

# **DEPARTMENT OF TAMIL**

**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**

**TAMIL DEPARTMENT**

**ASSISTIVE TECHNOLOGY FOR VISUALLY CHALLENGED**

பார்வையற்றோருக்கானத் தொழில்நுட்பக் கல்வி

பகுதி - 1

1. பார்வையின்மை அறிமுகம்
2. பார்வையின்மைக்கானக் காரணங்கள்
3. பார்வையின்மை வகைகள்
4. கண்டறிதலும் தடுப்புச் செயல்களும்

பகுதி - 2

5. பார்வையற்றோருக்கானக் கல்வி முறைகள்
6. சுற்றல் சுற்பித்தலுக்கானத் துணைமைத் தொழில்நுட்பங்கள் அறிமுகம்
7. தொழில் நுட்ப வகைகள்
8. பிரெயில் எழுத்து முறை மற்றும் லூயி பிரெயில் வரலாறு
9. ஹெலன்கெல்லர் வரலாறு

பகுதி - 3

10. பிரெயில் அறிமுகம்
11. தமிழ் எழுத்துக்கள்
12. ஆங்கில எழுத்துக்கள்
13. பயன்படுத்தும் முறைகள்

பகுதி - 4

14. கணினி அறிமுகம்
15. திரைவாசிப்பு மென்பொருள்
16. என்.வி.டி.ஏ பயன்பாடு
17. ஜாஸ் பயன்பாடு
18. பிற சிறப்பு மென்பொருள்கள்

பகுதி - 5

19. கணினியில் தமிழ்
20. திரைவாசிப்பு மென்பொருள் மூலம் மைக்ரோசாஃப்ட் வேர்டு
21. திரைவாசிப்பு மென்பொருள் மூலம் மைக்ரோசாஃப்ட் எக்சல்
22. திரைவாசிப்பு மென்பொருள் மூலம் மைக்ரோசாஃப்ட் இன்டர்நெட்
23. திரைவாசிப்பு மென்பொருள் மூலம் இணைய நூலகப் பயன்பாடு

*சென்னை*



*M. J. J. J.*

**PRINCIPAL**  
**SOKA IKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
**CHENNAI - 600 099**

பகுதி - 6

24. OCR மென்பொருள்களும் பயன்பாடும்
25. அச்சப் புத்தகத்தை மின் புத்தகமாக்குதல்
26. ஒலி புத்தகங்கள் உருவாக்குதல்
27. துணைமைத் தொழில்நுட்பங்களும் பயன்பாடும்

(பார்வையற்றோருக்கானப் பள்ளிகள், பயிற்சியகங்கள், நூலகங்கள் ஆகிய இடங்களுக்கு நேரில் சென்று பார்வையிடல்)

தேவையானத் தொழில் நுட்பக் கருவிகள்

பிரெயில் பலகைகள்  
பிரெயில் தட்டச்சுப்பொறி  
ஸ்கேனர்  
OCR மென்பொருள்  
தமிழ் OCR

சென்னை



M. Jagan

PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 099

சோகா இகெதா கலை மற்றும் அறிவியல் மகளிர் கல்லூரி

தமிழ்த்துறை

கம்பராமாயணப் பட்டயக் கல்வி

கிட்கிந்தைக் காண்டம்

அலகு - 1

1. பம்பைவாவிப் படலம்
2. அனுமப் படலம்
3. நட்புக்கோட் படலம்

அலகு - 2

1. மராமரப் படலம்
2. தந்துபிப் படலம்
3. கலன்காண் படலம்

அலகு - 3

1. வாலிவதைப் படலம்
2. அரசியற் படலம்
3. கார்காலப் படலம்

அலகு - 4

1. கிட்கிந்தைப் படலம்
2. தானைப் படலம்
3. நாடவிட்டப் படலம்

அலகு - 5

1. பிலம்புக்குநீக்கு படலம்
2. ஆறுசெல் படலம்
3. சம்பாதிப் படலம்
4. மயேந்திரப் படலம்

செ. ந. சண்முகம்



ம. சண்முகம்

PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 099





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Chennai 600 099, Tamilnadu.

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DEPARTMENT OF TAMIL

மதிப்புக்கூட்டுப் படிப்பு

VALUE ADDED COURSE

போட்டித் தேர்வுகளுக்கான தமிழ் இலக்கிய இலக்கண வரலாறு

TAMIL LITERATURE AND GRAMMAR FOR COMPETITIVE EXAMINATIONS

2018 – 2019

Course code : VACTLGCE

நோக்கம் :

போட்டித் தேர்வுகளை எதிர்கொள்வதற்கும் பணிவாய்ப்புகளைப் பெறுவதற்குமான இலக்கிய இலக்கண அறிவை வளர்த்தல்.

OBJECTIVES :

To prepare students to face competitive exams and to develop employability skill.

*M. Janna*



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DEPARTMENT OF TAMIL

மதிப்புக்கூட்டுப் படிப்பு

VALUE ADDED COURSE

போட்டித் தேர்வுகளுக்கான தமிழ் இலக்கிய இலக்கண வரலாறு

TAMIL LITERATURE AND GRAMMAR FOR COMPETITIVE EXAMINATIONS

2018 – 2019

பாடத்திட்டம்

**அலகு - 1**

சங்க இலக்கியங்கள் – தொல்காப்பியம்.

**UNIT - 1**

Sangam Literature – Tholkappiyam.

**அலகு - 2**

அற இலக்கியங்கள்

**UNIT - 2**

Didactic Literature

**அலகு - 3**

பக்தி இலக்கியங்கள் – காப்பியங்கள்

**UNIT - 3**

Bhakthi Literature – Epic.

**அலகு - 4**

சிற்றிலக்கியங்கள் – புராணங்கள் – நன்னூல் – யாப்பருங்கலக்காரிகை –  
தண்டியலங்காரம் – நம்பியகப் பொருள் – புறப்பொருள் வெண்பாமாலை

**UNIT - 4**

Minor Literature - Puranas – Nanool – Yapparunkalakarikai – Thandiyalankaram – Nambiaga  
Porul – Purapourl Venba Malai.

**அலகு - 5**

இக்கால இலக்கியங்கள் - கணினித் தமிழ்.

**UNIT - 5**

Modern Literature – Tamil Computing



*M. J. Anna*

PRINCIPAL

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மதிப்புக்கூட்டுப் படிப்பு

VALUE ADDED COURSE

போட்டித் தேர்வுகளுக்கான தமிழ் இலக்கிய இலக்கண வரலாறு

TAMIL LITERATURE AND GRAMMAR FOR COMPETITIVE EXAMINATIONS

2018 – 2019

கால அளவு : 30 மணி நேரம்

Duration : 30 Hours

மதிப்பீடு - ASSESSMENT

அகமதிப்பீடுத் தேர்வு - I : 25 மதிப்பெண்கள்

Internal Exam - I : 25 Marks

அகமதிப்பீடுத் தேர்வு - II : 25 மதிப்பெண்கள்

Internal Exam - II : 25 Marks

இறுதித் தேர்வு : 50 மதிப்பெண்கள்

Final Exam : 50 Marks

*M. J. Anna*



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SOKA IKEDA COLLEGE OF ARTS  
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CHENNAI - 600 099

# **DEPARTMENT OF ENGLISH**



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Chennai 600 099, Tamilnadu.

**VALUE ADDED COURSE**  
**ENGLISH GRAMMAR FOR COMPETITIVE EXAMINATIONS**

**OBJECTIVES**

- To facilitate students to take up competitive examinations
- To give students a strong base in grammar

**COURSE CODE- VACEGCE**

**SYLLABUS**

- English Grammar
- Parts of Speech
- Nouns
- Verbs
- Adjectives
- Adverbs
- Prepositions
- Conjunctions
- Interjections
- Articles
- Question tags
- Tense
- Voice
- Infinite, gerund, participle
- Sentence pattern
- Degrees of comparison
- Identify the sentence (Simple, Compound, Complex Sentence).

**DURATION**

- 2 hours a day for 19 days
- 3 hours for assessment

**ASSESSMENT**

- Final assessment is for 50 marks

*M. J. Jagan*

PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
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CHENNAI - 600 099



# **DEPARTMENT OF BIOCHEMISTRY**



## **PRACTICALS-I (CLINICAL BIOCHEMISTRY)**

1. TOTAL CHOLESTEROL
2. TRIGLYCERIDES
3. HDL
4. LDL
5. VLDL
6. TC/HDL
7. LDL/HDL
8. UREA
9. CREATININE (SEMI)
10. CALCIUM
11. PHOSPHORUS
12. URIC ACID
13. TOTAL PROTEIN
14. ALBUMIN
15. GLOBULIN
16. A/G RATIO
17. TOTAL BILIRUBIN
18. DIRECT BILIRUBIN
19. INDIRECT BILIRUBIN
20. SGOT (SEMI)
21. SGPT (SEMI)
22. ALKALINE PHOSPHATASE (SEMI)
23. A-15 BIOSYSTEM FULLY AUTOMATED BIOCHEMISTRY ANALYSER (D)



*m. ganesan*

**PRINCIPAL**  
**SOKA IKEDA COLLEGE OF ARTS**  
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**CHENNAI - 600 099**

## Practicals II (Clinical Biochemistry & Clinical Pathology)

1. Urine Physical Examination
2. Urine Chemical Examination
3. Microscopic Examination Of Urine Casts And Crystals
4. Stool Chemical Examination
5. Stool Microscopic Examination Of Ova And Cyst
6. Csf Glucose Examination
7. Csf Cytology
8. Blood Glucose Estimation By God -Pod Method (Colorimetry  
Semi Autoanalyser And Fully Automated Analyser)

### PAPER -

#### MICROBIOLOGY & PARASITOLOGY

1. STERILIZATION & DISINFECTION - Different methods
2. CLASSIFICATION OF MICRO ORGANISMS
3. STRUCTURE OF BACTERIA
4. BACTERIAL GROWTH FACTORS & PRODUCTS
5. MORPHOLOGY & STAINING REACTIONS MOTILITY
6. SPECIAL STAINING
7. PREPARATION OF CULTURE MEDIA
8. SPECIMEN COLLECTION & METHOD OF INOCULATION
9. STOOL EXAMINATION MACROSCOPIC, MICROSCOPIC & CONCENTRATION  
TECHNIQUE
10. MORPHOLOGY CLASSIFICATION & LIFE CYCLE OF INTESTINAL PARASITES



*m. ganesan*  
**PRINCIPAL**  
SOKA IKEDA COLLEGE OF ARTS  
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12. MORPHOLOGY, CLASSIFICATION & LIFE CYCLE OF BLOOD PARASITES

13. IDENTIFICATION OF BLOOD PARASITES

**PRACTICALS III (MICROBIOLOGY & PARASITOLOGY)**

1. STERILISATION TECHNIQUE
2. GRAM STAINING
3. AFB STAINING
4. ALBERTS STAINING
5. PREPARATION OF CULTURE MEDIA
6. INOCULATION METHODS
7. STOOL EXAMINATION -SALINE PREPARATION
8. STOOL EXAMINATION IODINE PREPARATION
9. STOOL EXAMINATION - CONCENTRATION TECHNIQUE
10. THICK & THIN PREPARATION FOR MP
11. BLOOD WET SMEAR PREPARATION FOR MF
12. HANGING DROP PREPARATION

**PAPER-IV:**

**HEMATOLOGY & BLOOD BANKING**

1. COLLECTION OF BLOOD & ANTICOAGULANTS
2. HAEMOGLOBIN ESTIMATION DIFFERENT METHODS
3. RBC & WBC COUNT
4. PLATELET COUNT & ABSOLUTE EOSINOPHIL COUNT
5. RETICULOCYTE COUNT
6. ESR
7. PCV MCV MCH & MCHC
8. PREPARATION OF BLOOD SMEAR STAINING TECHNIQUES & DIFFERENTIAL WBC COUNT
9. IDENTIFICATION OF NORMAL AND ABNORMAL CELLS



*m. gane*  
PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
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10. AUTOMATION IN HAEMATOLOGY LABORATORY
11. BLEEDING TIME CLOTTING TIME & PROTHROMBIN TIME
12. LE CELL IDENTIFICATION METHOD
13. ROULEAUX FORMATION & AUTO AGGLUTINATION
14. BUFFY COAT PREPARATION
15. ABO GROUPING & RH TYPING
16. COOMBS TEST
17. BLOOD TRANSFUSION, DONOR SCREENING & CROSS MATCHING
18. BLOOD & ITS PRODUCTS
19. TRANSFUSION COMPLICATION

#### **PRACTICALS IV (HAEMATOLOGY & BLOOD BANKING)**

1. VENOUS BLOOD COLLECTION
2. VENOUS BLOOD COLLECTION BY VACUTAINER METHOD
3. CAPILLARY BLOOD COLLECTION
4. HAEMOGLOBIN ESTIMATION BY CYANMETHAEMOGLOBIN METHOD
5. RBC COUNT
6. WBC COUNT
7. PLATELETS COUNT
8. ABSOLUTE EOSINOPHIL COUNT
9. RETICULOCYTE COUNT
10. ESR TEST
11. PCV TEST
12. MCV MCH & MCHC
13. PREPARATION OF BLOOD SMEAR
14. FIELD STAIN
15. DC
16. BLEEDING TIME
17. CLOTTING TIME



*m. fana*

**PRINCIPAL**  
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18. PROTHROMBIN TIME
19. BLOOD GROUP BY CELL GROUPING TECHNIQUE
20. BLOOD GROUP SERUM GROUPING TECHNIQUE
21. DIRECT COOMBS TEST
22. INDIRECT COOMBS TEST
23. CROSS MATCHING MAJOR & MINOR



*m. gane*

PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
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# FIRST YEAR DMLT SYLLABUS

## PAPER -I

### COMMUNICATIVE ENGLISH & COMPUTING FUNDAMENTALS

1. Nouns & Pronouns
2. Verbs Adverbs & Adjectives
3. Active & Passive Voice
4. Direct Speech & Indirect Speech
5. Tenses
6. Drafting-Different Types Of Letter
7. Job Application
8. Advertisements
9. Basics of
  - MS WORD
  - MS EXCEL

## PAPER-II

### CLINICAL BIOCHEMISTRY & CLINICAL PATHOLOGY

1. Urine Examination
  - A. Physiology Of Urine Formation
  - B. Types Of Urine Sample Their Collection And Preservatives
  - C. Physical Examination
  - D. Chemical Examination
  - E. Microscopic Examination
2. Stool Examination
  - A. Physiology Of Stool Formation
  - B. Macroscopic And Microscopic
3. Transudates And Exudates
4. Cerebrospinal Fluid
  - A. Physiology Of CSF Formation
  - B. Collection Of CSF
  - C. Pressure Physical Chemical And Microscopic Examination Of CSF
5. Diabetes
  - A. Blood Glucose Homeostasis
  - B. Anticoagulants
  - C. Types Of Blood Glucose Sample
  - D. Types Of Hyperglycemia
  - E. Types Of Diabetes
  - F. Stages Of Diabetes
  - G. Steps To Differentiate Hyperglycemia And Diabetes
  - H. Complication Of Diabetes
6. GTT
  - A. Prerequisites Of GTT
  - B. Renal Threshold
  - C. Do's And Don't In GTT
  - D. 9 Types Of GTT Curves And Evaluation
  - E. Glycated Hemoglobin And Hba1c
7. Instrumentation Use Care And Maintenance Of Lab Instruments
- Laboratory Ethics And Safety Measures In Clinical Lab

*m. fana*



**PRINCIPAL**  
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**SECOND YEAR**  
**DMLT SYLLABUS**

**PAPER-I**

**CLINICAL BIOCHEMISTRY**

**1. LIVER FUNCTION TEST**

- PHYSIOLOGY OF LIVER
- FUNCTION OF LIVER
- BILIRUBIN METABOLISM
- JAUNDICE AND ITS TYPES
- DIFFERENTIAL DIAGNOSIS OF JAUNDICE
- LIVER ENZYMES
- IMPORTANCE OF PROTEIN IN EVALUATING LIVER FUNCTION
- TEN CASE STUDIES OF ABNORMAL LFT

**2. RENAL FUNCTION TEST**

- PHYSIOLOGY OF KIDNEYS
- FUNCTION OF KIDNEY
- NPN
- 6 STAGES OF RENAL FAILURE
- TEN CASE STUDY OF RFT EVALUATION.

**3. LIPID PROFILE**

- PHYSIOLOGY OF BLOOD VESSELS
- PHYSIOLOGY OF FAT METABOLISM
- ROLE OF CHYLOMICRON AND LIPOPROTEINS



*m. fana*

PRINCIPAL  
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-TYPES OF LIPOPROTEIN

-CHOLESTROL EVALUATION AND INTERPRETATION

-TEN CASE STUDY OF ABNORMAL LIPID PROFILE

#### **4. ELECTROLYTES**

-BIOCHEMISTRY OF ELECTROLYTES

-FUNCTIONS AND ABNORMALITIES

#### **5. DIAGNOSTICALLY IMPORTANT ENZYMES & PROTEINS**

-HEART

-LIVER

-LUNGS

-KIDNEY

-BONE

-SPLEEN

#### **6. HORMONES**

-THYROID FUNCTION TEST

-SUB FERTILITY HORMONES OF MALE AND FEMALE

#### **7. MICRONUTRIENTS AND MACRONUTRIENTS**



*m. fana*  
PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 099

## PAPER-II

### MICROBIOLOGY & SEROLOGY

1. ISOLATION AND IDENTIFICATION OF BACTERIA
  - BIOLOGICAL PROPERTIES OF BACTERIA
  - BIOCHEMICAL TESTS
  - CULTURE CHARACTERISTICS OF BACTERIA
  - ANTIBIOTIC SENSITIVITY TESTS
2. GRAM POSITIVE & NEGATIVE COCCI
3. GRAM POSITIVE & NEGATIVE BACILLI
4. VIBRIOS
5. SPIROCHAETES
6. LEPTOSPIRA
7. MYCOLOGY
8. VIROLOGY
9. IMMUNO GLOBULINS & THEIR DIAGNOSTIC IMPORTANCE
  - VDRL,RPR,WIDAL TEST,CRP,ASO,RA,HBSAG,HIV



*m. ganesan*  
PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 099

## PRACTICALS-II (MICROBIOLOGY & SEROLOGY)

1. COAGULASE TEST
2. CATALASE TEST
3. BILE SOLUBILITY TEST
4. INDOLE TEST
5. UREASE TEST
6. CITRATE TEST
7. MANNITOL TEST
8. TSI TEST
9. ANTIBIOTIC SENSITIVITY TEST
10. HANGING DROP PREPARATION
11. HIV TEST
12. HBSAG TEST
13. VDRL TEST
14. ASO
15. CRP
16. RA
17. WIDAL



*m. ganesan*  
PRINCIPAL  
SOKA IKEDA COLLEGE OF ARTS  
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CHENNAI - 600 099



### **PAPER-III**

## **HAEMATOLOGY & HISTOPATHOLOGY**

1. ERYTHROPOIESIS
2. LEUCOPOIES
3. THROMBOPOIESIS
4. PHYSIOLOGICAL VARIATIONS IN LEUCOCYTES
5. BONE MARROW EXAMINATION
6. MORPHOLOGICAL TYPES & IDENTIFICATION
7. ANEMIA –DIFFERENT TYPES & IDENTIFICATION
8. POLYCYTHEMIA
9. LEUKEMIA- DIFFERENT TYPES & IDENTIFICATION
10. FIXATION
11. DEHYDRATION
12. CLEARING
13. INFILTRATION
14. IMPREGNATION
15. MOULDING AND TRIMMING
16. SECTION CUTTING
17. DEPARAFFINIZING
18. STAINING
19. MOUNTING
20. DECALCIFICATION



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## PRACTICALS-III (HAEMATOLOGY & HISTOPATHO

1. BLOOD SMEAR PREPARATION
2. STAINING
3. PS EXAMINATION
4. RBC MOROPHOLOGY VARIATION
5. WBC MOROPHOLOGY VARIATION
6. PLATELETS MOROPHOLOGY VARIATION
7. FIXATION
8. DEHYDRATION
9. CLEARING
10. INFILTRATION
11. IMPREGNATION
12. MOULDING
13. TRIMMING
14. SECTION CUTTING
15. DEPARAFFINIZING
16. STAINING- H&E STAIN
17. MOUNTING
18. DECALCIFICATION



*m. ganesan*

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# GYRUS INFOTECH MEDICAL CODING SOLUTIONS

## ANATOMY, PHYSIOLOGY, MEDICAL TERMINOLOGY & PATHOLOGY

### SYLLABUS

#### *Chapter - 1*

AN INTRODUCTION TO  
BODY STRUCTURES AND MEDICAL TERMINOLOGY

#### *Chapter - 2*

DERMATOLOGY

#### *Chapter - 3*

OPHTHALMOLOGY

#### *Chapter - 4*

OTORHINOLARYNGOLOGY (ENT)

#### *Chapter - 5*

PULMONOLOGY

#### *Chapter - 6*

CARDIOLOGY

#### *Chapter - 7*

GASTROENTEROLOGY

#### *Chapter - 8*

OBSTETRICS AND GYNECOLOGY

#### *Chapter - 9*

UROLOGY AND NEPHROLOGY

#### *Chapter - 10*

ORTHOPEDICS

#### *Chapter - 11*

NEUROLOGY AND PSYCHIATRY

#### *Chapter - 12*

ENDOCRINOLOGY AND METABOLIC HOMEOSTASIS



*m. fana*

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# **DEPARTMENT OF MATHEMATICS**



**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)  
Chennai 600 099, Tamilnadu.

**VALUE ADDED COURSE  
QUANTITATIVE APTITUDE (VACQA)**

**OBJECTIVE**

To impart the aptitude knowledge required for competitive examination and provide a close-knit route to success.

**COURSE CODE- VACQA**

**SYLLABUS**

**Unit I :**

Simplifications- BODMAS, Square roots and cube roots

**Unit II:**

Number Series- Finding missing and wrong number in the series

**Unit III:**

Data Interpretation

**Unit IV:**

Permutation and Combination

**Unit V:**

Simple Interest and Compound Interest

**DURATION**

- 2 hours a day for 15 days
- 2 hours for assessment

**ASSESSMENT**

- Final assessment is for 50 marks

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# **DEPARTMENT OF COMMERCE**



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# 10. CERTIFICATE COURSE IN ACCOUNTING AND TALLY

## SEMESTER - I PAPER I - BASICS OF ACCOUNTING AND TALLY

### UNIT I :

Meaning and process of Accounting - Distinction between book-keeping and Accounting - Meaning of an accounting cycle - Primary objectives of Accounting - Users of Accounting information and their needs

### UNIT II :

Basic terms in accounting - Basic assumptions of accounting - Basic principles of accounting - Modifying principles - Meaning of accounting equation.

### UNIT III :

Introduction to Tally - Features of Tally - Advantages and Disadvantages

### UNIT IV :

Journalizing - Meaning of an account ; Classification of accounts - Meaning and rules of debit and credit - Meaning and format of a journal - Meaning of Journalizing

### UNIT V :

Formation of Company using Tally package - Different kinds of Vouchers - Uses of different vouchers

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## PAPER II - CREATION OF LEDGER AND JOURNAL

### UNIT I :

Ledger posting - Compound entry - Meaning, recording and posting of an opening entry - Balancing ✓

### UNIT II :

Creation of Ledger accounts - Voucher Entry

### UNIT III :

Subsidiary Books - Need, Meaning and advantages of special journals (Purchase book - Sales book - Purchase return book - Sales return book - Journal proper)

### UNIT IV :

Creation of Manufacturing Journal - Single stock group - Units of Measure - Groups - Pre-defined groups in Tally

### UNIT V :

Cash book - Meaning - Types of cash book - Single column Petty cash book

## SEMESTER - II

## PAPER III - INVOKING OF BRS AND TRIAL BALANCE

### UNIT I :

Bank Reconciliation Statement - Banking transactions - Dishonor of a cheque - Need for BRS - Preparation of BRS - Cash book favorable balance - Cash book overdraft balance - Pass book favorable balance - Pass book overdraft balance

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## UNIT II :

Depreciation - Meaning of Depreciation - Meaning of depreciation accounting - Causes of depreciation - Need for providing depreciation - Factors determining the amount of depreciation - Straight Line Method - Written Down Value Method - Distinction between SLM and WDV method

## UNIT III :

Average Due Date - Days of grace and date of maturity - Account Current - Époque method of calculating interest

Accounting procedure for goods sold on approval - few transactions - Moderly large transactions - Substantially large transactions

## UNIT IV :

Trial Balance and Rectification of Errors - Need and importance of trial balance - Errors disclosed by a Trial Balance - Errors, which do not affect the agreement of the Trial Balance

## UNIT V :

Trial Balance - Types of Errors - Steps to locate errors - Correcting the errors - Suspense account

## PAPER IV - PREPARATION OF FINANCIAL STATEMENTS

### UNIT I :

Meaning of Financial Statement - Usefulness of Financial Statements - Trading Account - Manufacturing Account

### UNIT II :

Profit and Loss Account - Direct items - Indirect items - Classification of Capital and Revenue - Distinction between

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prepaid expenses and outstanding expenses - Distinction  
between accrued income and unaccrued income

### UNIT III :

Treatment of items of adjustments appearing in the Trial  
Balance

### UNIT IV :

Balance Sheet - Distinction between tangible and intangible  
assets - Distinction between a Trial Balance and Balance Sheet

### UNIT V :

Construction of Trading, Profit & Loss Account and Balance  
Sheet - Practical Problems

### REFERENCE BOOKS :

1. Financial Accounting - R.C.Gupta & V.K.Gupta - Sultan  
Chand & Sons
2. Financial Accounting - T.S.Reddy & A.Murthy
3. Advanced Accounting - R.L.Gupta & Radhaswamy
4. Principles of Accounting - T.S.Shukla & Grewal
5. Tally made easy - Exercise Problems



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**DEPARTMENT OF INFORMATION  
SYSTEM MANAGEMENT**





**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)  
Chennai 600 099, Tamilnadu.

### **VALUE ADDED COURSE**

### **BASICS OF CYBER SECURITY**

#### **COURSE OBJECTIVES**

- To prepare the students with the technical knowledge and skills needed to protect and defend computer systems and networks.
- To develop the plan, implement, and monitor cyber security mechanisms to help ensure the protection of information technology assets.
- To develop students to identify, analyse, and remediate computer security breaches.

#### **COURSE CODE: VACBCS**

#### **BASICS OF CYBER SECURITY**

**UNIT I:** Introduction - Introduction to cyber security, Confidentiality, integrity, and availability. Foundations - Fundamental concepts, CIA, CIA triangle, data breach at target.

**UNIT II:** Security management, Governance, risk, and compliance (GRC)- GRC framework, security standards. Contingency planning - Incidence response, Disaster Recovery, BCP.

**UNIT III:** Cyber security policy - ESSP, ISSP, SYSSP. Risk Management - Cyber Risk Identification, Assessment, and Control.

**UNIT IV:** Cyber security: Industry perspective - Defence Technologies, Attack, Exploits.

**UNIT V:** Cyber security technologies - Access control, Encryption, Standards. Foundations of privacy - Information privacy, Measurement, Theories.

#### **BOOKS AND REFERENCES**

- Michael E. Whitman, Herbert J. Mattord, (2018). Principles of Information Security, 6th edition, Cenage Learning, N. Delhi.
- Darktrace, "Technology" <https://www.darktrace.com/en/technology/#machine-learning>, accessed November 2018.
- Van Kessel, P. Is cyber security about more than protection? EY Global Information Security Survey 2018-2019.

#### **DURATION**

- 2 hours a day for 16 days
- 2 hours for assessment

#### **ASSESSMENT**

- Final assessment is for 50 marks



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# **DEPARTMENT OF ECONOMICS**

**VALUE ADDED COURSE  
DEPARTMENT OF ECONOMICS  
QUANTITATIVE METHODS IN APPLIED ECONOMICS**

**OBJECTIVES**

- To facilitate students to take up various Examinations
- To give students a strong base knowledge in Statistics and to appear Government Examinations.

**SYLLABUS**

- ❖ Origin Of Statistics
- ❖ Role Of Statistics In Different Sectors
- ❖ Statistical Survey
- ❖ Data Collection
- ❖ Design Of Questionnaire
- ❖ Sampling Design
- ❖ Measurement Of Errors
- ❖ Frequency Distribution
- ❖ Measures Of Central Tendency
- ❖ SKEWNESS And Kurtosis
- ❖ Correlation
- ❖ Regression
- ❖ Chi Square Test

**DURATION**

- ❖ 2 hours a day for 15 days.
- ❖ 2 hours for assessment

**ASSESSMENT**

- Students will assessed twice during the course for 25 marks
- Final assessment for 50 marks.

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**DEPARTMENT OF CORPORATE  
SECRETARYSHIP**



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(Affiliated to the University of Madras)  
Chennai 600 099, Tamilnadu.

### **VALUE ADDED COURSE STOCKMARKET(VACSM)**

#### **OVERVIEW**

This is the Best Course for the student who wants basic knowledge about the stock market. It provides trading analysis, operation and eligibility for marketing. After the completion of the course candidate gets working knowledge of stock market as well as self-trading.

#### **OBJECTIVES**

- To get a basic understanding of the products, players and functioning of financial markets, particularly the capital market.
- To know the regulatory framework for the Indian securities market.

#### **COURSE CODE- VACSM**

#### **SYLLABUS**

#### **COURSE MODULE**

- Basic learning about stock market and trading process
- IPO (Initial Public Offer) and book building process
- Account opening (Demat Trading) & SEBI (ICDR) Regulations
- Introduction derivatives (future & option)
- Technical and fundamental analysis
- Basic of commodity market
- Concepts and need of currency forward and future transaction
- Mutual fund /SIP/ETF
- Financial Market - Meaning, Types, Functions
- Dos and Don'ts of Trading in Indian Stocks

#### **DURATION**

- 2 hours a day for 16 days
- 2 hours for assessment

#### **ASSESSMENT**

- Final assessment is for 50 marks

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**DEPARTMENT OF COMPUTER SCIENCE –  
SHIFT II**



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Chennai 600 099, Tamilnadu.

### Value Added Course

### Internet of Things (IOT)

#### Objective of the Course:

This Course focuses on hands-on IoT concepts such as sensing, actuation and communication. It covers the development of Internet of Things (IoT) prototypes—including devices for sensing, actuation, processing, and communication—to help you develop skills and experiences. The Internet of Things (IOT) is the next wave, world is going to witness. Today we live in an era of connected devices the future is of connected things.

#### Learning Outcome:

After the completion of the course, the students will be able design some IOT based prototypes

#### Duration:

- 3 hours a day for 10 days
- 2 hours for assessment

#### Assessment:

- Final assessment is for 50 marks



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## Syllabus

### 1. Introduction to IoT

8 Hours

- Understanding IoT fundamentals
- IOT Architecture and protocols
- Various Platforms for IoT
- Real time Examples of IoT
- Overview of IoT components and IoT Communication Technologies
- Challenges in IoT

### 2. Basic Networking - Basics of Wireless Networking

7 Hours

- Introduction
- Various Wi-Fi library
- Web server- introduction, installation, configuration
- Posting sensor(s) data to web server

### 3. IoT Protocols

7 Hours

- M2M vs. IOT
- Communication Protocols

### 4. Cloud Platforms for IOT

8 Hours

- Virtualization concepts and Cloud Architecture
- Cloud computing, benefits
- Cloud services -- SaaS, PaaS, IaaS
- Cloud providers & offerings
- Study of IOT Cloud platforms
- Thing Speak API and MQTT
- Interfacing ESP8266 with Web services



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Chennai 600 099, Tamilnadu.

## **Value Added Course**

### **Multimedia**

#### **Objective of the Course:**

Multimedia will help to improve computer penetration in various spheres of life. In the present scenario, Multimedia and web design technology play an important role in the field of education, agriculture, product launch, science and technology, corporate development and enhanced business opportunities. With the increasing variety and range of hardware and software used for Multimedia and Web-Site Design, the demand for the manpower in these fields has escalated. This training programme has been envisaged with an objective to develop specialized manpower required for these activities.

#### **Learning Outcome:**

- Understand and apply various techniques of drawing for animation.
- Process knowledge about art in animation field.

#### **Duration:**

- 3 hours a day for 10 days
- 2 hours for assessment

#### **Assessment:**

- Final assessment is for 50 marks



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## Syllabus

- 1. Introduction to Multimedia** **04 Hrs.**  
Concept of Multimedia, Multimedia applications, Advantage of Digital Multimedia, Multimedia system Architecture, Objects of Multimedia.
- 2. Image Editing** **04 Hrs.**  
Introduction to Scanner (concept of DPI), File formats (BMP, JPG, TIF, GIF etc), acquiring, importing, exporting Images, Image editing using Adobe Photoshop.
- 3. Computer Graphics** **04 Hrs.**  
Prepress Image preparation, color correction, retouching, enhancement, special effects, file formats, conversion and web graphic formatting, image composition, close cropping, superimposition and high-end layering effects.
- 4. Animation** **05 Hrs.**  
Animation basics, 2D editor and animation, 2D to 3D conversion, 3D editing and rendering, material editor and rendering, light, camera concepts, key framer, menu and toolbar, file formats, conversion from AVI to MPEG, encoding and decoding of MPEG pictures, Knowledge of 3D animation, modeling, character animation, painting, lighting and textures.
- 5. Getting started with Flash & Photoshop** **04 Hrs.**  
Flash: An Overview, Benefits of Flash, Differences between flash and Director, Flash user interface, Creating graphics, Modifying graphics, Types of text, Adding text, Modifying text shape
- 6. Creating animations in Flash & Photoshop** **04 Hrs.**  
Introduction to layers: creating layers, specifying the properties of a layer, Animation in Flash: Frame-by-Frame Animation, Tweened Animation, Previewing an Animation, Masking: Masking graphics, Masking text
- 7. Sound Editing** **03 Hrs.**  
Hardware requirements (sound blaster card, speakers, micro phone etc), types of CD and CD Drives, file formats (wav, midi, tracks etc), recording of audio (mono/ stereo), audio mixing and editing, audio compression and decompression, sound forge illustrations.
- 8. Multimedia authoring** **02 Hrs.**  
Multimedia authoring tools, Multimedia authoring guide lines.



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