts Master-Packing Presentations to Go.

Text Book : Learning Computer Fundamentals, MS Office and Internet & Web Technology-Dinesh Maidasani-FIREWALL MEDIA, First Edition 2005.



Head of the Department

S. SIRAJUDEEN M.Sc PGDCA M.S.
Associate Professor & Head
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Albany, Tamil Nadu - 626 011



HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(AUTONOMOUS) UTHAMAPALAYAM – 625533

PG&RESEARCH DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE IN

MATHEMATICAL DOCUMENTATION PROCESS-TEX and LATEX (16VACMA)

CO1:To inculcate Mathematical document processing skills

CO2:To make students qualified for self-generated courses/employment

Syllabus:

Theory paper 1-Mathematical Documentation process-TeX and LaTeX

Unit-I

What is Tex?-What is LATEX?-How LATEX Works?-The LATEX Input File Entering LATEX Commands-Entering Text-Special Characters.

Creating A LATEX Document-Document Classes-Class Options-Packages-Making-a Title Page-Making a Table of Contents-Behind the Scenes-Auxiliary Files-How a Page is built-Examples(1).Report Class-(2)Letter Class

Unit II

Document Layout-Line Spacing-Paragraphs-Text Justification-Margins-Headers, Footers, and Page Numbering.

Within the Text:Section Headings-Changing Type Style and Size-Starting New Lines and New Pages-Leaving Horizontal and Vertical Space-Drawing Rules-Footnotes-Centering.

Unit III

Quotations-Reproducing Text As-Is-Lists-Cross References

Tables:Tabbing

Tabular:A Simple Ruled Table-Using Paragraph Columns,Spanning Columns-Aligning on the Decimal Point-Suppressing Leading or Trailing Space.

Unit IV

Mathematics In-Line Math-Display Math(for unnumbered equations)- Equation Environment(for numbered equations)-Eqnarray Environment-Bordered matrices.

Mathematical Expression:Superscripts and Subscripts-Spaces in Math Mode-Dots,Braces,and Bars-Fractions-Radicals-Integrals,and Summations-Large Delimiters.

Graphics:Creating the Graphic Files-Importing the Graphic into LATEX Documents-Viewing the output

UNIT V

Making a Caption for figures and tables-Examples-Overcoming problemswith float Placement-Landscape Figures and Tables.

Bibliography:LATEX's built-in method-BibTEX-Overview-Creating the,bib File-Running BibTEX-Bibliography Styles.

Special Topics:01Managing a Largr Document-Generating an Index-I ncluding hyperlinks-Accents and Special Characters.

Examples:LATEX packages and LATEX Thesis

References:

(A)Books:

1.LATEX-A Document Preparation System by Leslie Lamport,Addision-Wesley,second edition,Boston,MA,1994.

2.A Guide to LATEX by Helmut Kopka and Patrick W.Daly.Addison-wesley,fourth edition,boston,MA,2004.

The LATEX companion by Michel Goossens, Frank Mittelbach,et al,Addison-wesley,Second edition,boston,MA,2004 .

(B)E-Sources

1. LATEX Tutorials-A PRIMER, Tex usersgroup, Trivandrum, India 2003.
2. LATEX for complete Novices-Nicola L.C.Tablrt, Dickimaw Books, 2012(www.dickimow-books.com)
- 3.Math into LATEX –An Introductionj to LATEX and AMS- LATEX-Geerge Gratzer.
- 4.Text formatting with LATEX,A Tutorial,Academic and Research Computing ,April 2007.

M. Santhi

Dr. M. SANTHI
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Hajee Karutha Rowther Howdia College (Autonomous)

Uthamapalayam – 625533

Department of English

CERTIFICATE COURSE IN SPOKEN ENGLISH – 17VACEN

SYLLABUS

Course Outcome

- CO – 1** : Integrate pertinent communication strategies to perform efficiently in social and professional spheres.
- CO – 2** : Acquire proficiency in speaking, reading and writing skills.

Unit – I

Reading Comprehension

Unit – II

Common Errors in English

Unit – III

Formal and Informal Situations

Unit – IV

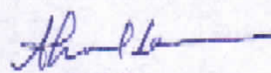
Presentation Skills

Unit – V

Communication Skills

Books Recommended:

- Mohan Krishna, Banerji Meera, **Developing Communication Skills**, Macmillan Publishers, Chennai.
- Townsend Roz, **Presentation Skills for the Upwardly Mobile**, Emerald Publishers, Chennai


HEAD

PG & RESEARCH DEPARTMENT OF ENGLISH
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
UTHAMAPALAYAM, THENI (DT) 625533

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS)
UTHAMAPALAYAM**

**POST GRADUATE AND RESEARCH DEPARTMENT OF COMMERCE
CERTIFICATE COURSE: SOFT SKILLS AND EMPLOYABILITY SKILLS (17VACCR)**

SYLLABUS

COURSE OUTCOMES:

To develop among the students:

1. The interpersonal skills to become effective goal oriented team player. The professionals with Idealistic, practical and moral values
2. The communication and problem solving skills. The re-engineer attitude and understand its influence on behavior

UNIT I Soft Skills

Introduction to soft skills – importance – types – essentials soft skills – soft skills vs hard skills – attitude – power of positive thinking – positive self talk – self esteem, self confidence and attitude in the work place – SWOT analysis.

UNIT II Goal Setting

Goal – meaning – guidance for goal setting – types of goals – SMART goal – short term, long term, life time goals. Time management : value of time, key factors – blue print for success.

UNIT III Emotional Intelligence and leadership.

Emotional Intelligence – meaning – importance – components – High emotional intelligence advantages – crisis management – Leaders: qualities of leader – Leadership – Leadership skills and Role of a Leader.

UNIT IV Employability Skills

Employability skills – Meaning – importance – essentials employability skills – communication, team work, commercial awareness, analysis & investigating, Initiative/self motivation, drive, written communication, planning & organizing, flexibility time management

UNIT V Group Discussion and Interview

Definition - types - characteristics of effective GD – phases in GD process – Do's and Don'ts of participating GD - Interview concepts and definition – objective and classification of Interview - guidelines of effective interview – body language – features – etiquette – various types and Importance CV preparation.

Pedagogy:

Assignment for presentation, conduct mock interview and GD, give exercise for etiquette and CV, peer group – body language.

Text Book:

Sabina pillai, Agna Fernandez, *"Soft skills and Employability Skills"*, first edition Cambridge university press.

Neoagy Jayant, *"Success In Interview"* Unicorn Books Pvt Ltd., Darya Ganji, New Delhi.


A.ABBAS MANTHIRI M.Com, M.Phil, Ph.D.
Head & Associate Professor
Post Graduate & Research Department of Commerce
Hajee Karutha Rowther Howdia College
Uthamapalayam - 625 533
Theni District,
Tamilnadu

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE (AUTONOMOUS);
POST GRADUATE DEPARTMENT OF ZOOLOGY**

VALUE ADDED COURSE

SUBJECT : CERTIFICATE COURSE IN HONEY BEE REARING

COURSE CODE : 17VACZY

COURSE OUTCOMES:

CO1: To study the ultimate goal of honey bee rearing & to know the basic knowledge of apiary, enemies and their eradication methods.

CO2: To promote the conservation strategies and improvement of bee keeping and to increase the knowledge of life cycle of bees and bee culture.

SYLLABUS

UNIT I:

Honey bee- systematic position – kinds of honeybees- Habits and Habitat- population- castes

UNIT II:

Worker Bee: structure of worker bee- Head, Thorax, Abdomen- Functions of worker bee.

UNIT III:

Queen Structure of Queen-Functions of Queen, Drones- Structure of Drones -Functions of Drones

UNIT IV:

Bee hive or Nest – Bee Language & Communication- Bee Economy- Swarming-absconding- supersedure- Life History- Nuptial Flight and Mating, Development & Caste determination,

UNIT V:

Enemies of bees- economic importance of honey bee- Apiculture- social life in honey bees- Bee Hive /Honey Comb- description of typical Artificial Hive- types of bee hives- bee pasturage- care and management of an apiary. Properties, extraction, preservation & uses of honey. Diseases of honey bees- Bee Poisoning.

REFERENCE BOOKS

A Text Book of Entomology –MS. Nallna Sundari & R.Santhi, MJP Publishers, Chennai.

A Text Book of Economic Zoology –Dr.N.Arumugam etal., Saras Publications, Nagerecoil.


Dr. M. Mohamed Meeran,
M.Sc., M.Phil., Ph.D.,

Head

**PG Department of Zoology
Hajee Karutha Rowther Howdia College
Uthamapalayam, Theni District,
TamilNadu, PinCode-625533**

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

An Autonomous Institution

PG Department of Commerce with Computer Application

Course Name: ONLINE TRADING

Course Code: 17VACCA

Course Outcome

- CO 1: Understand the concepts of E Business practices.
- CO 2: Gain knowledge in Online Trading and its features.

Unit I

Introduction - uses of Internet in Business-Traditional trading vs. online trading - online trading and value chain

Unit II

Online trading business models - Major types of online trading - Business to consumer - Business to Business - Consumer to Consumer - Consumer to Business - Non Business and Government - Intra Business

Unit III

Online Banking - Origin of online banking - Advantage and disadvantage of online banking- Functions - Electronic Fund Transfer (EFT)- EFT points of sales (EFTPOS) - RTGS - Advantages of EFT

Unit IV

Electronic data interchange - Meaning - what is difference between ACH, EFT and Wire Transfer Payments.

Unit V


Fundamentals of the fund transfer process - Simple electronic funds transfer - online trading securities - Cybercrimes - Areas of Internet Security.

Text Book:

1. C.S Rayudu E Commerce- E Business, Himalaya publishing house, 2008 5th edition.

Reference Books:

1. Joseph PT, E Commerce, an Indian perspective Margham Publishing 16th printing 3rd edition, August 2010.
2. Murthy CSV E Commerce- Concepts, models, strategies Himalaya publishing house 2007 Third edition.


HEAD OF THE DEPARTMENT
Department of Commerce (CA)
H.K.R.H.College, (Autonomous)
Uthamapalayam, Theni (Dt)

Course code	Course Title	Category
17VACCH	Cosmetics	Value Added Course

Course Outcomes (COs):

On the successful completion of the course, students will be able to

CO1: Utilize the preparation of washing powder, cleaning powder and phenoyls.

CO2: Demonstrate the preparation of washing powder, cleaning powder, inks and shampoo.

Preparation of Washing Powder, Cleaning Powder, White, Black, Yellow, Rose coloured phenoyls.

Preparation of shampoo, liquid blue, preparation of blue, green and red inks, soap oil, face powder and pain balm.


Preparation of cosmetics to be demonstrated:

1. Washing and Cleaning Powder
2. Phenoyls
3. Inks
4. Shampoo

Visit to various Industries and submission of report – 5 marks (Internal)

Reference books:

- B.K. Sharma – Industrial Chemistry – (Gael Publishers)
- K. Bagavathi Sundari – Applied Chemistry.


 Dr.S.A.Noor Mohamed, M.Sc., M.Phil., Ph.D.,
 Dean, Faculty of Science,
 Hajeer Karutha Rowther Howdla
 College (Autonomous),
 Uthamapalayam-625533.

HAJEE KARUTHA ROWTHERHOWDIACOLLEGE(AUTONOMOUS),

UTHAMAPALAYAM.

Department of Information Technology

SubjectName:-DiplomainOfficeAutomation(DOA)

SubjectCode:-17VACCT

CO1:Studentswouldbeabletoworkwithdocuments,spreadsheetsandmakesmallpresentations.

CO2:Toprovideanindepthtraininginuseofofficeautomationandpublishersconcepts.

Introductiontowordprocessing:

- IntroductiontoMSword-features, Creating, Saving and Opening documentsinword,interface,toolbars,rulers,menuskeyboardshortcuts.
- Editingadocuments- Moving, Scrolling inadocument, Opening multidocuments, windows, editing text selection, inserting anddeleting,movingtext.
- Previewingdocumentprintingdocuments- Print adocumentfromthestandardtoolbars, Printing adocumentfromthemenu, Shrinking adocumenttofitapage, Reduce thenumberofpagesbyone.
- Formattingdocument:Paragraphformat, Aligning textandparagraph, Border andshading, Headers andfootersmultiplecolumns.

Spreadsheetconcepts:

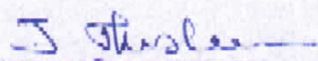
- Creatingworksheet, Entering dataintoworksheet, Heading information,data,text,datesandcellformattingvaluesavingandprotectingworksheet.
- Openingand Moving aroundinanexistingworksheet.
- Toolbarsandmenuskeyboardshortcuts.
- Creatingsavingandeditingaworkbook, Inserting deletingworksheerenteringdatainacell/ Formula copying andmovingfromselectedcells,handlingoperatorsinformulae,Function: Mathematical,logical,statistical, text(financial,dateandtime)functions,usingfunctions wizard, Formatting aworksheet.
- Formatting cells Changingdataalignments, Changing date,number,characterofcurrencyformat,changingfont,addingborders,andcolors,printingworksheet,chartsandgraphs-Creatingpreviewing,modifyingcharts,integratingwordprocessorspreadsheets,webpages.

Presentationconcepts:

- Creatingopeningand Saving presentation, Creating thelookofyourpresentation.
- Workingindifferentviews, Working withslides, Adding and formatting text, Formatting paragraph,checkingspellingsandcorrectingtypngmistakes.
- Makingnotespagesandhandouts, Drawing andworkingwithobjects, Adding clipartandotherpictures,designingslideshows,runningundecontrollingaslideshow,printingpresentation.

Microsoftofficepublishersconcepts:

- Openpublisher
- Createnewpublications.
- Createacalender, Create abusinesscard, Create agreetingcardetc.
- Working withframes, Moving frames, Resizing frames, Formatting text, Inserting clipartetc.


J. THASLEEN FATHIMA MCA.,M.Phil.
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Department of Information Technology
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Tamil Nadu

DEPARTMENT OF HISTORY
CERTIFICATE COURSE
FUNDAMENTALS OF TOURISM – 17VACH1

CO1: To understand the students to basic principles of tourism.

CO2: To explain the various types of tourism and travel Formalities & Regulations.

UNIT – I

Definition – Origin – Basic Components of Tourism - Causes for the Rapid Growth of Tourism – Motivations for Travel.

UNIT – II

Tourism through the Ages - Ancient, Medieval and Modern Period – World Time Differences – Greenwich Mean Time (GMT) – Indian Standard Time (IST).

UNIT – III

Types of Tourism – Regional Tourism – International Tourism – Holiday Tourism – Cultural Tourism – Social Tourism – Business Tourism – Religious Tourism – Health Tourism - Adventure Tourism – Political Tourism – Pleasure Tourism – Eco Tourism.

UNIT – IV

Transportation – Railway - Roadways - Airways - Waterways - Accommodations – Types of Hotels - Locality – Organizations – Economic and Social significant of Tourism.

UNIT – V

Travel Formalities and Regulations – Passport – Visa, Foreign Exchange, Customs and Health Formalities – Immigration, Impact of Tourism – Positive and Negative – Impacts.

Books for Study:

1. Dharmaraj, J, *Tourism*, Tensy Publications, Sivakasi, 2016.
2. Bezbaruah, M P *Indian Tourism: Beyond the Millennium*, Gyan Publishing House, 1 edition, 2000.
3. Yvette Reisinger, *International Tourism: Cultures and Behavior*, A Butterworth-Heinemann Title; 1 edition, 2009.
4. Robinson, H *Geography of Tourism (Aspect Geographies)*, Publisher: MacDonald & Evans, 1976.

M. B. Subramanian
H.O.P.
V.C.



HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(AUTONOMOUS) UTHAMAPALAYAM – 625533

PG&RESEARCH DEPARTMENT OF MATHEMATICS

CERTIFICATE COURSE IN

MATHEMATICAL DOCUMENTATION PROCESS-TEX and LATEX (17VACMA)

CO1:To inculcate Mathematical document processing skills

CO2:To make students qualified for self-generated courses/employment

Syllabus:

Theory paper I-Mathematical Documentation process-Tex and Latex

Unit-I

What is Tex?-What is LATEX?-How LATEX Works?-The LATEX Input File Entering LATEX Commands-Entering Text-Special Characters.

Creating A LATEX Document-Documents Classes-Class Options-Packages-Making-a Title Page-Making a Table of Contents-Behind the Scenes-Auxiliary Files-How a Page is built-Examples(1).Report Class-(2)Letter Class

Unit II

Document Layout-Line Spacing-Paragraphs-Tex Justification-Margins-Headers, Footers, and Page Numbering.

Within the Text:Section Headings-Changing Type Style and Size-Starting New Lines and New Pages-Leaving Horizontal and Vertical Space-Drawing Rules-Footnotes-Centering.

Unit III

Quotations-Reproducing Text As-Is-Lists-Cross References

Tables:Tabbing

Tabular:A Simple Ruled Table-Using Paragraph Columns,Spanning Columns-Aligning on the Decimal Point-Suppressing Leading or Trailing Space.

Unit IV

Mathematics In-Line Math-Display Math(for unnumbered equations)- Equation Environment(for numbered equations)-Equarray Environment-Bordered matrices.

Mathematical Expression:Superscripts and Subscripts-Spaces in Math Mode-Dots,Braces,and Bars-Fractions-Radicals-Integrals,and Summations-Large Delimiters

Graphics:Creating the Graphic Files-Importing the Graphic into LATEX Documents-Viewing the output

UNIT V

Making a Caption for figures and tables-Examples-Overcoming problemswith float Placement-Landscape Figures and Tables.

Bibliography:LATEX's built-in method-BibTEX-Overview-Creating the,bib File-Running BibTEX-Bibliography Styles.

Special Topics:01Managing a Large Document-Generating an Index-I ncluding hyperlinks-Accents and Special Characters.

Example8:LATEX packages and LATEX Thesis

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(B)E-Sources

1. LATEX Tutorials-A PRIMER, Tex usersgroup, Trivandrum, India 2003.
2. LATEX for complete Novices-Nicola L.C.Tablrt,Dickimaw Books,2012(www.dickimaw-books.com)
- 3.Math into LATEX -An Introductionj to LATEX and AMS- LATEX-George Gratzer.
- 4.Text formatting with LATEX,A Tutorial,Academic and Research Computing ,April 2007.

M. Santh

Dr M. SANTH
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Dept. of Mathematics
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HAJEE KARUTHA ROWTHIER HOWDIA COLLEGE (AUTONOMOUS)

UTHAMAPALIYAM-625533

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE SYLLABUS

SALESMANSHIP AND SALES MANAGEMENT

Subject Code -17VACEC

COURSE OUTCOMES

- To familiarize Students about the Fundamentals of personnel selling and theories.
- To understand the role , nature and functions of advertising ,sales management and sales organization.

UNIT: I Introduction to Salesmanship (6 Hours)

Meaning and Definition of Salesmanship-Nature of salesmanship-Objectives of salesmanship-Features of Salesmanship-Types of Salesmanship.

UNIT: II Theories of Selling (6 Hours)

AIDAS theory of selling –Right set of circumstances approach –Buyers formula theory-Behaviour equation theory

UNIT: III Advertising (6 Hours)

Meaning and definition of advertising – Characteristics feature of advertising-Nature of advertising –Scope of advertising- Functions and Limitations of advertising.

UNIT: IV Sales Management (6 Hours)

Definition and Meaning of sales Managements - Objectives of sales management-Functions of sales management-Importance and Elements of sales management.

UNIT: V Sales Organization (6 Hours)

Definition and meaning of sales organization-Importance of sales organization-Need for sales organization –Functions of sales organization –Structure of sales organization-Classifications of sales organization

BOOKS FOR REFERENCE

- ❖ P.Saravanel, S.Sumathi, Advertising and Salesmanship, Margham publications, Chennai-17
- ❖ Advertising and sales promotion management, S L Gupta V.VRatna, Sulthan Chand and sons.
- ❖ Sales promotion and Advertising Management, (6th edition) Himalaya publishing House.
- ❖ Salesmanship and advertising ,Davar.S.K, Himalaya Publishing House

DR. G. RAMANAN, Ph.D.,
Head Economics,

Head of the Department
Hajee Karutha Rowthier Howdia College,
Uthamapaliyam-625533

DEPARTMENT OF COMPUTER SCIENCE

Syllabus for Value Added Course -2017-2018

WORD PROCESSING AND PRESENTATION (17VACCS)

Course Outcome: On completion of the course, students are able to

1. Knows the concepts of Microsoft office Word 2007, insert panel page, layout panel page, page background and mailing panel.
2. Illustrates the concepts of saving the file, formatting the text, alignment of text, border and shading
3. Discuss about printing the document, editing, autocorrect, auto formatting text, Find and Replace, page numbering using Mail merge in Word 2007.
4. Discuss how to create presentation, PowerPoint views, changing the color and background picture.
5. Demonstrates Word Art, duplicating slides, deleting slides, adding viewing a presentation and making slide shows.

Course content:

UNIT I:

Hours 6

Microsoft Office Word 2007: Introduction to Microsoft Office Word 2007 – opening screen of Microsoft Word Screen – Insert Panel –Page Layout Panel –Page Setup –Page Background-Paragraph-Reference Panel-Table of Authorities-Mailing Panel-Tracking-Changes-Protect-Office Button.

UNIT II:

Hours 6

Working with Documents in Word 2007 –Introduction – saving the File-Formatting the Text-Alignment of Text –Applying Fonts – Spell Checking –Consulting Thesaurus –Assign Character Styles-Create a Character Style-Borders and Shading-Apply Borders and Shading-Closing the file.

UNIT III:

Hours 6

Save as Option –Printing your document-Editing the document – Editing Tools- Autocorrect-Autocorrect Entries without Formatting –Add New Autocorrect Entries with Formatting-Auto format-Autoformat as you type-Auto format on command-Auto formatting text-Find and Replace –Page Numbering-Header and Footer-Footer and Endnotes-Splitting Panes –Tiling of the Documents-Using Mail Merge in Word 2007.

UNIT IV:

Hours 6

Creating Presentation from Template –Creating a New Presentation-Power point Views –Entering the text-Moving the Text-Changing the Colour –To change the colours –To change a slide background picture- Adding graphics to a slide-Adding picture to the Presentation-Adding clip Art on a Slide.

UNIT V:

Hours 6

Adding from WordArt-Recording Slides-Duplicating Slides –Deleting Slides-Adding an Animated Cartoon to a Slide-Adding a Movie to a slide-Adding Sound-Adding Slide Transitions-Adding Text Transmissions- Viewing a Presentations-Making Slide Shows-Notes, Handouts and Masters for Presentation-Handouts Master-Packing Presentations to Go.

Text Book : Learning Computer Fundamentals, MS Office and Internet & Web Technology-Dinesh Maidasani-FIREWALL MEDIA, First Edition 2005.



Head of the Department

S. SRIJUDHEN M. Sc. PGDCA M. Sc.
Associate Professor & Head
Department of Computer Science
K. J. Somaiya Institute of Technology & Management
Mumbai-400 072

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

UTHAMAPALAYAM - 625 533



IGNOU STUDY CENTRE CODE - 2568

IGNOU VALUE ADDED COURSE

SYLLABUS

2015-2016

CFE PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (BASIC LEVEL) (CFE)



**School of Humanities
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068**

.13 Certificate in Functional English (Basic Level) (CFE) School of Humanities (SOH)

The Programme will improve the learners' proficiency in the English language. The objective of the Programme is to give the learners practice in the skills of listening, speaking, reading, writing, communicative grammar and study skills so that they can function in English in the social and academic spheres. It will also acquaint the learners with some professional skills which will prepare them for a job. This course enables learners to engage in conversations and write with confidence in all spheres of their daily life.

programme

Programme Details:

Course Code	Title of the Course	
Credits		
BEG 4	English in Daily Life	
BEG 5	English in Education	
BEG 6	Joining the Work Force	
		1

Programme Coordinator: Dr. Prof. Parmod Kumar, parmodkumar@gmail.com, Ph. 011-29572758

English in Daily Life BEG – 004

UNIT 3 FAMILY AND FRIENDS
UNIT 4 DESCRIBING DAILY EVENTS
UNIT 5 THE MEDIA
UNIT 6 THE FLOATING MARKETS OF THAILAND
UNIT 7 PEOPLE AT WORK
UNIT 8 THE SMELL OF FOOD
UNIT 9 FOOD AND EATING RIGHT
UNIT 10 HEALTH AND FITNESS
UNIT 11 ADVENTURE SPORTS
UNIT 12 LAUGHTER AND AMUSEMENT
UNIT 13 PREPARING FOR A HOLIDAY
UNIT 14 ON HOLIDAY AND DESCRIBING PLACES
UNIT 15 EATING OUT
UNIT 16 TOURISM AND ENVIRONMENT

English in Education BEG – 005

'UNIT 1 MAKING A CHOICE
UNIT 2 THE CAMPUS
UNIT 3 SETTLING IN
UNIT 4 THINKING ABOUT LEARNING
UNIT 5 ATTENDING A LECTURE
UNIT 6 ACTIVITY CLUBS FOR STUDENTS
UNIT 7 YOUNG LEADERS
UNIT 8 DOING AWAY WITH EXAMS
UNIT 9 HUMANITIES
UNIT 10 SOCIAL SCIENCE: DISASTER
MANAGEMENT
UNIT 11 NANOTECHNOLOGY
UNIT 12 CULTURE AND HERITAGE
UNIT 13 COMMUNICATION AND CULTURE
UNIT 14 PLASTIC MONEY
UNIT 15 EMAIL AND SMS
UNIT 16 USING COMPUTERS IN DAILY LIFE

Joining the Work Force BEG – 006

UNIT 1 LOOKING FOR A JOB
UNIT 2 JOB ADVERTISEMENTS
UNIT 3 PORTFOLIO MAKING
UNIT 4 WRITING YOUR CURRICULUM VITAE
UNIT 5 JOB INTERVIEWS
UNIT 6 DISCUSSIONS
UNIT 7 PRESENTATION SKILLS - I
UNIT 8 PRESENTATION SKILLS II
UNIT 9 BODY LANGUAGE - NON-VERBAL
COMMUNICATION
UNIT 10 SKILLS REQUIRED AT THE JOB:
TELEPHONING
UNIT 11 BUSINESS CORRESPONDENCE-1
UNIT 12 BUSINESS CORRESPONDENCE-2
UNIT 13 WORK ETHICS

PROGRAMME GUIDE

Certificate Programmein Food and Nutrition

in Food and Nutrition (CFN)School of Continuing Education (SOCE)

The Certificate in Foods and Nutrition is basically a Post-Literacy level awareness programme meant for people with basic reading and writing skills. The Programme aims to acquaint the learner with the role of food in ensuring healthy living for the individual, family and community. It includes features like food selection and preparation, nutrition from infancy to old age, economics of food, kitchen gardening, food adulteration, consumer rights, safety and education, etc. The programme lays primary emphasis on Nutrition with relevance to present day scenario, cost effectiveness, environment friendly approaches that reaches to almost the entire nation, hence making the learners responsible and aware citizens of tomorrow.

Eligibility: No formal qualification, Minimum age of 18 years as on the last date for receipt

of Admission form. **Medium of Instruction:** English, Hindi, Assamese, Gujarati, Kannada,

Malayalam, Marathi, Punjabi, Tamil and Oriya. **Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions

Course Code	Title of the Course	Credits
CFN 1	You and Your Food	6
CFN 2	Your Food and its Utilisation	6
CFN 3	Economics of Food	4
Total Credits		16

Programme Coordinator: Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011-29536347, 29572960

CFN-1 You and Your Food

UNIT 1 FOOD AND FOOD ACCEPTANCE

UNIT 2 FUNCTIONS OF FOOD

UNIT 3 MACRONUTRIENTS AND THEIR FUNCTIONS

Unit-4 Micronutrients and their functions

UNIT 5 BASIC FOOD GROUPS

Unit-6 Let us choose the right food

Unit-7 How healthy are your meal patterns ?

Unit-8 Let us ensure and nutrient retention

Unit-9 Let us make food safe to eat

Unit-10 Let us preserve food

Unit-11 Selection preparation and nutritive value of cereals and millets

Unit-12 Selection of fats and oils and their nutritive value

Unit-13 Selection and preparation of sugar and jaggery and their nutritive value

Unit-14 Selection, preparation and nutritive value of Pulses, Nuts and Oilseeds

Unit-15 Selection, preparation and nutritive value of milk and milk products

Unit-16 Selection, preparation and nutritive value of eggs and flesh foods

Unit-17 Selection, preparation and nutritive value of vegetables

Unit-18 Selection of fruits and their nutritive value

Unit-19 Spices, Condiments and Salt

Unit-20 Selection, preparation and nutritive value of beverages

Unit-21 Convenience foods

CFN-2 Your Food and its Utilisation

Unit-1 Food, Nutrition and Nutritional Status

Unit-2 Recommended Dietary Intakes for Indians

Unit-3 Daily Food Guide and Balanced Diet

Unit-4 Assimilation of Food Into Body-

Unit-5 Growth Pattern and Nutritional Requirements

Unit-6 Malnutrition and Health-

Unit-7 Food Energy, Activity Pattern and Body Weight

Unit-8 Nutrition Through the Life Cycle - Pregnancy & Foetal Growth

Unit-9 Nutrition Through the Life Cycle - Infancy

Unit-10 Nutrition Through the Life Cycle – Preschool Age

Unit-11 Nutrition Through Life Cycle - The School Age

Unit-12 Nutrition Through Life Cycle - Adolescence

Unit-13 Nutrition Through Life Cycle - Adulthood

Unit-14 Nutrition Through Life Cycle - Old-Age

Unit-15 Assessment of Nutritional Status

Unit-16 Our Food Habits

Unit-17 Food Misinformation

CFN-3 Economics of Food

PROGRAMME GUIDE

Certificate in Business Skills [CBS]



**School of Management Studies
Indira Gandhi National Open University
New Delhi
www.ignou.ac.in**

8.21 Certificate in Business Skills (CBS) School of Management Studies (SOMS)

This programme has been developed jointly by IGNOU, Rajiv Gandhi Foundation (RGF) and Commonwealth of Learning (COL) Canada, with an aim to enable NGOs and other agencies to develop business skills among the street children, unemployed youth, rural and urban disadvantaged sections and women, so that these groups can avail gainful self employment opportunities.

In order to be eligible for the award of the Certificate in Business Skills, one has to complete the following 4 courses equivalent to 18 credits:

Eligibility: 10+2 or its equivalent.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Programme Details:

CourseCode	Title of theCourse	Credits
ECO1	Business Organisation	4

PCO1	Preparatory Course in Commerce	4
BCOA1	Business Communication & Entrepreneurship	4
CITL1	Laboratory Course	6
Total Credits		18

Programme Coordinators: Dr. Subodh Kesharwani, skesharwani@ignou.ac.in, Ph. 011-29573018

BCOA-001 Business Communication and Entrepreneurship

Unit-1 Basic Grammar Skills

Unit-2 Putting Grammar to Use

Unit-3 Creating Short Writing

Unit-4 Applying English Skills to Special Projects

Unit-5 Choosing to Become an Entrepreneur

Unit-6 Becoming an Entrepreneur

Unit-7 Setting Up a Small Business Enterprise

Unit-8 Financial Management of Small Business

Unit-9 Legal Requirements of Small Business

CITL-001 Laboratory Course

Block-01 Lab Manual 1

Unit-1 Install Your Operating System (WINDOWS/LINUX)

Unit-2 Writing a programme in 'C'

Unit-3 Word Processing

Unit-4 Spreadsheet

Block-02 Lab Manual 2

Unit-1 Presentation Tools

Unit-2 Databases

Unit-3 Internet and its Applications

Unit-4 Web Page Design

Unit-5 Java Programming Lab

ECO-01 Business Organisation

Unit-1 Nature and Scope of Business

Unit-2 Forms of Business Organisation-I

Unit-3 Forms of Business Organisation-II

Unit-4 Business Promotion

Unit-5 Methods of Raising Finance

Unit-6 Sources of Long Term Finance and Underwriting

Unit-7 Stock Exchanges

Unit-8 Advertising

Unit-9 Advertising Media

Unit-10 Home Trade and Channels of Distribution

Unit-11 Wholesalers and Retailers

Unit-12 Procedure for Import and Export TradeBlock-3

Unit-13 Banking

Unit-14 Business Risk and Insurance

Unit-15 Transport and Warehousing

Unit-16 Government in Business

Unit-17 Forms of Organisation in Public Enterprises

Unit-18 Public Utilities

PCO-1 Preparatory Course in Commerce

Unit-1 Nature of Business

Unit-2 Nature and Scope of Accounting

Unit-3 Basic Accounting Terms and Concepts

Unit-4 Accounting Process and Rules

Unit-5 Journal

Unit-6 Ledger

Unit-7 Subsidiary Books : Cash Book

Unit-8 Banking Transactions and Three Column Cash Book

Unit-9 Bank Reconciliation Statement

Unit-10 Other Subsidiary Books

Unit-11 Trial Balance

Unit-12 Basic Concepts Relating to Final Accounts

Unit-13 Capital and Revenue

Unit-14 Trading Account

Unit-15 Manufacturing Account

Unit-16 Profit and Loss Account

Unit-17 Balance Sheet

Unit-18 Adjustments in Final Accounts

Unit-19 Final Accounts with Adjustments

Unit-20 Rectification of Errors

Certificate Programme in Teaching of Primary School Mathematics (CTPM)



School of Sciences

Indira Gandhi National Open University Maidan Garhi,
New Delhi-110068 ctpm@ignou.ac.in

Certificate Programme in Teaching of Primary School Mathematics
(CTPM) School of Sciences (SOS)

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is

aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society. The objectives are expected to be met by exposing the learners of this programme to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of this programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

Eligibility: Adult with 10th pass

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered only in July cycle of admission.

Programme Details:

Course Code	Title of the Course	Credits
AMT 1	Teaching of Primary School Mathematics (6 credits theory + 2 credits project)	8
LMT 1	Learning Mathematics	8
Total Credits		16

Programme Coordinator: Prof. Sujatha Varma, ctpm@ignou.ac.in, Ph. 011-29572830

AMT-01 Teaching of Primary School Mathematics (English)

Unit-1 Why Learn Mathematics?

Unit-2 Knowing Your Learner

Unit-3 Helping Children Learn Mathematics

Unit-5 Learning To Count

Unit-6 Ones, Tens And More

Unit-7 Addition and Subtraction

Unit-8 Multiplication And Division

Unit-9 Negative Numbers

Unit-10 Generalising Arithmetic to Algebra

Unit-11 Developing Language

Unit-12 Fractions of Which Whole?

Unit-13 Types of Fractions

Unit-14 Operations with Fractions

Unit-15 Decimals

Unit-16 Developing Spatial Concepts

Unit-17 Measuring Size

Unit-18 Measuring of Angles

Unit-19 Measuring Time

LMT-01 Learning Mathematics

Unit-1 Thinking about Learning

Unit-2 Thinking about the Learning

Unit-3 Constructivist Approaches to Learning

Unit-5 Building a Constructivist Classroom

Unit-6 On Learning Mathematics

Unit-7 Learning Through Activities

Unit-8 Learning to Handle Data

Unit-9 Learning to Interpret Data

Unit-10 Learning about Chance

Unit-11 Children's Spatial Abilities

Unit-12 Reading Pictures-Relating 2D with 3D

Unit-13 Understanding Maps

Unit-14 Working with Fractions

Unit-15 Working with Decimal Fractions

Unit-16 Thinking about Numbers

**CERTIFICATE PROGRAMME IN THE TEACHING OF
ENGLISH
AS A SECOND LANGUAGE (CTE)**

School of Humanities
Indira Gandhi National Open University
Maidan Garhi New
Delhi-110068

**Certificate in Teaching of English as a Second
Language (CTE) School of Humanities (SOH)**

This Programme is based on the communicative approach to language teaching and is designed to enhance the teachers' understanding of the learners, the learning process, and the nature and structure of the English Language. It will also help teachers to innovate strategies for teaching the skills of listening, speaking, reading and writing.

Eligibility: Graduation or 3 years of B.EL.ED or 2 years PTT, ETT or 10+2 with 2 years teaching experience

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Programme Details:

Course Code	Title of the Course	Credits
I) Compulsory Courses		
CTE 101	The Language Learner and the Learner	4
CTE 102	The Structure of English	4
CTE 103	Teaching Strategies	4
II) Optional Courses (Select any one)		
CTE 104	Teaching English-Elementary School	4
CTE 105	Teaching English-Secondary School	4
Total Credits		16

CTE-01 The Language Learner

Unit-1 Who are the Learners of Language? -I

Unit-2 Who are the Leanlers of Language ? -II

Unit-3 Learner Factors in Second Language Acquisition-1

Unit-4 Learner Factors in Second Language Acquisition-2

Unit-5 What is Language ? Unique Features of Hunian Language

Unit-6 Language and Society

Unit-7 Language, Mind and Brain

Unit-8 Language Change in English through the Ages

Unit-9 Learning Theories

Unit-10 The Role of Errors in Language Learning - I : Contrastive Analysis and Error Analysis

Unit-11 The Role of Errors in Language Learning - II

Unit-13 Bilingualisim

Unit-14 Code MixingICode Switching-and their Use in the English Classroom

Unit-15 English in India

Unit-16 A Survey of the Position of English in Schools and Colleges

Unit-17 Language and Power

CTE-02 The Structure of English

Unit-1 Native and Non-native Varieties of English

Unit-2 Indianization of English

Unit-3 Indian English : Questions of Standard Form and Intelligibility

Block-2 The nature of text

Block-3 Sentence types : form and function

Block-4 English word patterns and sounds

CTE-03 Teaching Strategies

Unit-1 Planning Lessons: From Course Material to Classroom process

Unit-2 Classroom Management

Unit-3 Monitoring Instruction- The Reflective Teacher

Unit-4 Experimenting with Teaching

Unit-5 Language Learning Activities-1: Listening and Reading

Comprehension-Some Similarities

Unit-6 The Need for Teaching Listening Comprehension in the Classroom

Unit-7 The Reading process

Unit-8 Developing Reading Skills

Unit-9 Speaking and Writing: Similarities and Differences

Unit-10 Some Approaches to Teaching the Spoken Language

Unit-11 Classroom Activities (Speaking)

Unit-12 Emerging Trends in Teaching Writing

Unit-13 Teaching Grammar

Unit-14 Teaching Materials- Their Need and Justification

Unit-15 Approaches to Materials Production

Unit-16 Evaluating and Adapting Instructional Materials

CTE-4 Teaching English (Elementary School)

Unit-1 The Learner at the Primary School Level

Unit-2 Teaching Underprivileged Learners

Unit-3 Educating Children with Special Needs

Unit-4 Speaking

Unit-5 Listening and Speaking in the Primary School

Unit-6 Listening for Perception- Auditory Discrimination Activities

Unit-7 Listening for Comprehension

Unit-8 Evaluation of Listening and Speaking

Unit-9 The Nature of Reading

Unit-10 Teaching Reading : General Principles

Unit-11 Teaching Reading Strategies

Unit-12 Teaching Reading Comprehension Strategies

Unit-13 Developing and Implementing Reading Programmes

Unit-14 The Mechanics of Writing

Unit-15 Creating a Writing Environment

Unit-16 Types of Writing in the Primary School

Unit-17 The Writing Process with Beginners

Unit-18 Process Writing at a More Advanced Level

Unit-19 Writing Across the Curriculum

Unit-20 Evaluation of Written Work

Unit-21 Teaching Grammar: New Activities and Games

Certificate Programme in Teaching of Primary School Mathematics (CTPM)



School of Sciences

Indira Gandhi National Open University Maidan Garhi,
New Delhi-110068 ctpm@ignou.ac.in

School of Sciences (SOS)

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society. The objectives are expected to be met by exposing the learners of this programme to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of this programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

Eligibility: Adult with 10th pass

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered only in July cycle of admission.

Programme Details:

Course Code	Title of the Course	Credits
AMT 1	Teaching of Primary School Mathematics (6 credits theory + 2 credits project)	8
LMT 1	Learning Mathematics	8
Total Credits		16

Programme Coordinator: Prof. Sujatha Varma, ctpm@ignou.ac.in, Ph. 011-29572830

AMT-01 Teaching of Primary School Mathematics (English)

Unit-1 Why Learn Mathematics?

Unit-2 Knowing Your Learner

Unit-3 Helping Children Learn Mathematics

Unit-5 Learning To Count

Unit-6 Ones, Tens And More

Unit-7 Addition and Subtraction

Unit-8 Multiplication And Division

Unit-9 Negative Numbers

Unit-10 Generalising Arithmetic to Algebra

Unit-11 Developing Language

Unit-12 Fractions of Which Whole?

Unit-13 Types of Fractions

Unit-14 Operations with Fractions

Unit-15 Decimals

Unit-16 Developing Spatial Concepts

Unit-17 Measuring Size

Unit-18 Measuring of Angles

Unit-19 Measuring Time

LMT-01 Learning Mathematics

Unit-1 Thinking about Learning

Unit-2 Thinking about the Learning

Unit-3 Constructivist Approaches to Learning

Unit-5 Building a Constructivist Classroom

Unit-6 On Learning Mathematics

Unit-7 Learning Through Activities

Unit-8 Learning to Handle Data

Unit-9 Learning to Interpret Data

Unit-10 Learning about Chance

Unit-11 Children's Spatial Abilities

Unit-12 Reading Pictures-Relating 2D with 3D

Unit-13 Understanding Maps

Unit-14 Working with Fractions

Unit-15 Working with Decimal Fractions

Unit-16 Thinking about Numbers

CERTIFICATE IN TOURISM STUDIES (CTS)



School of Tourism and Hospitality Services ManagementI

Certificate in Tourism Studies (CTS)

School of Tourism and Hospitality Services Management (SOTHSM)

The Programme is aimed at familiarising you with varied aspects of Tourism, creating awareness about Tourism, imparting basic training in organising Tourism services and opening career opportunities. It consists of two courses of eight credits each.

Eligibility: 10+2 pass or its equivalent

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development: Products, Operations and Case Studies	8
Total Credits		16

Programme Coordinator: Dr. Paramita Suklabaidya, paramitaz@ignou.ac.in, Ph. 011-29571755

TS-1 Foundation Course in Tourism

Unit-1 Understanding Tourism-I
Unit-2 Understanding Tourism-II
Unit-3 Historical Evolution and Development
Unit-4 Tourism System

Unit-5 Constituents of Tourism Industry and Tourism Organisations

Unit-6 Tourism Regulations
Unit-7 Statistics and Measurements
Unit-8 Modes of Transport
Unit-9 Tourist Accommodation
Unit-10 Informal Services in Tourism

Unit-11 Subsidiary Services : Categories and Roles

Unit-12 Shops, Emporiums and Melas

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Unit-13 Travel Agency
Unit-14 Tour Operator
Unit-15 Guide and Escorts
Unit-16 Tourism Information : Sources
Unit-17 India's Biodiversity : Landscape, Environment and Ecology

Unit-18 Seasonality and Destination

Unit-19 Map and Chart Work
Unit-20 Tourism Marketing-I : Relevance, Product Design, Market Research
Unit-21 Tourism Marketing-II : Promotional Events Advertising, Publicity Selling

Unit-22 Role of Media

Unit-23 Writing for Tourism

Unit-24 Personality Development And Communicating Skills

Unit-25 Use of History
Unit-26 Monuments and Museums
Unit-27 Living Culture and Performing Arts
Unit-28 Religion of India
Unit-29 Tourism Policy and Planning

Unit-30 Infrastructural Development

Unit-31 Local Bodies, Officials and Tourism

Unit-32 Development, Dependency and Manila Declaration
Unit-33 Economic Impact
Unit-34 Social, Political and Environmental Impact
Unit-35 Threats and Obstacles to Tourism

TS-2 Tourism Development : Products, Operations and Case Studies

Unit-1 Profiling Foreign Tourist

Unit-2 Domestic Tourist : Profile and Flows

Unit-3 Guest-Host Relationship

Unit-4 Sociology, Anthropology and Tourism

Unit-5 Discovering A Town : Guide and The City Tour

Unit-6 Describing A Monument : The Taj Mahal

Unit-7 The Mountain Guide : Sherpa

Unit-8 Journey Through A Museum

Unit-9 Visiting National Park : A Guide's Perception

Unit-10 Dance and Music : The Khajuraho Festival

Unit-11 The Business City : Bombay

Unit-12 Cuisines, Customs, Festivals and Fairs

Unit-13 Adventure and Sports

Unit-14 Beach and Island Resorts : Kovalam and Lakshadweep

Unit-15 Hill Station of India

Unit-16 Wildlife : Jim Corbett and Gir National Parks

Unit-17 Pilgrimage

Unit-18 Festivals

Unit-19 Ethnic Tourism

Unit-20 Craft and Folk Arts

Unit-21 Festivals of India : A Cultural Construction Abroad

Unit-22 India Fest

Unit-23 Kalinga-Bali Yatra

Unit-24 Palace on Wheels

Unit-25 Pata : A Study of Travel Mart

Unit-26 Marketing Overseas : Tourism Department, Govt. of India

Unit-27 State Government Tourism Promotional Plans : A Case Study of Maharashtra

Unit-28 Sita

Unit-29 Air India

Unit-30 Highway Services : Haryana Tourism

Unit-31 The Heritage Hotels

PROGRAMME GUIDE

Certificate in Business Skills [CBS]



**School of Management Studies
Indira Gandhi National Open University
New Delhi
www.ignou.ac.in**

8.21 Certificate in Business Skills (CBS) School of Management Studies (SOMS)

This programme has been developed jointly by IGNOU, Rajiv Gandhi Foundation (RGF) and Commonwealth of Learning (COL) Canada, with an aim to enable NGOs and other agencies to develop business skills among the street children, unemployed youth, rural and urban disadvantaged sections and women, so that these groups can avail gainful self employment opportunities.

In order to be eligible for the award of the Certificate in Business Skills, one has to complete the following 4 courses equivalent to 18 credits:

Eligibility: 10+2 or its equivalent.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 3,200/- for full programme

Programme Details:

CourseCode	Title of theCourse	Credits
ECO1	Business Organisation	4
PCO1	Preparatory Course in Commerce	4
BCOA1	Business Communication & Entrepreneurship	4
CITL1	Laboratory Course	6
Total Credits		18

Programme Coordinators: Dr. Subodh Kesharwani, skesharwani@ignou.ac.in, Ph. 011-29573018

BCOA-001 Business Communication and Entrepreneurship

Unit-1 Basic Grammar Skills

Unit-2 Putting Grammar to Use

Unit-3 Creating Short Writing

Unit-4 Applying English Skills to Special Projects

Unit-5 Choosing to Become an Entrepreneur

Unit-6 Becoming an Entrepreneur

Unit-7 Setting Up a Small Business Enterprise

Unit-8 Financial Management of Small Business

Unit-9 Legal Requirements of Small Business

CITL-001 Laboratory Course

Block-01 Lab Manual 1

Unit-1 Install Your Operating System (WINDOWS/LINUX)

Unit-2 Writing a programme in 'C'

Unit-3 Word Processing

Unit-4 Spreadsheet

Block-02 Lab Manual 2

Unit-1 Presentation Tools

Unit-2 Databases

Unit-3 Internet and its Applications

Unit-4 Web Page Design

Unit-5 Java Programming Lab

ECO-01 Business Organisation

Unit-1 Nature and Scope of Business

Unit-2 Forms of Business Organisation-I

Unit-3 Forms of Business Organisation-II

Unit-4 Business Promotion

Unit-5 Methods of Raising Finance

Unit-6 Sources of Long Term Finance and Underwriting

Unit-7 Stock Exchanges

Unit-8 Advertising

Unit-9 Advertising Media

Unit-10 Home Trade and Channels of Distribution

Unit-11 Wholesalers and Retailers

Unit-12 Procedure for Import and Export TradeBlock-3

Unit-13 Banking

Unit-14 Business Risk and Insurance

Unit-15 Transport and Warehousing

Unit-16 Government in Business

Unit-17 Forms of Organisation in Public Enterprises

Unit-18 Public Utilities

PCO-1 Preparatory Course in Commerce

Unit-1 Nature of Business

Unit-2 Nature and Scope of Accounting

Unit-3 Basic Accounting Terms and Concepts

Unit-4 Accounting Process and Rules

Unit-5 Journal

Unit-6 Ledger

Unit-7 Subsidiary Books : Cash Book

Unit-8 Banking Transactions and Three Column Cash Book

Unit-9 Bank Reconciliation Statement

Unit-10 Other Subsidiary Books

Unit-11 Trial Balance

Unit-12 Basic Concepts Relating to Final Accounts

Unit-13 Capital and Revenue

Unit-14 Trading Account

Unit-15 Manufacturing Account

Unit-16 Profit and Loss Account

Unit-17 Balance Sheet

Unit-18 Adjustments in Final Accounts

Unit-19 Final Accounts with Adjustments

Unit-20 Rectification of Errors

PROGRAMME GUIDE

For CERTIFICATE IN TOURISM STUDIES (CTS)



School of Tourism and Hospitality Services Management

8.25 Certificate in Tourism Studies (CTS)

School of Tourism and Hospitality Services Management (SOTHSM)

The Programme is aimed at familiarising you with varied aspects of Tourism, creating awareness about Tourism, imparting basic training in organising Tourism services and opening career opportunities. It consists of two courses of eight credits each.

Eligibility: 10+2 pass or its equivalent

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development: Products, Operations and Case Studies	8
Total Credits		16

Programme Coordinator: Dr. Paramita Suklabaidya, paramitaz@ignou.ac.in, Ph. 011-29571755

TS-1 Foundation Course in Tourism

Unit-1 Understanding Tourism-I
Unit-2 Understanding Tourism-II
Unit-3 Historical Evolution and Development
Unit-4 Tourism System

Unit-5 Constituents of Tourism Industry and Tourism Organisations

Unit-6 Tourism Regulations
Unit-7 Statistics and Measurements
Unit-8 Modes of Transport
Unit-9 Tourist Accommodation
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Unit-19 Map and Chart Work
Unit-20 Tourism Marketing-I : Relevance, Product Design, Market Research
Unit-21 Tourism Marketing-II : Promotional Events Advertising, Publicity Selling

Unit-22 Role of Media

Unit-23 Writing for Tourism

Unit-24 Personality Development And Communicating Skills

Unit-25 Use of History
Unit-26 Monuments and Museums
Unit-27 Living Culture and Performing Arts
Unit-28 Religion of India
Unit-29 Tourism Policy and Planning

Unit-30 Infrastructural Development

Unit-31 Local Bodies, Officials and Tourism

Unit-32 Development, Dependency and Manila Declaration
Unit-33 Economic Impact
Unit-34 Social, Political and Environmental Impact

TS-2 Tourism Development : Products, Operations and Case Studies

Unit-1 Profiling Foreign Tourist

Unit-2 Domestic Tourist : Profile and Flows

Unit-3 Guest-Host Relationship

Unit-4 Sociology, Anthropology and Tourism

Unit-5 Discovering A Town : Guide and The City Tour

Unit-6 Describing A Monument : The Taj Mahal

Unit-7 The Mountain Guide : Sherpa

Unit-8 Journey Through A Museum

Unit-9 Visiting National Park : A Guide's Perception

Unit-10 Dance and Music : The Khajuraho Festival

Unit-11 The Business City : Bombay

Unit-12 Cuisines, Customs, Festivals and Fairs

Unit-13 Adventure and Sports

Unit-14 Beach and Island Resorts : Kovalam and Lakshadweep

Unit-15 Hill Station of India

Unit-16 Wildlife : Jim Corbett and Gir National Parks

Unit-17 Pilgrimage

Unit-18 Festivals

Unit-19 Ethnic Tourism

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Unit-21 Festivals of India : A Cultural Construction Abroad

Unit-22 India Fest

Unit-23 Kalinga-Bali Yatra

Unit-24 Palace on Wheels

Unit-25 Pata : A Study of Travel Mart

Unit-26 Marketing Overseas : Tourism Department, Govt. of India

Unit-27 State Government Tourism Promotional Plans : A Case Study of Maharashtra

Unit-28 Sita

Unit-29 Air India

Unit-30 Highway Services : Haryana Tourism

Unit-31 The Heritage Hotels

Certificate Programme in Teaching of

Primary School Mathematics (CTPM)



School of Sciences

Indira Gandhi National Open University Maidan Garhi,
New Delhi-110068 ctpm@ignou.ac.in

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society. The objectives are expected to be met by exposing the learners of this programme to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of this programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

Eligibility: Adult with 10th pass

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered only in July cycle of admission.

Fee Structure: Rs. 1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
AMT 1	Teaching of Primary School Mathematics (6 credits theory + 2 credits project)	8
LMT 1	Learning Mathematics	8
Total Credits		16

Programme Coordinator: Prof. Sujatha Varma, ctpm@ignou.ac.in, Ph. 011-29572830

AMT-01 Teaching of Primary School Mathematics (English)

Unit-1 Why Learn Mathematics?

Unit-2 Knowing Your Learner

Unit-3 Helping Children Learn Mathematics

Unit-5 Learning To Count

Unit-6 Ones, Tens And More

Unit-7 Addition and Subtraction

Unit-8 Multiplication And Division

Unit-9 Negative Numbers

Unit-10 Generalising Arithmetic to Algebra

Unit-11 Developing Language

Unit-12 Fractions of Which Whole?

Unit-13 Types of Fractions

Unit-14 Operations with Fractions

Unit-15 Decimals

Unit-16 Developing Spatial Concepts

Unit-17 Measuring Size

Unit-18 Measuring of Angles

Unit-19 Measuring Time

LMT-01 Learning Mathematics

Unit-1 Thinking about Learning

Unit-2 Thinking about the Learning

Unit-3 Constructivist Approaches to Learning

Unit-5 Building a Constructivist Classroom

Unit-6 On Learning Mathematics

Unit-7 Learning Through Activities

Unit-8 Learning to Handle Data

Unit-9 Learning to Interpret Data

Unit-10 Learning about Chance

Unit-11 Children's Spatial Abilities

Unit-12 Reading Pictures-Relating 2D with 3D

Unit-13 Understanding Maps

Unit-14 Working with Fractions

Unit-15 Working with Decimal Fractions

Unit-16 Thinking about Numbers

CFE PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (BASIC LEVEL) (CFE)



School of Humanities
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068

Level) (CFE) School of Humanities (SOH)

The Programme will improve the learners' proficiency in the English language. The objective of the Programme is to give the learners practice in the skills of listening, speaking, reading, writing, communicative grammar and study skills so that they can function in English in the social and academic spheres. It will also acquaint the learners with some professional skills which will prepare them for a job. This course enables learners to engage in conversations and write with confidence in all spheres of their daily life.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 4,000/- for full programme

Programme Details:

Course Code	Title of the Course	
Credits		
BEG 4	English in Daily Life	
4BEG 5	English in Education	
BEG 6	Joining the Work Force	
Programme Coordinator: Dr. Prof. Parmod Kumar, parmodkumar@gmail.com, Ph. 011-29572758		

UNIT 3 FAMILY AND FRIENDS
UNIT 4 DESCRIBING DAILY EVENTS
UNIT 5 THE MEDIA
UNIT 6 THE FLOATING MARKETS OF THAILAND
UNIT 7 PEOPLE AT WORK
UNIT 8 THE SMELL OF FOOD
UNIT 9 FOOD AND EATING RIGHT
UNIT 10 HEALTH AND FITNESS
UNIT 11 ADVENTURE SPORTS
UNIT 12 LAUGHTER AND AMUSEMENT
UNIT 13 PREPARING FOR A HOLIDAY
UNIT 14 ON HOLIDAY AND DESCRIBING PLACES
UNIT 15 EATING OUT
UNIT 16 TOURISM AND ENVIRONMENT

English in Education BEG – 005

'UNIT 1 MAKING A CHOICE
UNIT 2 THE CAMPUS
UNIT 3 SETTLING IN
UNIT 4 THINKING ABOUT LEARNING
UNIT 5 ATTENDING A LECTURE
UNIT 6 ACTIVITY CLUBS FOR STUDENTS
UNIT 7 YOUNG LEADERS
UNIT 8 DOING AWAY WITH EXAMS
UNIT 9 HUMANITIES
UNIT 10 SOCIAL SCIENCE: DISASTER MANAGEMENT
UNIT 11 NANOTECHNOLOGY
UNIT 12 CULTURE AND HERITAGE
UNIT 13 COMMUNICATION AND CULTURE
UNIT 14 PLASTIC MONEY
UNIT 15 EMAIL AND SMS
UNIT 16 USING COMPUTERS IN DAILY LIFE

Joining the Work Force BEG – 006

UNIT 1 LOOKING FOR A JOB
UNIT 2 JOB ADVERTISEMENTS
UNIT 3 PORTFOLIO MAKING
UNIT 4 WRITING YOUR CURRICULUM VITAE
UNIT 5 JOB INTERVIEWS
UNIT 6 DISCUSSIONS
UNIT 7 PRESENTATION SKILLS - I
UNIT 8 PRESENTATION SKILLS II
UNIT 9 BODY LANGUAGE - NON-VERBAL
COMMUNICATION
UNIT 10 SKILLS REQUIRED AT THE JOB:
TELEPHONING
UNIT 11 BUSINESS CORRESPONDENCE-1
UNIT 12 BUSINESS CORRESPONDENCE-2
UNIT 13 WORK ETHICS

CERTIFICATE PROGRAMME IN THE TEACHING OF
ENGLISH
AS A SECOND LANGUAGE (CTE)

School of Humanities
Indira Gandhi National Open University
Maidan Garhi New
Delhi-110068

8.11 Certificate in Teaching of English as a Second Language (CTE) School of Humanities (SOH)

This Programme is based on the communicative approach to language teaching and is designed to enhance the teachers' understanding of the learners, the learning process, and the nature and structure of the English Language. It will also help teachers to innovate strategies for teaching the skills of listening, speaking, reading and writing.

Eligibility: Graduation or 3 years of B.EL.ED or 2 years PTT, ETT or 10+2 with 2 years teaching experience

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
I) Compulsory Courses		
CTE 101	The Language Learner and the Learner	4
CTE 102	The Structure of English	4
CTE 103	Teaching Strategies	4
II) Optional Courses (Select any one)		
CTE 104	Teaching English-Elementary School	4
CTE 105	Teaching English-Secondary School	4
Total Credits		16

CTE-01 The Language Learner

Unit-1 Who are the Learners of Language? -I

Unit-2 Who are the Learners of Language ? -II

Unit-3 Learner Factors in Second Language Acquisition-1

Unit-4 Learner Factors in Second Language Acquisition-2

Unit-5 What is Language ? Unique Features of Human Language

Unit-6 Language and Society

Unit-7 Language, Mind and Brain

Unit-8 Language Change in English through the Ages

Unit-9 Learning Theories

Unit-10 The Role of Errors in Language Learning - I : Contrastive Analysis and Error Analysis

Unit-11 The Role of Errors in Language Learning - II

Unit-13 Bilingualism

Unit-14 Code Mixing/Code Switching-and their Use in the English Classroom

Unit-15 English in India

Unit-16 A Survey of the Position of English in Schools and Colleges

Unit-17 Language and Power

CTE-02 The Structure of English

Unit-1 Native and Non-native Varieties of English

Unit-2 Indianization of English

Unit-3 Indian English : Questions of Standard Form and Intelligibility

Block-2 The nature of text

Block-3 Sentence types : form and function

Block-4 English word patterns and sounds

CTE-03 Teaching Strategies

Unit-1 Planning Lessons: From Course Material to Classroom process

Unit-2 Classroom Management

Unit-3 Monitoring Instruction- The Reflective Teacher

Unit-4 Experimenting with Teaching

Unit-5 Language Learning Activities-1: Listening and Reading

Comprehension-Some Similarities

Unit-6 The Need for Teaching Listening Comprehension in the Classroom

Unit-7 The Reading process

Unit-8 Developing Reading Skills

Unit-9 Speaking and Writing: Similarities and Differences

Unit-10 Some Approaches to Teaching the Spoken Language

Unit-11 Classroom Activities (Speaking)

Unit-12 Emerging Trends in Teaching Writing

Unit-13 Teaching Grammar

Unit-14 Teaching Materials- Their Need and Justification

Unit-15 Approaches to Materials Production

Unit-16 Evaluating and Adapting Instructional Materials

CTE-4 Teaching English (Elementary School)

Unit-1 The Learner at the Primary School Level

Unit-2 Teaching Underprivileged Learners

Unit-3 Educating Children with Special Needs

Unit-4 Speaking

Unit-5 Listening and Speaking in the Primary School

Unit-6 Listening for Perception- Auditory Discrimination Activities

Unit-7 Listening for Comprehension

Unit-8 Evaluation of Listening and Speaking

Unit-9 The Nature of Reading

Unit-10 Teaching Reading : General Principles

Unit-11 Teaching Reading Strategies

Unit-12 Teaching Reading Comprehension Strategies

Unit-13 Developing and Implementing Reading Programmes

Unit-14 The Mechanics of Writing

Unit-15 Creating a Writing Environment

Unit-16 Types of Writing in the Primary School

Unit-17 The Writing Process with Beginners

Unit-18 Process Writing at a More Advanced Level

Unit-19 Writing Across the Curriculum

Unit-20 Evaluation of Written Work

Unit-21 Teaching Grammar: New Activities and Games

2017-2018

PROPRAMME PUIDE

For

**CERTIFICATE IN TOURISM STUDIES
(CTS)**



School of Tourism and Hospitality Services ManagementI

Certificate in Tourism Studies (CTS)

School of Tourism and Hospitality Services Management (SOTHSM)

The Programme is aimed at familiarising you with varied aspects of Tourism, creating awareness about Tourism, imparting basic training in organising Tourism services and opening career opportunities. It consists of two courses of eight credits each.

Eligibility: 10+2 pass or its equivalent

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of

admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development: Products, Operations and Case Studies	8
Total Credits		16

Programme Coordinator: Dr. Paramita Suklabaidya, paramitaz@ignou.ac.in, Ph. 011-29571755

TS-1 Foundation Course in Tourism

Unit-1 Understanding Tourism-I
Unit-2 Understanding Tourism-II
Unit-3 Historical Evolution and Development
Unit-4 Tourism System

Unit-5 Constituents of Tourism Industry and Tourism Organisations

Unit-6 Tourism Regulations
Unit-7 Statistics and Measurements
Unit-8 Modes of Transport
Unit-9 Tourist Accommodation
Unit-10 Informal Services in Tourism

Unit-11 Subsidiary Services : Categories and Roles

Unit-12 Shops, Emporiums and Melas

Appendix-I

Unit-13 Travel Agency
Unit-14 Tour Operator
Unit-15 Guide and Escorts
Unit-16 Tourism Information : Sources
Unit-17 India's Biodiversity : Landscape, Environment and Ecology

Unit-18 Seasonality and Destination

Unit-19 Map and Chart Work
Unit-20 Tourism Marketing-I : Relevance, Product Design, Market Research

Unit-21 Tourism Marketing-II : Promotional Events Advertising, Publicity Selling

Unit-22 Role of Media

Unit-23 Writing for Tourism

Unit-24 Personality Development And Communicating Skills

Unit-25 Use of History

Unit-26 Monuments and Museums

Unit-27 Living Culture and Performing Arts

Unit-28 Religion of India

Unit-29 Tourism Policy and Planning

Unit-30 Infrastructural Development

Unit-31 Local Bodies, Officials and Tourism

Unit-32 Development, Dependency and Manila Declaration

Unit-33 Economic Impact

Unit-34 Social, Political and Environmental Impact

Unit-35 Threats and Obstacles to Tourism

TS-2 Tourism Development : Products, Operations and Case Studies

Unit-1 Profiling Foreign Tourist

Unit-2 Domestic Tourist : Profile and Flows

Unit-3 Guest-Host Relationship

Unit-4 Sociology, Anthropology and Tourism

Unit-5 Discovering A Town : Guide and The City Tour

Unit-6 Describing A Monument : The Taj Mahal

Unit-7 The Mountain Guide : Sherpa

Unit-8 Journey Through A Museum

Unit-9 Visiting National Park : A Guide's Perception

Unit-10 Dance and Music : The Khajuraho Festival

Unit-11 The Business City : Bombay

Unit-12 Cuisines, Customs, Festivals and Fairs

Unit-13 Adventure and Sports

Unit-14 Beach and Island Resorts : Kovalam and Lakshadweep

Unit-15 Hill Station of India

Unit-16 Wildlife : Jim Corbett and Gir National Parks

Unit-17 Pilgrimage

Unit-18 Festivals

Unit-19 Ethnic Tourism

Unit-20 Craft and Folk Arts

Unit-21 Festivals of India : A Cultural Construction Abroad

Unit-22 India Fest

Unit-23 Kalinga-Bali Yatra

Unit-24 Palace on Wheels

Unit-25 Pata : A Study of Travel Mart

Unit-26 Marketing Overseas : Tourism Department, Govt. of India

Unit-27 State Government Tourism Promotional Plans : A Case Study of Maharashtra

Unit-28 Sita

Unit-29 Air India

Unit-30 Highway Services : Haryana Tourism

Unit-31 The Heritage Hotels

Certificate Programme in Consumer Protection (CCP)

School of Law

Indira Gandhi National Open University Maidan Garhi, New Delhi-
110 068

Certificate in Consumer Protection (CCP)(Revised)School of Law (SOL)

This 16 Credit Programme on Consumer Protection is open to candidates with 10+2 qualifications or its equivalent. The Programme aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After completing this Programme the learners may become consumer activists, work in industries, NGOs and government departments on consumer affairs. They can file and plead their own cases in Consumer Redressal forums created under consumer Protection Act, 1986.

Eligibility: 10+2 **OR** its equivalent

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CPI 101	Consumer and Consumer Protection Legislations	4
CPI 102	Redressal of Consumer Grievances: Role of Various Stake Holders	4
CPI 103	Consumer Protection Issues	4
CPIP 104	Project Work in Consumer Protection	4
Total Credits		16

Programme Coordinator: Prof. K. Elumalai, nicmkel@ignou.ac.in, Ph. 011-29532525/29572985

CPI-101 Consumer and Consumer Protection Legislations

[Block-1 Consumer : the Basics](#)

[Block-2 Consumer Movement](#)

[Block-3 Consumer Protection](#)

CPI-102 Redressal of Consumer Grievances: Role of Various Stakeholders

[Block-1 Role of Media and State/Government in Consumer Protection](#)

[Block-2 Role of Industry Bodies and Voluntary Consumer Organisation \(VCOs\)](#)

[Block-3 Alternate Dispute Redressal Mechanism](#)

[Block-4 Consumer Organisation](#)

CPI-103 Consumer Protection Issues

[Unit-1 Consumer Protection - U.N. Guidelines 1985, 1999, 2015](#)

[Unit-2 Consumer Rights - Constitutional Perspective](#)

[Unit-3 Consumer Protection Law: International Perspective \(US, UK and Australia\)](#)

[Unit-4 Consumer Protection Act, 1986 and Allied Laws: An Overview](#)

[Unit-5 Consumer Problems](#)

[Unit-6 General Documents and Formats for Seeking Redressal under Consumer Protection Act, 1986](#)

[Unit-7 Settlement of Consumer Issues: Sector Case Studies-I](#)

[Unit-8 Settlement of Consumer Issues: Sector Case Studies-II](#)

[Unit-9 Food Safety and Standards-I](#)

[Unit-10 Food Safety and Standards-II](#)

[Unit-11 Food Safety and Standards Authorities](#)

[Unit-12 Important Consumer Protection Judgements \(Goods\)](#)

[Unit-13 Protection of Consumers in Selected Services](#)

[Unit-14 Drugs and Cosmetics](#)

[Unit-15 Important Consumer Protection Judgements \(Services\)](#)

[Unit-16 Consumer Protection Regulations, 2005](#)

[Unit-17 Consumer Protection Act, 2019 \(Part-I\)](#)

[Unit-18 Consumer Protection Act, 2019 \(Part-II\)](#)

CPIP-104 Project Work in Consumer Protection

PROGRAMME GUIDE

Certificate Programmein Food and Nutrition

8.5 Certificate in Food and Nutrition (CFN) School of Continuing Education (SOCE)

The Certificate in Foods and Nutrition is basically a Post-Literacy level awareness programme meant for people with basic reading and writing skills. The Programme aims to acquaint the learner with the role of food in ensuring healthy living for the individual, family and community. It includes features like food selection and preparation, nutrition from infancy to old age, economics of food, kitchen gardening, food adulteration, consumer rights, safety and education,

etc. The programme lays primary emphasis on Nutrition with relevance to present day scenario, cost effectiveness, environment friendly approaches that reaches to almost the entire nation, hence making the learners responsible and aware citizens of tomorrow.

Eligibility: No formal qualification, Minimum age of 18 years as on the last date for receipt

of Admission form. **Medium of Instruction:** English, Hindi, Assamese, Gujarati, Kannada,

Malayalam, Marathi, Punjabi, Tamil and Oriya. **Duration:** Minimum 6 months and Maximum

2 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 1,400/- for full programme

Course Code	Title of the Course	Credits
CFN 1	You and Your Food	6
CFN 2	Your Food and its Utilisation	6
CFN 3	Economics of Food	4
Total Credits		16

Programme Coordinator: Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011-29536347, 29572960

CFN-1 You and Your Food

UNIT 1 FOOD AND FOOD ACCEPTANCE

UNIT 2 FUNCTIONS OF FOOD

UNIT 3 MACRONUTRIENTS AND THEIR FUNCTIONS

Unit-4 Micronutrients and their functions

UNIT 5 BASIC FOOD GROUPS

Unit-6 Let us choose the right food

Unit-7 How healthy are your meal patterns ?

Unit-8 Let us ensure and nutrient retention

Unit-9 Let us make food safe to eat

Unit-10 Let us preserve food

Unit-11 Selection preparation and nutritive value of cereals and millets

Unit-12 Selection of fats and oils and their nutritive value

Unit-13 Selection and preparation of sugar and jaggery and their nutritive value

Unit-14 Selection, preparation and nutritive value of Pulses, Nuts and Oilseeds

Unit-15 Selection, preparation and nutritive value of milk and milk products

Unit-16 Selection, preparation and nutritive value of eggs and flesh foods

Unit-17 Selection, preparation and nutritive value of vegetables

Unit-18 Selection of fruits and their nutritive value

Unit-19 Spices, Condiments and Salt

Unit-20 Selection, preparation and nutritive value of beverages

Unit-21 Convenience foods

CFN-2 Your Food and its Utilisation

Unit-1 Food, Nutrition and Nutritional Status
Unit-2 Recommended Dietary Intakes for Indians
Unit-3 Daily Food Guide and Balanced Diet
Unit-4 Assimilation of Food Into Body-
Unit-5 Growth Pattern and Nutritional Requirements
Unit-6 Malnutrition and Health-
Unit-7 Food Energy, Activity Pattern and Body Weight
Unit-8 Nutrition Through the Life Cycle - Pregnancy & Foetal Growth
Unit-9 Nutrition Through the Life Cycle - Infancy
Unit-10 Nutrition Through the Life Cycle – Preschool Age
Unit-11 Nutrition Through Life Cycle - The School Age
Unit-12 Nutrition Through Life Cycle - Adolescence
Unit-13 Nutrition Through Life Cycle - Adulthood
Unit-14 Nutrition Through Life Cycle - Old-Age
Unit-15 Assessment of Nutritional Status
Unit-16 Our Food Habits
Unit-17 Food Misinformation

CFN-3 Economics of Food

Unit-1 How Do We Spend Our Food Money

Unit-2 How Do We Plan for Growing Our Food

Unit-3 Public Distribution System

Unit-4 Government's Agricultural Policies

Unit-5 Government's Poultry and Pisciculture Programmes

Unit-6 Operation Flood Programme

Unit-7 Supplementary Feeding Programmes

Unit-8 Protection of Food Supplies

Unit-9 Food Adulteration and Precautions

Unit-10 Consumer Education

PROGRAMME GUIDE

CERTIFICATE IN ENVIRONMENTAL STUDIES (CES)

**Please keep this Programme Guide
safely till you complete the
Programme. You will need to consult
it while working on the Programme.**



**School of Social Sciences
Indira Gandhi National Open University
New Delhi- 110068**

AHE-01 Human Environment

Unit-1 Introduction to Human Environment

Unit-2 Climate and Resources

Unit-3 Description of Ecosystem

Unit-4 Non-living and Living Components of Environment

Unit-5 Social Environment and Population of Man

Unit-6 Impact of Man on Environment

Unit-7 Effects of Overexploitation of Biological Resources

Unit-8 Effects of Agriculture on Human Environment

Unit-9 Effects of Urbanisation

Unit-10 Atmospheric Pollution

Unit-11 Water Pollution

Unit-12 Land Degradation

Unit-13 Hazardous Waste Chemicals

Unit-14 Environment and Human Health-I

Unit-15 The Environment and Human Health-II

Unit-16 Social Implications of Developmental Projects

Unit-17 Economic Implications of Changed Environment

Unit-18 Challenges of Environment Management

Unit-19 Development and Environment

Unit-20 Environmental Conservation-I

Unit-21 Environmental Conservation-II

Unit-22 Environmental Quality Management

Unit-23 Environmental Legislation

Unit-24 Social Awareness About Environment

Unit-25 Commonalities and Dissimilarities in Environmental Management

TS-5 Ecology, Environment and Tourism

Unit-1 Our Environment

Unit-2 Linkages in Nature

Unit-3 Biomes of the World

Unit-4 Communities in Nature

Unit-5 Conservation Through Ages

Unit-6 Environmental Parameters and Tourism

Unit-7 Indian Philosophy and Environment

Unit-8 Environment and Development

Unit-9 Concepts of Development

Unit-10 Responsible Tourism - Benefits

Unit-11 Access, Infrastructure and Land Use : Basic Issues

Unit-12 Community and Regional Assets

Unit-13 Multiplier Effects : Benefits and Consequences

Unit-14 Practice and Potential

Unit-15 Site and Locational Planning

Unit-16 Uneven Regional/National Planning

Unit-17 Alternatives

Unit-18 Tourism Policy and Its Impacts

Unit-19 Infrastructure

Unit-20 Environmental Degradation and Tourism

Unit-21 Acts and Laws

Unit-22 Politics of Environment

2018-2019

PROGRAMME GUIDE

Certificate Programmein Food and Nutrition

8.6 Certificate in Food and Nutrition (CFN)School of Continuing Education (SOCE)

The Certificate in Foods and Nutrition is basically a Post-Literacy level awareness programme meant for people with basic reading and writing skills. The Programme aims to acquaint the learner with the role of food in ensuring healthy living for the individual, family and community. It includes features like food selection and preparation, nutrition from infancy to old age, economics of food, kitchen gardening, food adulteration, consumer rights, safety and education,

etc. The programme lays primary emphasis on Nutrition with relevance to present day scenario, cost effectiveness, environment friendly approaches that reaches to almost the entire nation, hence making the learners responsible and aware citizens of tomorrow.

Eligibility: No formal qualification, Minimum age of 18 years as on the last date for receipt

of Admission form. **Medium of Instruction:** English, Hindi, Assamese, Gujarati, Kannada,

Malayalam, Marathi, Punjabi, Tamil and Oriya. **Duration:** Minimum 6 months and Maximum

2 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 1,400/- for full programme

Course Code	Title of the Course	Credits
CFN 1	You and Your Food	6
CFN 2	Your Food and its Utilisation	6
CFN 3	Economics of Food	4
Total Credits		16

Programme Coordinator: Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011-29536347, 29572960

CFN-1 You and Your Food

UNIT 1 FOOD AND FOOD ACCEPTANCE

UNIT 2 FUNCTIONS OF FOOD

UNIT 3 MACRONUTRIENTS AND THEIR FUNCTIONS

Unit-4 Micronutrients and their functions

UNIT 5 BASIC FOOD GROUPS

Unit-6 Let us choose the right food

Unit-7 How healthy are your meal patterns ?

Unit-8 Let us ensure and nutrient retention

Unit-9 Let us make food safe to eat

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Unit-12 Selection of fats and oils and their nutritive value

Unit-13 Selection and preparation of sugar and jaggery and their nutritive value

Unit-14 Selection, preparation and nutritive value of Pulses, Nuts and Oilseeds

Unit-15 Selection, preparation and nutritive value of milk and milk products

Unit-16 Selection, preparation and nutritive value of eggs and flesh foods

Unit-17 Selection, preparation and nutritive value of vegetables

Unit-18 Selection of fruits and their nutritive value

Unit-19 Spices, Condiments and Salt

Unit-20 Selection, preparation and nutritive value of beverages

Unit-21 Convenience foods

CFN-2 Your Food and its Utilisation

Unit-1 Food, Nutrition and Nutritional Status
Unit-2 Recommended Dietary Intakes for Indians
Unit-3 Daily Food Guide and Balanced Diet
Unit-4 Assimilation of Food Into Body-
Unit-5 Growth Pattern and Nutritional Requirements
Unit-6 Malnutrition and Health-
Unit-7 Food Energy, Activity Pattern and Body Weight
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Unit-9 Nutrition Through the Life Cycle - Infancy
Unit-10 Nutrition Through the Life Cycle – Preschool Age
Unit-11 Nutrition Through Life Cycle - The School Age
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Unit-16 Our Food Habits
Unit-17 Food Misinformation

CFN-3 Economics of Food

Unit-1 How Do We Spend Our Food Money

Unit-2 How Do We Plan for Growing Our Food
Unit-3 Public Distribution System
Unit-4 Government's Agricultural Policies

Unit-5 Government's Poultry and Pisciculture Programmes

Unit-6 Operation Flood Programme
Unit-7 Supplementary Feeding Programmes

Unit-8 Protection of Food Supplies

Unit-9 Food Adulteration and Precautions
Unit-10 Consumer Education

PROGRAMME GUIDE

CERTIFICATE IN ENVIRONMENTAL STUDIES (CES)

**Please keep this Programme Guide
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it while working on the Programme.**



**School of Social Sciences
Indira Gandhi National Open University
New Delhi- 110068**

AHE-01 Human Environment

Unit-1 Introduction to Human Environment

Unit-2 Climate and Resources

Unit-3 Description of Ecosystem

Unit-4 Non-living and Living Components of Environment

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Unit-6 Impact of Man on Environment

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Unit-12 Land Degradation

Unit-13 Hazardous Waste Chemicals

Unit-14 Environment and Human Health-I

Unit-15 The Environment and Human Health-II

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Unit-18 Challenges of Environment Management

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Unit-20 Environmental Conservation-I

Unit-21 Environmental Conservation-II

Unit-22 Environmental Quality Management

Unit-23 Environmental Legislation

Unit-24 Social Awareness About Environment

Unit-25 Commonalities and Dissimilarities in Environmental Management

TS-5 Ecology, Environment and Tourism

Unit-1 Our Environment

Unit-2 Linkages in Nature

Unit-3 Biomes of the World

Unit-4 Communities in Nature

Unit-5 Conservation Through Ages

Unit-6 Environmental Parameters and Tourism

Unit-7 Indian Philosophy and Environment

Unit-8 Environment and Development

Unit-9 Concepts of Development

Unit-10 Responsible Tourism - Benefits

Unit-11 Access, Infrastructure and Land Use : Basic Issues

Unit-12 Community and Regional Assets

Unit-13 Multiplier Effects : Benefits and Consequences

Unit-14 Practice and Potential

Unit-15 Site and Locational Planning

Unit-16 Uneven Regional/National Planning

Unit-17 Alternatives

Unit-18 Tourism Policy and Its Impacts

Unit-19 Infrastructure

Unit-20 Environmental Degradation and Tourism

Unit-21 Acts and Laws

Unit-22 Politics of Environment

PROGRAMME GUIDE

CERTIFICATE IN ARABIC LANGUAGE (CAL)

Please keep this Programme Guide
safely till you complete the
Programme. You will need to consult it
while working on the Programme.



School of Social Sciences
Indira Gandhi National Open University
New Delhi- 110068

Certificate in Arabic Language (CAL) School of Foreign Languages (SOFL)

This programme aims at acquainting the beginner with essential rudiments of Arabic Language, and gradually and systematically inculcates in them an ability to speak, write and read the language with a certain degree of accuracy and confidence. The programme is bilingual in medium and has self-learning materials which are quite simple, innovative and learner friendly. The programme is worth 16 credits, each credit amounting to 30 hours of total study time.

Eligibility: 10+2 or 18 years of age

Medium of Instruction: English/Arabic

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BAL 1	Basics of Arabic	8
BAL 2	Communication Skills	8
Total Credits		16

Programme Coordinator: Dr. Mohd. Saleem, saleem@ignou.ac.in, Ph. 011-29571637

BAL-001 Basics of Arabic

Unit-1 Common Arabic Words

Unit-2 Personal Introduction

Unit-3 The School

Unit-4 Know Things Around You

Unit-5 The Family

Unit-6 My House

Unit-7 Days of Week

Unit-8 Months

Unit-9 At The Restaurant

Unit-10 In The Garden

Unit-11 The Student

Unit-12 In The Market

Unit-13 In The Classroom

Unit-14 At The Dining Table

Unit-15 Between Two Friends

Unit-16 Between Two Friends

Unit-17 The Numbers 1-10

Unit-18 In Summer Vacation

BAL-002 Communication Skills

Unit-1 Conversation Between Teacher and Student

Unit-2 Conversation Inside the Office

Unit-3 Conversation Between Mother and Child

Unit-4 Conversation Between Father and Son

Unit-5 Conversation Between Brother and Sister

Unit-6 Conversation Between Two Friends

Unit-7 Conversation in the Vegetable Market

Unit-8 Conversation in the Fruit Market

Unit-9 Conversation in the Stationery Shop

Unit-10 Conversation in the Taxi Stand

Unit-11 Conversation in the Railway Station

Unit-12 Conversation in the Airport

2019-2020

PROGRAMME GUIDE

For

CERTIFICATE IN TOURISM STUDIES
(CTS)



School of Tourism and Hospitality Services Management

Certificate in Tourism Studies (CTS)

School of Tourism and Hospitality Services Management (SOTHSM)

The Programme is aimed at familiarising you with varied aspects of Tourism, creating awareness about Tourism, imparting basic training in organising Tourism services and opening career opportunities. It consists of two courses of eight credits each.

Eligibility: 10+2 pass or its equivalent

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development: Products, Operations and Case Studies	8
Total Credits		16

Programme Coordinator: Dr. Paramita Suklabaidya, paramitaz@ignou.ac.in, Ph. 011-29571755

TS-1 Foundation Course in Tourism

Unit-1 Understanding Tourism-I
Unit-2 Understanding Tourism-II
Unit-3 Historical Evolution and Development
Unit-4 Tourism System

Unit-5 Constituents of Tourism Industry and Tourism Organisations

Unit-6 Tourism Regulations
Unit-7 Statistics and Measurements
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Unit-9 Tourist Accommodation
Unit-10 Informal Services in Tourism

Unit-11 Subsidiary Services : Categories and Roles

Unit-12 Shops, Emporiums and Melas

Appendix-I

Unit-13 Travel Agency
Unit-14 Tour Operator
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Unit-25 Use of History
Unit-26 Monuments and Museums
Unit-27 Living Culture and Performing Arts
Unit-28 Religion of India
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Unit-32 Development, Dependency and Manila Declaration
Unit-33 Economic Impact
Unit-34 Social, Political and Environmental Impact
Unit-35 Threats and Obstacles to Tourism

TS-2 Tourism Development : Products, Operations and Case Studies

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Unit-2 Domestic Tourist : Profile and Flows

Unit-3 Guest-Host Relationship

Unit-4 Sociology, Anthropology and Tourism

Unit-5 Discovering A Town : Guide and The City Tour

Unit-6 Describing A Monument : The Taj Mahal

Unit-7 The Mountain Guide : Sherpa

Unit-8 Journey Through A Museum

Unit-9 Visiting National Park : A Guide's Perception

Unit-10 Dance and Music : The Khajuraho Festival

Unit-11 The Business City : Bombay

Unit-12 Cuisines, Customs, Festivals and Fairs

Unit-13 Adventure and Sports

Unit-14 Beach and Island Resorts : Kovalam and Lakshadweep

Unit-15 Hill Station of India

Unit-16 Wildlife : Jim Corbett and Gir National Parks

Unit-17 Pilgrimage

Unit-18 Festivals

Unit-19 Ethnic Tourism

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Unit-22 India Fest

Unit-23 Kalinga-Bali Yatra

Unit-24 Palace on Wheels

Unit-25 Pata : A Study of Travel Mart

Unit-26 Marketing Overseas : Tourism Department, Govt. of India

Unit-27 State Government Tourism Promotional Plans : A Case Study of Maharashtra

Unit-28 Sita

Unit-29 Air India

Unit-30 Highway Services : Haryana Tourism

Unit-31 The Heritage Hotels

CFE PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (BASIC LEVEL) (CFE)



School of Humanities
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068

Certificate in Functional English (Basic Level) (CFE) School of Humanities (SOH)

The Programme will improve the learners' proficiency in the English language. The objective of the Programme is to give the learners practice in the skills of listening, speaking, reading, writing, communicative grammar and study skills so that they can function in English in the social and academic spheres. It will also acquaint the learners with some professional skills which will prepare them for a job. This course enables learners to engage in conversations and write with confidence in all spheres of their daily life.

Eligibility: 10+2 or its
equivalent

**Medium of
Instruction:** English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 4,000/- for full
programme

Programme Details:

Course Code	Title of the Course	Credits
BEG 4	English in Daily Life	4
BEG 5	English in Education	4
BEG 6	Joining the Work Force	4
Total Credits		12

Programme Coordinator: Dr. Prof. Parmod Kumar, parmodkumar@gmail.com, Ph. 011-29572758

UNIT 3 FAMILY AND FRIENDS
UNIT 4 DESCRIBING DAILY EVENTS
UNIT 5 THE MEDIA
UNIT 6 THE FLOATING MARKETS OF THAILAND
UNIT 7 PEOPLE AT WORK
UNIT 8 THE SMELL OF FOOD
UNIT 9 FOOD AND EATING RIGHT
UNIT 10 HEALTH AND FITNESS
UNIT 11 ADVENTURE SPORTS
UNIT 12 LAUGHTER AND AMUSEMENT
UNIT 13 PREPARING FOR A HOLIDAY
UNIT 14 ON HOLIDAY AND DESCRIBING PLACES
UNIT 15 EATING OUT
UNIT 16 TOURISM AND ENVIRONMENT

English in Education BEG – 005

'UNIT 1 MAKING A CHOICE
UNIT 2 THE CAMPUS
UNIT 3 SETTLING IN
UNIT 4 THINKING ABOUT LEARNING
UNIT 5 ATTENDING A LECTURE
UNIT 6 ACTIVITY CLUBS FOR STUDENTS
UNIT 7 YOUNG LEADERS
UNIT 8 DOING AWAY WITH EXAMS
UNIT 9 HUMANITIES
UNIT 10 SOCIAL SCIENCE: DISASTER MANAGEMENT
UNIT 11 NANOTECHNOLOGY
UNIT 12 CULTURE AND HERITAGE
UNIT 13 COMMUNICATION AND CULTURE
UNIT 14 PLASTIC MONEY
UNIT 15 EMAIL AND SMS
UNIT 16 USING COMPUTERS IN DAILY LIFE

Joining the Work Force BEG – 006

UNIT 1 LOOKING FOR A JOB
UNIT 2 JOB ADVERTISEMENTS
UNIT 3 PORTFOLIO MAKING
UNIT 4 WRITING YOUR CURRICULUM VITAE
UNIT 5 JOB INTERVIEWS
UNIT 6 DISCUSSIONS
UNIT 7 PRESENTATION SKILLS - I
UNIT 8 PRESENTATION SKILLS IT
UNIT 9 BODY LANGUAGE - NON-VERBAL
COMMUNICATION
UNIT 10 SKILLS REQUIRED AT THE JOB:
TELEPHONING
UNIT 11 BUSINESS CORRESPONDENCE-1
UNIT 12 BUSINESS CORRESPONDANCE-2
UNIT 13 WORK ETHICS

CERTIFICATE IN ARABIC LANGUAGE (CAL)

Please keep this Programme Guide
safely till you complete the
Programme. You will need to consult it
while working on the Programme.



School of Social Sciences
Indira Gandhi National Open University
New Delhi- 110068

Certificate in Arabic Language (CAL) School of Foreign Languages (SOFL)

This programme aims at acquainting the beginner with essential rudiments of Arabic Language, and gradually and systematically inculcates in them an ability to speak, write and read the language with a certain degree of accuracy and confidence. The programme is bilingual in medium and has self-learning materials which are quite simple, innovative and learner friendly. The programme is worth 16 credits, each credit amounting to 30 hours of total study time.

Eligibility: 10+2 or 18 years of age

Medium of Instruction: English/Arabic

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BAL 1	Basics of Arabic	8
BAL 2	Communication Skills	8
Total Credits		16

Programme Coordinator: Dr. Mohd. Saleem, saleem@ignou.ac.in, Ph. 011-29571637

BAL-001 Basics of Arabic

Unit-1 Common Arabic Words

Unit-2 Personal Introduction

Unit-3 The School

Unit-4 Know Things Around You

Unit-5 The Family

Unit-6 My House

Unit-7 Days of Week

Unit-8 Months

Unit-9 At The Restaurant

Unit-10 In The Garden

Unit-11 The Student

Unit-12 In The Market

Unit-13 In The Classroom

Unit-14 At The Dining Table

Unit-15 Between Two Friends

Unit-16 Between Two Friends

Unit-17 The Numbers 1-10

Unit-18 In Summer Vacation

BAL-002 Communication Skills

Unit-1 Conversation Between Teacher and Student

Unit-2 Conversation Inside the Office

Unit-3 Conversation Between Mother and Child

Unit-4 Conversation Between Father and Son

Unit-5 Conversation Between Brother and Sister

Unit-6 Conversation Between Two Friends

Unit-7 Conversation in the Vegetable Market

Unit-8 Conversation in the Fruit Market

Unit-9 Conversation in the Stationery Shop

Unit-10 Conversation in the Taxi Stand

Unit-11 Conversation in the Railway Station

Unit-12 Conversation in the Airport