Certificate Course

On

Basic Tally

Organized

by

Department of Commerce

Academic year: 2018-19

Date of commencement: 06-08-2018

Duration: 30 Hours

Offline platform

Objective:

The objectives of a basic Tally course are typically designed to provide participants with fundamental skills and knowledge in using Tally software for accounting and financial management.

Outcome: Gain a foundational understanding of accounting principles and concepts.Comprehend the double-entry system of accounting.

Department of Commerce
Academic Year 2018-19
Proposal for Certificate course

Title of the Course	Basic Tally
Date of Registration (From- to)	15-07-2018 to 25 -07-2018
Date of Commencement	06-08-2018
Date of Completion	03-10-2018
Platform (Online/Offline)	Offline Mode
Duration	30 hours
Target Audience	UG & PG Students
Registration Fee	NIL
Course Facilitators	Gurubasavaraja Siny Philip Thanapackiam Jeseentha Mathew Dhruva Kumar
Module 1(Syllabus) (15 HOURS)	**Introduction to Tally** ● Overview of Tally software ● Installation and setup ● Understanding the interface

	Basic Accounting Concepts
Module 2 (Syllabus) (15 HOURS)	□ Introduction to accounting principles □ Types of accounts (e.g., assets, liabilities, income, expenses) □ Double-entry system
Objectives of the Course	The objectives of a basic Tally course are typically designed to provide participants with fundamental skills and knowledge in using Tally software for accounting and financial management.
Outcome of the Course	Gain a foundational understanding of accounting principles and concepts. Comprehend the double-entry system of accounting.

Course Structure:

Tally or Transactions Allowed in Linear Line Yards is a software that regulates to account for several mid and small-scale businesses.

This software can be used for accounting tasks like creating vouchers, generating reports, and maintaining records.

Tally's accounting features permit to record business transactions instantly and easily. Record transactions necessary for your business by creating and maintaining vouchers, masters and generating reports. It helps to manage all the major accounting operations in business.

Students who take this course usually seek jobs in accounting, billing, taxation, banking, and payroll. The course also offers opportunities in the manufacturing sector as it can be used for inventory management.

COORDINATOR
Curriculum Enrichment Cell
St. Francis de Sales College
Bengaluru - 560100

CERTIFICATE COURSE
ON
DIGITAL COMMUNICATION
ORGANIZED BY
DEPARTMENT OF COMPUTER APPLICATIONS

- **Date of registration: 15-07-2018**
- **Date of commencement:06-08-2018**
  - **Duration: 30 hours**
  - **Academic year: 2018-19**

Objective:

The objective of this course is to introduce the basic principles that support the analysis and successful design of a digital communication. The students will be able to understand system designs goals and optimize the tradeoff among basic system parameters such as signal to noise ratio and bandwidth.

Outcome:

The completion of this course will ensure them jobs in the telecommunication and electronic sectors.

Department of Computer Applications
Academic Year 2018-19
Proposal for Certificate Course

Title of the Course	**Digital Communication**
Date of Registration (From- to)	**15-07-2018 to 25 -07-2018**
Date of Commencement	**06-08-2018**
Date of Completion	**03-10-2018**
Platform (Online/Offline)	**Offline Mode**
Duration	**30 hours**
Target Audience	**UG & PG Students**
Registration Fee	**Nil**
Course Facilitators	**Annie Christila** **Lakshmi C.B.**
Module 1(Syllabus) (15 HOURS)	Interfaces and Channels Geometric Representation and Interpretation of Signals
Module 2(Syllabus) (15 HOURS)	Random Variables Processes Modulations Performance Analysis

Objectives of the Course	The objective of this course is to introduce the basic principles that support the analysis and successful design of a digital communication. The students will be able to understand system designs goals and optimize the tradeoff among basic system parameters such as signal to noise ratio and bandwidth.
Outcome of the Course	The completion of this course will ensure them jobs in the telecommunication and electronic sectors.

Course Structure:

This course comprises Interfaces and Channels, Geometric Representation and Interpretation of Signals, Random Variables and Processes, Modulations, and Performance Analysis. Introduction to digital communications: Interfaces and channels for digital communications, Geometric representation of signals: Geometric representation of signals, Gram-Schmidt orthogonalization, Geometric interpretation of signals, Review of random variables: Introduction to random 2 variables, joint probability density function, characteristic functions, derived distributions, Review of random process: Introduction to random processes, Gaussian process, Linear functional of random process, Stationary and wide sense stationary random process, Power spectral density, White Gaussian noise, Waveform coding: Pulse code modulation, Differential pulse code modulation, and delta modulation, Modulation - I: Complex baseband representation, degrees of freedoms, linear modulation, spectral description of linearly modulated signals, Modulation – II: Nyquist criterion, raised cosine family of pulses, Inter symbol interference, Modulation - III: Coherent binary modulation formats, e.g., ASK, FSK and PSK, Coherent QAM, M-ary modulation techniques, Orthogonal and biorthogonal modulation. Hypothesis testing: Optimum decision region in AWGN, Maximum Aposteriori Probability (MAP) and Maximum Likelihood Receiver, Theorem of irrelevance.

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CERTIFICATE COURSE
ON
COMPUTATIONAL LINGUISTICS
ORGANIZED
BY
DEPARTMENT OF ENGLISH

Date of registration: 15-07-2018

Date of commencement: 25-07-2018

Duration: 30 hours

Offline mode

Academic year: 2018-19

Objective:

The goal of the course is to give a general idea in Computational Linguistics and its related disciplines, and to carry out original in-depth research work on a problem in Computational Linguistics.

Outcome:

Students can pursue their academic career as a faculty or researcher in India or abroad. They can also contribute in research and development activities in industry.

Department of English
Academic Year 2018-19
Proposal for Certificate Course

Title of the Course	Computational Linguistics
Date of Registration (From-to)	15-07-2018 to 25 -07-2018
Date of Commencement	06-08-2018
Date of Completion	03-10-2018
Platform (Online/Offline)	Offline Mode
Duration	30 hours
Target Audience	UG and PG Students
Registration Fee	NIL
Course Facilitator	Vimala Tharini
Module 1 (syllabus) (15 HOURS)	Introduction Syntax and parsing Semantic representation
Module 2 (syllabus) (15 HOURS)	Semantic interpretation Making sense of text Language generation

Objectives of the Course	The goal of the course is to give a general idea in Computational Linguistics and its related disciplines, and to carry out original in-depth research work on a problem in Computational Linguistics.
Outcome of the Course	Students can pursue their academic career as a faculty or researcher in India or abroad. They can also contribute in research and development activities in industry.

Course Structure:

This course consists of two modules: Introduction, Syntax and parsing, Semantic representation, Semantic interpretation, Making sense of text, Language generation. Computational linguistics concerns the development and analysis of the methods which facilitate these applications and others like them. Analysis might therefore focus on anything from fundamental linguistic issues such as modelling the meaning of the word and recognizing the grammatical structure of sentences, to complex applications such as machine translation or the assessment of statements for factual accuracy. Analysis is conducted using statistical and computational processes such as neural networks or processes borrowed from logic. Computational linguistics therefore makes an important contribution to the further development of artificial intelligence and serves as a driver of innovation in this field.

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Certificate Course
On
Stress Management Organized by
Department of post graduate of Psychology

Date of registration: 15-07-2018

Date of commencement: 25-07-2018

Duration: 30 Hours

Academic year: 2018-19

Objective: Understand the physiological and psychological aspects of stress. Identify common stressors in academic and personal life. Introduce a variety of coping mechanisms for managing stress.

Outcome: They will be able to identify common stressors in academic and personal life.

They will demonstrate the ability to apply time management skills to reduce academic stress. Students will adopt and maintain a balanced lifestyle, incorporating proper sleep, nutrition, and exercise.

Post Graduate Department of Psychology
Academic Year 2018-19
Proposal for Certificate Course

Title of the Course	Stress Management
Date of Registration (From- to)	15-07-2018 to 25 -07-2018
Date of Commencement	06-08-2018
Date of Completion	03-10-2018
Platform (Online/Offline)	Offline Mode
Duration	30 hours
Target Audience	UG & PG Students
Registration Fee	NIL
Course Facilitators	Mamatha K. Liminy Mathew
Module 1(Syllabus) (15 HOURS)	Introduction to Stress Understanding Stressors Impact of Stress on Health Stress Assessment and Identification
Objectives of the Course	The course objectives for a stress management course for students typically aim to equip students with the skills and knowledge necessary to understand, cope with, and reduce stress in their academic and personal lives. Define stress and recognize its various forms.

	Understand the physiological and psychological aspects of stress. Identify common stressors in academic and personal life. Introduce a variety of coping mechanisms for managing stress.
Outcome of the Course	Students will demonstrate an understanding of the physiological and psychological aspects of stress. They will be able to identify common stressors in academic and personal life. They will demonstrate the ability to apply time management skills to reduce academic stress. Students will adopt and maintain a balanced lifestyle, incorporating proper sleep, nutrition, and exercise.

Course structure:

The course deals with definition of stress types of stress (acute stress, chronic stress, eustress, distress). The physiological and psychological responses to stress and common stressors in modern life. The course deals with Personal stressors (work, relationships, finances, health), Environmental stressors (noise, pollution, overcrowding) and Social stressors (cultural expectations, societal pressures).In this course students are also taught how to deal with stress and coping mechanisms that they can adopt to overcome stress. The course also deals with importance of time management and having active social life, importance of meditation in stress management is also covered in this course.

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Bengaluru - 560100

Certificate Course

On

Principles and Aspects of GST

Organized by

Department of Commerce

Academic year: 2018-19

Date of Registration: 15-07-2018

Date of commencement: 06-08-2018

Duration: 30 Hours

Platform: Offline

Objective:

The course gives a comprehensive insight about the principles and practical aspects of GST as well as other nuances of the new indirect tax regime. It encourages the students to gain an understanding about the relevance of GST inclusively as well as of the preparations and challenges that lie ahead

Outcome:

The students will be able to understand the framing of GST and its benefits. They will become good tax assessors. This course will be an addition to their other professional skills to gain more job opportunities in the corporate sectors.

Department of Commerce
Academic Year 2018-19
Proposal for Certificate Course

Title of the Course	Principles and Aspects of GST
Date of Registration (From- to)	15-07-2018 to 25 -07-2018
Date of Commencement	06-08-2018
Date of Completion	03-10-2018
Platform (Online/Offline)	Offline Mode
Duration	30 hours
Target Audience	UG & PG Students
Registration Fee	Nil
Course Facilitators	Dhruva Kumar and Johnson Pereira Jeseentha Mathew Mamatha K Ronita R
Module 1(Syllabus) (15 HOURS)	Introduction to GST Benefits of GST Levy of GST

Module 2(Syllabus) (15 HOURS)	Concept of RCM Valuation of GST
Objectives of the Course	The course gives a comprehensive insight about the principles and practical aspects of GST as well as other nuances of the new indirect tax regime. It encourages the students to gain an understanding about the relevance of GST inclusively as well as of the preparations and challenges that lie ahead
Outcome of the Course	The students will be able to understand the framing of GST and its benefits. They will become good tax assessors. This course will be an addition to their other professional skills to gain more job opportunities in the corporate sectors.

Course Structure:

This course consists of units like Introduction to GST, Benefits of GST, Levy of GST, Concept of RCM, Valuation of GST. Goods and Services Tax (GST) is an indirect tax (or consumption tax) used in India on the supply of goods and services. It is a comprehensive, multistage, destination-based tax: comprehensive because it has subsumed almost all the indirect taxes except a few state taxes. Multi-staged as it is, the GST is imposed at every step in the production process, but is meant to be refunded to all parties in the various stages of production other than the final consumer and as a destination-based tax, it is collected from point of consumption and not point of origin like previous taxes. The tax came into effect from 1 July 2017 through the implementation of the One Hundred and First 2 Amendment of the Constitution of India by the Indian government. The GST replaced existing multiple taxes levied by the central and state governments.

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**Certificate Course
On
Recruitment Process and Type
Organized BY
Department of Business Administration**

Date of Registration: 15-07-2018

Date of Commencement :06-08-2018

Duration:30 Hours

Academic Year: 2018-19

Outcome: This course will help the students to understand the process of recruitment and become good human resource managers and recruitment professionals. They could become a part of the recruitment process and involve in decision making.

Department of Business Administration
Academic Year 2018-19
Proposal for Certificate Course

Title of the Course	Recruitment Process and types
Date of Registration (From- to)	15-07-2018 to 25 -07-2018
Date of Commencement	06-08-2018
Date of Completion	03-10-2018
Platform (Online/Offline)	Offline Mode
Duration	30 hours
Target Audience	UG & PG Students
Registration Fee	Nil
Course Facilitators	Maria Priya Soubhagya Hegde Geetha P.S
Module 1(Syllabus) (15 HOURS)	Introduction. Preparing for the interview Interview Conduct
Module 2(Syllabus) (15 HOURS)	Analyzing the Vacancy Recruitment Interview Induction Plans

Objectives of the Course	This recruitment course will provide students with guidance in the skills and techniques essential to conducting successful selection interviews.
Outcome of the Course	This course will help the students to understand the process of recruitment and become good human resource managers and recruitment professionals. They could become a part of the recruitment process and involve in decision making.

Course Structure:

This course consists of modules that deal with the challenges, types, processes of recruitment. It also contains modules dealing with the preparation for the interview, Interview Conduct, Analyzing the vacancy, Recruitment interview, and Induction plans. Such tailored programs are more and more demanded in a competitive job market to highlight each person's personal skills and help them develop them inside a suitable organization. The recruitment process can be long and hard, and the recruitment training aims at helping recruiters finding the suitable candidate by aligning the knowledge of the process and developing a common understanding of the language used inside the organization and/or industry.

CERTIFICATE COURSE
ON
SEARCH ENGINE OPTIMIZATION
ORGANIZED BY
DEPARTMENT OF COMPUTER APPLICATIONS

Date of registration: 15-07-2018

Date of commencement: 25-07-2018

Duration: 30 hours

Academic year: 2018-19

Objective:

This course is designed to provide students with a basic understanding SEO. They will to use the online tools to develop patterns for maximum utilization of the online platform.

Outcome:

After the successful completion of this course, students will become proficient in Search Engine Marketing and SEO. They could plan and execute many business activities like advertisements and campaigns. They could optimize a website and generate websites.

Department of Computer Applications
Academic Year 2018-19
Proposal for Certificate Course

Title of the Course	**Digital Communication**
Date of Registration (From- to)	**15-07-2018 to 25 -07-2018**
Date of Commencement	**06-08-2018**
Date of Completion	**03-10-2018**
Platform (Online/Offline)	**Offline Mode**
Duration	**30 hours**
Target Audience	**UG & PG Students**
Registration Fee	**Nil**
Course Facilitators	**Annie Christila** **Lakshmi C.B.**
Module 1(Syllabus) (15 HOURS)	Interfaces and Channels Geometric Representation and Interpretation of Signals
Module 2(Syllabus) (15 HOURS)	Random Variables Processes Modulations Performance Analysis

Objectives of the Course	The objective of this course is to introduce the basic principles that support the analysis and successful design of a digital communication. The students will be able to understand system designs goals and optimize the tradeoff among basic system parameters such as signal to noise ratio and bandwidth.
Outcome of the Course	The completion of this course will ensure them jobs in the telecommunication and electronic sectors.

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