

DEPARTMENT OF TAMIL

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

DIPLOMA IN DESKTOP PUBLICATION

THEORY

UNIT – 1 FUNDAMENTALS OF COMPUTER

- 1.1 Introduction
- 1.2 History of computers
- 1.3 Generation of computers
- 1.4 Characteristics of a computer
- 1.5 Computer types based on operating principle
- 1.6 Classification based on computing power
- 1.7 Hardware and Software
- 1.8 Organisation of computers
- 1.9 About PCs
- 1.10 Memory
- 1.11 Secondary storage device
 - 1.11.1 Floppy disk
 - 1.11.2 Hard disk
 - 1.11.3 CD-ROM
- 1.12 Peripheral devices
 - 1.12.1 Input devices
 - 1.12.2 Output devices
- 1.13 Introduction to OS

UNIT – 2 MS-DOS

- 2.1 Introduction to DOS
- 2.2 Booting
- 2.3 Files
- 2.4 Directories
- 2.5 DOS commands
 - 2.5.1 Internal commands
 - 2.5.1.1 File handling commands
 - 2.5.1.2 Directory handling commands
 - 2.5.2 External commands
 - 2.5.2.1 File handling commands
 - 2.5.2.2 Directory handling commands
 - 2.5.2.3 Disk handling commands
- 2.6 Batch files



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UNIT – 3 WINDOWS XP

- 3.1 Introduction
- 3.2 Windows XP
- 3.3 Desktop
- 3.4 Start Menu
 - 3.4.1 Start Menu
 - 3.4.2 Classic Start Menu
- 3.5 Controls
 - 3.5.1 Windows Controls
 - 3.5.2 Dialog box
 - 3.5.3 Common Dialog box
- 3.6 Folders and Files
 - 3.6.1 System Folder
 - 3.6.2 Folders and Files
 - 3.6.3 Naming files and folders
 - 3.6.4 Create new files and folders
 - 3.6.5 Copy files and folders
 - 3.6.6 Delete files and folders
 - 3.6.7 Move files and folders
- 3.7 My Computer
- 3.8 Recycle Bin
- 3.9 Accessories
- 3.10 Control Panel

UNIT – 4 MS-WORD

- 4.1 Introduction
- 4.2 File menu
 - 4.2.1 New document
 - 4.2.2 Open a document
 - 4.2.3 Save a document
 - 4.2.4 Print a document
 - 4.2.5 Page setup
 - 4.2.6 Move around in the document
 - 4.2.7 Move insertion point
 - 4.2.8 Text selection
- 4.3 Edit menu
 - 4.3.1 Undo and repeat
 - 4.3.2 Copy information
 - 4.3.3 Move and cut information
- 4.4 View menu
- 4.5 Insert menu



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- 4.6 Embedding objects
- 4.7 Format
 - 4.7.1 Font
 - 4.7.2 Align text
 - 4.7.3 Indent paragraphs
 - 4.7.4 Bullets and numbering
 - 4.7.5 Borders and shadowing
 - 4.7.6 Change case
- 4.8 Spelling and Grammar
 - 4.8.1 Thesaurus
 - 4.8.2 Mail merge
- 4.9 Table Manipulation
 - 4.9.1 Creating a table
 - 4.9.2 Editing the table
 - 4.9.3 To change the width of a column
 - 4.9.4 To specify the exact row height
 - 4.9.5 Table auto format
- 4.10 Windows menu
- 4.11 Help menu

UNIT – 5 PAGEMAKER 7.0

- 5.1 Introduction
- 5.2 Layout
- 5.3 Adobe PageMaker Tools
- 5.4 Control palette
- 5.5 Adobe PageMaker's Menu
 - 5.5.1 File Menu
 - 5.5.2 Edit Menu
 - 5.5.3 Lay out Menu
 - 5.5.4 Type Menu
 - 5.5.5 Element Menu
 - 5.5.6 Utilities Menu
 - 5.5.7 View Menu
 - 5.5.8 Window Menu
 - 5.5.9 Help Menu
- 5.6 Short cut keys

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UNIT – 6 COREL DRAW 12

- 6.1 Introduction
- 6.2 Welcome Window
- 6.3 Controls

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- 6.4 Tool Box
- 6.5 Text Tool
 - 6.5.1 Aristic Text
 - 6.5.2 Paragraph Text
- 6.6 Interactive Blend Tool
- 6.7 Interactive Contour Tool
- 6.8 Interactive Distortion Tool
- 6.9 Interactive Envelope Tool
 - 6.9.1 Interactive Extrude Tool
- 6.10 Interactive Drop Shadow Tool
- 6.11 Interactive Transparency Tool
 - 6.11.1 Eye Dropper and Paint Bucket
- 6.12 Outline Tool
 - 6.12.1 Fill Tool
- 6.13 Interactive Fill Tool
- 6.14 Function Keys

UNIT – 7 PHOTOSHOP CS2

- 7.1 Introduction
- 7.2 Photoshop – CS
- 7.3 Tool Box
- 7.4 Adobe Photoshop
 - 7.4.1 File Menu
 - 7.4.2 Edit Menu
 - 7.4.3 Image Menu
 - 7.4.4 Layer Menu
 - 7.4.5 Select Menu
 - 7.4.6 Filter
 - 7.4.7 Help Menu
 - 7.4.8 Palettes
 - 7.4.9 Layers
- 7.5 Adjustments
- 7.6 Layer Style
 - 7.6.1 Outer Glow
 - 7.6.2 Inner Glow
 - 7.6.3 Bevel and Emboss
 - 7.6.4 Color Overlay
 - 7.6.5 Gradient overlay

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மதிப்புக்கூட்டுப் படிப்பு

VALUE ADDED COURSE

போட்டித் தேர்வுகளுக்கான தமிழ் இலக்கிய இலக்கண வரலாறு

TAMIL LITERATURE AND GRAMMAR FOR COMPETITIVE EXAMINATIONS

2021 – 2022

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.



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மதிப்புக்கூட்டுப் படிப்பு

VALUE ADDED COURSE

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TAMIL LITERATURE AND GRAMMAR FOR COMPETITIVE EXAMINATIONS

2021 – 2022

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

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

UNIT – 4

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

அலகு - 5

இக்கால இலக்கியங்கள் - கணிணித் தமிழ்.

UNIT – 5

Modern Literature – Tamil Computing



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VALUE ADDED COURSE

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TAMIL LITERATURE AND GRAMMAR FOR COMPETITIVE EXAMINATIONS

2021 – 2022

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




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CERTIFICATE COURSE - MASS COMMUNICATION

Mascom Module & Topic Flow

S.NO.	DATE	DAY	MODULE
1	22.12.2021	WEDNESDAY	Introduction to Extraordinary Pillars of English Language – Parts of Speech Brain Yoga, Types and Forms of Verb
2	27.12.2021	MONDAY	V1,V2,V3 Forms with examples, Tense box & Auxiliary box, Story Narration using the Tenses
3	28.12.2021	TUESDAY	Self-Introduction Part in an Interview (Tell me about yourself) Importance of body language, Communication, Importance of Story Telling (Visual, Auditory, Kinesthetic)
4	03.01.2022	MONDAY	Talk on a Topic for 90 second, Tip for Public Speaking
5	04.01.2022	TUESDAY	Talk on a Topic for 90 seconds (Who will you invite for a function at your home and why?) Power Nap Converting Sentences into all 12 Tenses, Pronouns and Adjectives
6	05.01.2022	WEDNESDAY	Listening Skills – BBC 6 mins English, Structure for speaking on any topic, Pair up conversation
7	06.01.2022	THURSDAY	How to tell & create a story, Create a story by connecting the pictures and narrate it
8	10.01.2022	MONDAY	Recap session on Grammar
9	11.01.2022	TUESDAY	First 5 rules of SV agreement
10	12.01.2022	WEDNESDAY	Etiquettes for the modern world, importance and types Email Etiquettes – 3 Main things (Subject, Professional Vocabulary, Tone of the mail)





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Mascom Module & Topic Flow

S.NO.	DATE	DAY	MODULE
11	18.01.2022	TUESDAY	Picture Description
12	21.01.2022	FRIDAY	POST ASSESSMENT
13	21.01.2022	FRIDAY	Young India Inspired India
14	11.04.2022	MONDAY	Small Talk, Feed your THOUGHT
15	12.04.2022	TUESDAY	Etiquettes Presentation
16	19.04.2022	MONDAY	Recap & Closure – Graduation Day

488




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INNOVATION NEST

Syllabus for Certificate Course

OBJECTIVES:-

- To build learners' confidence in speaking without fear in front of their peers
- To help the learners to use the language efficiently without grammatical errors
- To mould students to become autonomous English language learners

DURATION:

30 hours

DAY 1:-

Listening and Speaking

- Participating in a meeting
- Listening with courtesy and adding ideas and giving opinion
- Introducing self and others

DAY 2:-

Listening and Speaking

- Listening and responding to questions
- Dramatizing everyday situation
- Listening for specific information.

DAY 3:-

Listening and Speaking

- Pronunciation without Phonetic symbols.
- Essentials of Pronunciation.
- American & British Pronunciation


DAY 4:-

Reading and Writing

Paragraph: Structure and types

- What is a paragraph?
- What are the structures of paragraph?
 - Topic sentence
 - Unity




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- Coherence
- Connections between ideas: Using transitional words and expressions.

DAY 5:-

Reading and Writing

- Participating in a group Discussions.
- Reading diagrammatic information- interpretations Maps, graphs and pie charts.
- Writing short essays using the language of comparison and contrast

DAY 6:-

Reading and Writing

- Grammar in Context: Voice and showing the relationship between tense and voice.
- Word Power - One word substitution

COURSE OUTCOMES:-

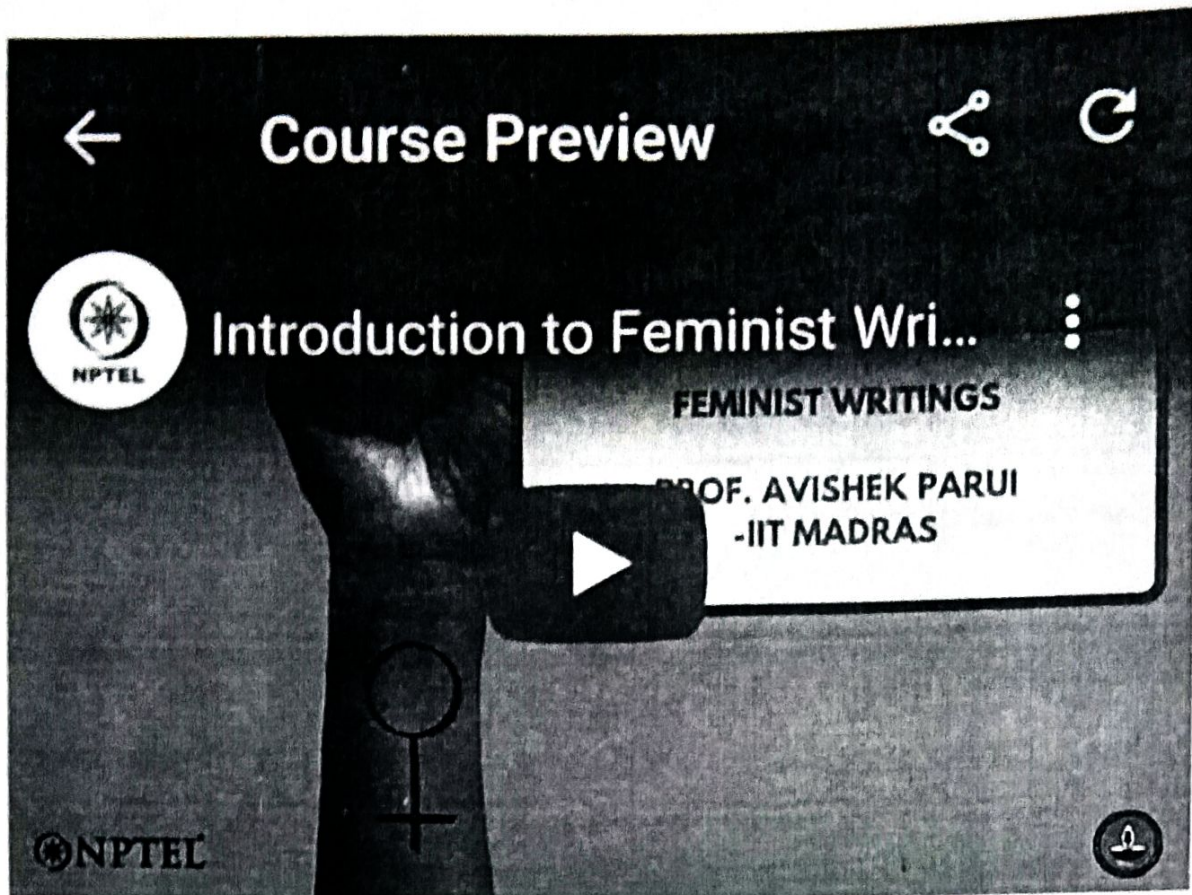
- To make short presentations efficiently.
- To demonstrate the skill of writing in English while preparing short assignments.
- To be proficient in answering the interview questions and writing the letters.




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Week 1 : Introduction; Understanding Patriarchy

Week 2 : Understanding Patriarchy; Cyborg Manifesto

Week 3 : Understanding Patriarchy; Cyborg Manifesto

Week 4 : The Fly; Tickets, Please!

Week 5 : Tickets, Please! ; The Goblin Market

Week 6 : The Goblin Market; The Second Sex

Week 7 : The Second Sex; Tulips

Week 8 : Tulips; The Yellow Wallpaper

Week 9 : The Yellow Wallpaper; The Iraqi Nights

Week 10 : The Iraqi Nights; Gender Trouble

Week 11 : Gender Trouble; Remains of the Feast

Week 12 : Remains of the Feast; A Temporary Matter




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COURSE LAYOUT

- Week 1** : Classical Criticism, Aristotle's Poetics
- Week 2** : Longinus' On the Sublime, Criticism in the Middle Ages
- Week 3** : Sir Philip Sidney's Apology for Poetry
- Week 4** : John Dryden's Preface to The Fables Samuel Johnson's Preface to Shakespeare
- Week 5** : William Wordsworth's Lyrical Ballads, Samuel Taylor Coleridge Coleridge's Biographia Literaria
(Chapter 13-14), Keats' Letters, Shelley's Defence of Poetry
- Week 6** : Matthew Arnold's Preface to the Poems, Henry James' Art of Fiction, Edgar Allan Poe's The Poetic Principle
- Week 7** : Eliot's Tradition and Individual Talent, Eliot's Metaphysical Poets
- Week 8** : Woolf's A Room of One's Own, Practical Criticism and I.A. Richards
- Week 9** : Leavis' The Great Tradition, Wellek's The New Criticism: Pro and Contra
- Week 10** : Shklovsky's Art as Technique, Walter Benjamin's Work of Art in the Age of Mechanical Reproduction
- Week 11** : Barthes's Death of the Author, Foucault's What is an Author
- Week 12** : Showalter's Feminist Criticism in the Wilderness, Kolodny's Dancing through the Minefield




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DEPARTMENT OF BIOCHEMISTRY

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

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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



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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



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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



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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



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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



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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



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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)



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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



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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



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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



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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



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GREEN TREE TESTING

LABS

➤ Analysis

- IR (Infrared Spectroscopy)

➤ Principle

➤ Operation

➤ Analysis

2. Wet Analysis

- Solubility

- Loss On Ignition

- Loss On Drying

- Karl Fischer Titration (Moisture Content)

- Residue On Ignition

- pH

- Weight Per ml

- Titration

 - Manual Titration

 - Potentiometric Titration

- Total Hardness Of water

3. Other Test

- Friability Apparatus

- Disintegration Test Apparatus

Tablet Hardness Tester

Melting & Boiling Point

Conductivity Meter



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GREEN TREE TESTING

LABS

➤ Analysis

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GREEN TREE TESTING

LABS

- Leak Test Apparatus
 - Bulk density Apparatus
4. Pharmaceutical Calculation
 5. Resume Preparation
 6. Mock Interview



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**DEPARTMENT OF COMPUTER SCIENCE –
SHIFT I**

DEPARTMENT OF COMPUTER SCIENCE (SHIFT-I)
CERTIFICATE COURSE
MOBILE APP DEVELOPMENT COURSE
SYLLABUS

MODULE I

INTRODUCTION TO MOBILE APPLICATION DEVELOPMENT:

History of application development, Theory of application development for mobile platforms, Understanding basics of application development software, Understanding Smartphone, tablet and laptop application development.

MODULE II

INTRODUCTION TO WEB PROGRAMMING:

Introduction to HTML, HTML Basic Formatting Tags, HTML-Grouping Using Div Span, HTML Lists, HTML Images, HTML Hyperlink, HTML Tables, HTML iFrame, HTML Form, CSS2 Introduction, CSS2 Syntax.

MODULE III

ANDROID APPLICATION DEVELOPMENT:

History of Android OS, Understanding the Android OS platform, Architecture of Android-based devices, Understanding basics of Java.

MODULE IV

ARCHITECTURE OF ANDROID-BASED DEVICES:

Building basic applications with Java, Understanding Android application structure, Designing User Interface, Updating Android applications.




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DEPARTMENT OF MATHEMATICS



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**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

MSME (Govt of India) Certificate Tally ERP Prime with GST

Tally Prime with GST Syllabus

Total duration: 30 hours

Chapter 1: Fundamentals of Accounting

- ❖ Introduction
- ❖ Accounting Terms
- ❖ Accounting Assumptions, Concepts and Principles
- ❖ Assumptions
- ❖ Concepts
- ❖ Principles
- ❖ Double Entry System of Accounting
- ❖ Types of Accounts
- ❖ The Golden Rules of Accounting
- ❖ Source Documents for Accounting
- ❖ Recording of Business Transactions
- ❖ The Accounting Equation
- ❖ Recording of Transactions in Books of Original Entry/Journal
- ❖ Use of Debit and Credit
- ❖ Rules of Debit and Credit
- ❖ Recording of Business Transactions in Journal
- ❖ Ledger
- ❖ Need for Ledger
- ❖ Differences between a Journal and a Ledger
- ❖ Classification of Ledger Accounts
- ❖ Posting from Journal
- ❖ Trial Balance
- ❖ Methods of Preparation
- ❖ Subsidiary Books & Control Accounts
- ❖ Cash Book
- ❖ Single Column Cash Book
- ❖ Double Column Cash Book
- ❖ Three Column Cash Book
- ❖ Petty Cash Book
- ❖ Purchase (Journal. Book
- ❖ Purchases Return (Journal. Book
- ❖ Sales (Journal. Book
- ❖ Sales Return (Journal. Book
- ❖ Journal Proper
- ❖ Control Accounts
- ❖ Financial Statements
- ❖ Trading and Profit & Loss Account
- ❖ Trading Account
- ❖ Profit & Loss Account
- ❖ Balance Sheet
- ❖ Types of Assets and Liabilities included in a Balance Sheet
- ❖ Key Takeaways

Chapter 2: Maintaining Chart of Accounts in Tally Prime

- ❖ Introduction
- ❖ Getting Started with Tally PRIME
- ❖ Mouse/Keyboard Conventions
- ❖ Company Creation
- ❖ Shut a Company
- ❖ Select a Company
- ❖ Alter Company Details
- ❖ Company Features and Configurations
- ❖ F11: Company Features
- ❖ F12: Configuration
- ❖ Chart of Accounts
- ❖ Ledger
- ❖ Group
- ❖ Ledger Creation
- ❖ Single Ledger Creation
- ❖ Multi Ledger Creation
- ❖ Altering and Displaying Ledgers
- ❖ Group Creation
- ❖ Single Group Creation
- ❖ Multiple Group Creation
- ❖ Displaying Groups and Ledgers
- ❖ Displaying Groups
- ❖ Display of Ledgers

- Deletion of Groups and Ledgers

- ❖ Key Takeaways

Chapter 3: Maintaining Stock Keeping Units (SKU)

- ❖ Introduction
- ❖ Inventory Masters in Tally Prime
- ❖ Creating Inventory Masters
- ❖ Creation of Stock Group
- ❖ Creation of Units of Measure
- ❖ Creation of Stock Item
- ❖ Creation of Godown
- ❖ Defining of Stock Opening Balance in Tally PRIME
- ❖ Stock Category
- ❖ Reports
- ❖ Key Takeaways

Chapter 4: Recording Day-to-Day Transactions in Tally Prime

- ❖ Introduction
- ❖ Business Transactions
- ❖ Source Document for Voucher
- ❖ Recording Transactions in Tally.PRIME
- ❖ Accounting Vouchers
- ❖ Receipt Voucher (F6.
- ❖ Contra Voucher (F4.
- ❖ Payment Voucher (F5.
- ❖ Purchase Voucher (F9.
- ❖ Sales Voucher (F8.
- ❖ Debit Note Voucher
- ❖ Credit Note (Ctrl+F8.
- ❖ Journal Voucher (F7.
- ❖ Key Takeaways

Chapter 5: Accounts Receivable and Payable Management

- ❖ Introduction
- ❖ Accounts Payables and Receivables
- ❖ Maintaining Bill-wise Details
- ❖ Activation of Maintain Bill-wise Details Feature
- ❖ New Reference
- ❖ Against Reference
- ❖ Advance
- ❖ On Account
- ❖ Stock Category Report
- ❖ Changing the Financial Year in Tally PRIME
- ❖ Key Takeaways

Chapter 6: MIS Reports

- ❖ Introduction
- ❖ Advantages of Management Information Systems
- ❖ MIS Reports in Tally PRIME
- ❖ Trial Balance
- ❖ Balance Sheet
- ❖ Profit and Loss Account
- ❖ Cash Flow Statement
- ❖ Ratio Analysis
- ❖ Books and Reports
- ❖ Day Book
- ❖ Receipts and Payments
- ❖ Purchase Register
- ❖ Sales Register
- ❖ Bills Receivable and Bills Payable
- ❖ Key Takeaways

Chapter 7: Goods and Services Tax (GST) –

- ❖ Introduction
- ❖ Goods and Services tax (GST)
- ❖ Key Takeaways GST Procedure
- ❖ GST Payments and Refunds
- ❖ GST Basics
- ❖ GST RATES & HSN CODES
- ❖ Input Tax Credit
- ❖ E-way bill under GST
- ❖ Form GSTR 3B: Return Formats, Filing Process,
- ❖ Due Dates Non-Resident Taxpayer under GST
- ❖ Debit-Credit note under GST
- ❖ Tax Refund under GST



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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 COMPUTER
APPLICATIONS**



**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
DEPARTMENT OF COMPUTER APPLICATIONS
PYTHON PROGRAMMING COURSE (2021-2022)
SYLLABUS**

Python Course Syllabus

Module 1: An Introduction to Python

- What can Python do?
- Why Python?
- Good to know
- Python Syntax compared to other programming languages
- Python Install

Module 2: Beginning Python Basics

- The print statement
- Comments
- Python Data Structures & Data Types
- String Operations in Python
- Simple Input & Output
- Simple Output Formatting
- Operators in python

Module 3: Python Program Flow

- Indentation
- The If statement and its' related statement
- An example with if and it's related statement
- The while loop
- The for loop
- The range statement
- Break & Continue
- Assert
- Examples for looping

Module 4: Functions & Modules

- Create your own functions
- Functions Parameters
- Variable Arguments
- Scope of a Function
- Function Documentations




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Module 5: Exceptions Handling

- Errors
- Exception handling with try
- handling Multiple Exceptions
- Writing your own Exception

Module 6: Data Structures

- List Comprehensions
- Nested List Comprehensions
- Dictionary Comprehensions
- Functions
- Default Parameters
- Variable Arguments
- Specialized Sorts




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DEPARTMENT OF COMPUTER APPLICATIONS
CERTIFICATE COURSE ON WEB DESIGNING & GRAPHICS DESIGNING (2021-2022)
SYLLABUS

Web Designing and Graphics Designing Course Syllabus

A general web designing course syllabus can be simply classified into the major concepts of web designing and programming languages as well as the tools and software required for designing web pages.


UNIT 1: HTML

HTML in Web Designing Course Syllabus HTML is an integral part of a web design course syllabus and is described as hypertext markup language. It is a key element of creating a website, in this subject, you will get to understand how HTML elaborates the general structure of a web page design as well as tags and the concept of HTML files. After which designing a web page will be taught along with hyperlinking and the tools that you can use in a web page design process. The recent version of HTML is HTML 5 on which you will get familiarized with the tools featured on it.

UNIT 2: CSS

CSS in Web Designing Course Syllabus Talking about the tools essential for web page designing, cascading style sheets (CSS) is something you will learn along the journey of this course. It is the language used to comprehend a web page's overall presentation that consists of its layout, fonts as well as colors and themes. Another unique fact about CSS is that it doesn't require HTML and function independently. This separation assists CSS in apung a webpage to different environments. The latest CSS3 is replete with amazing features that will be introduced to you in this course and you will also ge to learn the tips and tricks of it.




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UNIT 3: WEB DESIGNING

Bootstrap is associated with all above, ie. all the three pivotal topics mentioned HTML, CSS, and JavaScript. In simple terms, it can be described codes that are written in programming languages of HTML, CSS, and JavaScript. What it does is that it turns website

into a responsive one. Also, it is an open source and a free tool that ensures that you do not write too many CSS codes thus decreasing the load. As part of the web design course syllabus, you will get to learn this front-end development framework to' furnish a better understanding of both web development as well as web design.

UNIT 4: TOOLS AND SOFTWARE


ADOBE DREAMWEAVER

When you are learning the web programming languages such as HTML and CSS in designing course syllabus, you will be taught Adobe Dreamweaver. What's best about Adobe Dreamweaver is that anyone can design a website and build it by using this software and with no code in the whole process. This software is a savior for those creating multiple website designs at one time. It is a great time saver but the only thing you must know are the basic programming languages of HTML and CSS.

ADOBE FLASH

Have you ever seen colorful and vibrant animations on a webpage? The central vector animation tool of Flash is what makes it possible to make those animations visible on a webpage. Another significant part of learning Adobe Flash is that you will get to see how it turns a website into an interactive one.




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UNIT 5: AVAILABLE SOFTWARES FOR GRAPHIC DESIGNING

Just like programming, graphic designing is a core part of the web design syllabus. Once you have mastered the programming language, you need to available, understand graphic designing to create cool graphics for a website. For grasping the concept of graphic design there are a number of softwares that are Course these are:


PHOTOSHOP

In Adobe Photoshop, the components will be an introduction to the software as well as the basics of knowing the types of graphics, tools in photoshop, palettes and color modes, layers, automation tools, etc. Then you will be assigned to design pictures, logos, graphics for a better and real-time understanding of the software.

CORELDRAW

Coreldraw is another software for web graphics in which you will learn about building graphics for a website as well as graphic elements along with exporting graphics and other tools.




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**DEPARTMENT OF INFORMATION
SYSTEM MANAGEMENT**



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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
INDIAN ECONOMY FOR COMPETITIVE EXAMINATION

OBJECTIVES

- To facilitate students to take up competitive Examinations
- To give students a strong base in Indian Economy to attend in civil service Examinations.

SYLLABUS

- Major problems of Indian Economy
- Poverty and Inequalities
- Unemployment
- Population
- Agriculture and five year plan
- Green Revolution
- Land Reforms
- Food policy and Public distribution
- Industry and five year plan
- Economic Policy 1991
- Five year plans in India
- National Income
- Transport system in India
- Rural Development
- Goods and service tax

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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VALUE ADDED COURSE

STOCK MARKET(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

- 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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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.



M. J. J. J.
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UI – UX DESIGN

SYLLABUS (35 HOURS)

Chapter 1

Introduction

What is UI UX Design?

Course overview

Difference between UX & UI

UXUI Designer responsibilities

Why UXUI is becoming so Important?

UXUI Job opportunities

Chapter 2

UX On boarding

BX | CX | UX

UX origin

Benefits of UX

Good UX Vs Bad UX

Human Centered Design HCD

User Centered Design UCD

Activity Centered Design ACD

Chapter 3

Research Methods

Process modules

Product Analysis



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Chapter 4

Competitor Analysis

Project Kick-Off

Chapter 5

Types of Devices & Products

Mobile | Tab | Watch | Desktop | TV | Kiosk

Your area of interest

Brainstorming

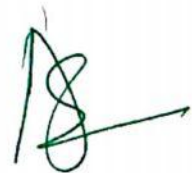


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(Affiliated to the University of Madras)
Chennai 600 099, Tamilnadu.

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.
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