CERTIFICATE COURSE

ON

INTRODUCTION TO CULTURAL STUDIES

ORGANIZED

BY

DEPARTMENT OF ENGLISH

DATE OF REGISTRATION: 20-02-2020

DATE OF COMMENCEMENT: 07-03-2020

DURATION: 30 HOURS

ACADEMIC YEAR: 2019-20

Objective:
This course will introduce the various ways of understanding culture. It will enable the students to explore the meanings of every day processes, places and acts like communication, space, and shopping. It will inform the students about how meanings are manufactured and ideologies are coded into everyday life. The emphasis will be on the production, reception, and consumption of cultural forms.

Outcome:
This course will enable the students to introspect over every day processes which are ideologically coded. It will enable the students to understand the discursive aspect of everyday life. Pursuing this course will help the students to get job opportunities in media and other communication related sectors.

Department of English
Academic Year 2019-20
Proposal for Certificate Course

Title of the Course	**Introduction to Cultural Studies**
Date of Registration (From- to)	20-02-2020 to 28-02-2020
Date of Commencement	07-03-2020
Date of Completion	10-05-2020
Platform (Online/Offline)	**Online mode**
Duration	**30 hours**
Target Audience	**UG & PG Students**
Registration Fee	**Nil**
Course Facilitators	Vimala Tharini
Module 1(Syllabus) (15 Hours)	Cultural Studies: Scope, Aim, Methods, Cultural Theories, Locations
Module 2(Syllabus) (15 Hours)	Cultures of Consumption, Cultures of Space, Cultures of Communication

Objectives of the Course	This course will introduce the various ways of understanding culture. It will enable the students to explore the meanings of every day processes, places and acts like communication, space, and shopping. It will inform the students about how meanings are manufactured and ideologies are coded into everyday life. The emphasis will be on the production, reception, and consumption of cultural forms.
Outcome of the Course	This add on course will enable the students to introspect over every day processes which are ideologically coded. It will enable the students to understand the discursive aspect of everyday life. Pursuing this course will help the students to get job opportunities in media and other communication related sectors.

Course Structure:

The course introduces the students to the scope, aim and method l in studying Cultural Studies. It informs the students that 'culture' is also an important academic field of study. The third unit presents the significant theories of cultural studies. The next unit deals with the conditions in which a critique of culture emerged in the late 20th century comprising globalization. The last units deal with the sites of culture where communication, consumption and social relations happen. The course also provides contemporary perspectives on understanding literature and culture within contemporary and emerging frameworks and paradigms in cultural studies. Texts and ideologies selected for study are aimed at creating discursive spaces within as well as outside the classroom that encourage learners to investigate the contexts in which they live.

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

CERTIFICATE COURSE
ON
CREATING DOCUMENTARY VIDEOS
ORGANIZED
BY
DEPARTMENT OF HUMANITIES

Date of registration: 20-02-2020

Platform: Online

Date of commencement: 07-03-2020

Duration: 30 hours

Academic year: 2019-20

Objective:

This course will enable the students to explore different ideas and learn to do research for documentary making. They will understand that the ideas and their research are based on the client requirements too. They learn to analyze the target audience and the nuances of script writing based on the theme. They will learn to plan and produce a documentary. They will learn to edit, add narration and music to the documentary that was taken on the field.

Outcome:
This course ensures employability in the media sector.

Department of Humanities

Academic Year 2019-20

Proposal for Certificate Course

Title of the Course	Creating documentary videos
Date of Registration (From- to)	20-02-2020 to 28-02-2020
Date of Commencement	07-03-2020
Date of Completion	10-05-2020
Platform (Online/Offline)	Online Mode
Duration	30 hours
Target Audience	UG & PG Students
Registration Fee	NIL
Course Facilitators	Smita Chakraborthy Kusuma Divyakumari
Module 1(Syllabus) (15 Hours)	Idea and Research Audience Script Writing, Production and Planning, Post-Production, Narration and Music
Module 2(Syllabus) (15 Hours)	Production and Planning Post- Production Narration and Music

Objectives of the Course	This course will enable the students to explore different ideas and learn to do research for documentary making. They will understand that the ideas and their research are based on the client requirements too. They learn to analyse the target audience and the nuances of script writing based on the theme. They will learn to plan and produce a documentary. They will learn to edit, add narration and music to the documentary that was taken on the field.
Outcome of the Course	This course ensures employability in the media sector.

Course Structure

This course comprises units like Idea and Research, Audience, Script Writing, Production and Planning, Post production, Narration and Music. Choosing a topic is an ongoing process by which researchers explore, define, and refine their ideas. Media research has drawn substantially on semiotics to account for the distinctive sign types, codes, narratives and modes of address of different media such as newspapers, television or the internet. Topics covered for the first unit were-generating documentary ideas, doing research/collecting information of the idea generated and getting key to find perfect documentary ideas. Target audience will often be your best sources or clues for funding. It's a much more effective 2 strategy to hone in on those specific individuals who have a genuine interest, passion and connection to film. Understanding the target audience as soon as possible in the early stages of the filmmaking process allows starting building audience from day one instead of the pressure of trying to find an audience at the

last minute once the film is complete. Topics covered for the second unit were-creating target audience, clues to find target audience, describing target audience, types of audience and additional market research. Every director and producer has his or her own routine of writing a documentary script, which can be very liberating to those who are starting out. A script template is a structure that defines how the visual, aural, behavioral, and lingual elements of a documentary, video, movie or drama will appear in the post-production stage. A lot of things tend to change during this process. Some scenes and quotes that didn't seem important during the scripting process may become significant during editing. The topics covered in this unit are finding the story, research, blueprint of documentary, writing the script, prepare a list, preparation of shooting script or outline, creativity, decision on style, point of view, describing characters, starting strong and making documentary templates. A Production Plan is basically a shot list and a schedule. It is important to put it on paper and have it at shoot. Preparing a Production Plan will also help you identify any missing elements in your storyboard. After the idea is created and planned in the "pre-production" phase, can move on to the "production" phase which is where you'll go out and gather audio and video clips. Create a checklist to make sure you have all the appropriate equipment needed to create your documentary. The topics covered for the fourth unit are Pre-production and Production (shooting video, recording video, lighting interviews). Post-production is a part of the process of filmmaking, video production, and photography. Post-production includes all stages of production occurring after shooting or recording individual program segments. The post-production phase of creating a film usually takes longer than the actual shooting of the film and can take several months to complete because it includes the complete editing, color correction, and the addition of music and sound. The topics covered for the fifth unit arepost production (editing audio/video), and planning the whole documentary step by step. Narration and Music that add value to the documentary is the last topic in the course.

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CERTIFICATE COURSE

ON

DEVELOPING CIRCUIT FOR CHARGING ELECTRIC VEHICLES

ORGANIZED

BY

DEPARTMENT OF SCIENCE

Objective:
This course structure aims to provide a balance between theoretical knowledge and practical skills, ensuring that students gain a comprehensive understanding of charging electric circuits and are equipped with the skills needed for real-world applications.

Date of registration: 20-02-2020

Date of commencement: 07-03-2020

Duration: 30 hours

Platform: Online

Academic year: 2019-20

Outcome:

Understand the ethical considerations associated with the use and disposal of batteries and charging circuits, as well as the environmental impact of electronic waste.

Department of Science

Academic Year 2019-20

Proposal for Certificate Course

Title of the Course	Developing circuit for charging electric vehicles
Date of Registration (From- to)	20-02-2020 to 28-02-2020
Date of Commencement	07-03-2020
Date of Completion	10-05-2020
Platform (Online/Offline)	Online
Duration	30 Hours
Target Audience	UG & PG Students
Registration Fee	NIL
Course Facilitators	Maya Mathew Smrutee Markedhkar
Module 1(Syllabus) (15 Hours)	Introduction to Electric Vehicles Power Electronics Charging Standards Safety Considerations
Module 2(Syllabus) (15 Hours)	Circuit Design Battery Management Systems (BMS) Environmental and Regulatory Aspects Integration of Renewable Energy

Objectives of the Course	This course structure aims to provide a balance between theoretical knowledge and practical skills, ensuring that students gain a comprehensive understanding of charging electric circuits and are equipped with the skills needed for real-world applications.
Outcome of the Course	• Understand different types of batteries commonly used in electric circuits, including their characteristics, advantages, and limitations. • Develop an awareness of safety measures and protocols associated with charging electric circuits, including protection against overcharging, short circuits, and thermal issues. • Explore the integration of charging circuits with renewable energy sources, such as solar panels or wind turbines, to promote sustainability. • Understand the ethical considerations associated with the use and disposal of batteries and charging circuits, as well as the environmental impact of electronic waste.

Course Structure:

Course covers basics of electric vehicles, their components, and how charging systems fit into the overall EV ecosystem. Study of power electronic converters such as AC-DC rectifiers and DC-DC converters used in charging systems. Understanding various charging standards such as CHAdeMO, CCS (Combined Charging System), and Type 2 (AC charging). This involves learning the communication protocols and power delivery specifications. Safety standards and

regulations related to electric vehicle charging, including protection against overcurrent, overvoltage, and short circuits. Designing a charging circuit involves understanding power requirements, selecting appropriate components, and ensuring compatibility with the chosen charging standard. This may involve the use of microcontrollers for control and monitoring. Integration of BMS to monitor and manage the battery during the charging process, ensuring safety and optimal performance. Awareness of environmental impact and regulatory compliance related to EV charging infrastructure. Exploring the integration of renewable energy sources with EV charging stations for sustainable and green practices.

Objective:

To make students capable of creating a company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and print financial statements, etc. in Tally ERP.9 software.

CERTIFICATE COURSE
ON
SOFT SKILLS FOR LEARNING ACCOUNTS
ORGANIZED
BY
DEPARTMENT OF BUSINESS ADMINISTRATION

DATE OF REGISTRATION: 20-02-2020

## DATE OF COMMENCEMENT: 07-03-2020

ONLINE PLATFORM

DURATION: 30 HOURS

ACADEMIC YEAR: 2019-20

Outcome:

Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and print financial statements, etc. in Tally ERP.9 software. Students will possess required skill and can also be employed as Tally data entry operator
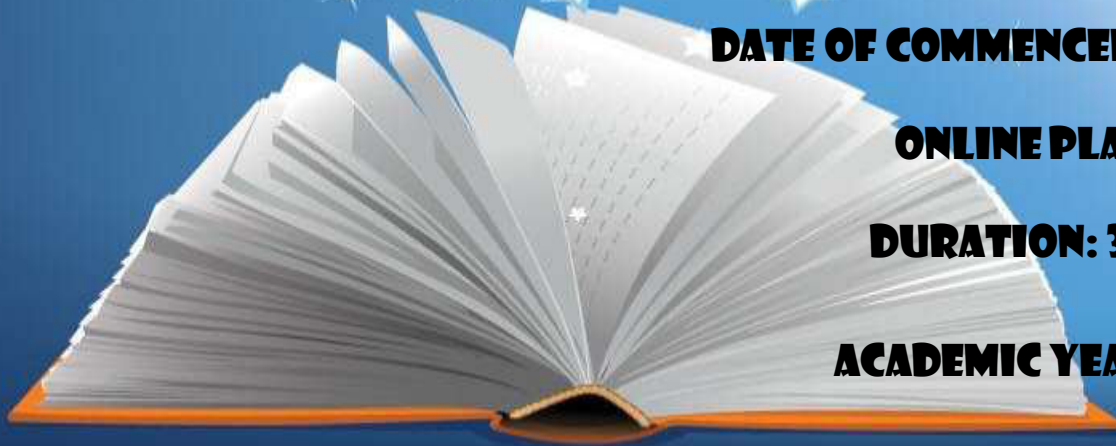
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Department of Business Administration
Academic Year 2019-20
Proposal for Certificate Course

Title of the Course	Soft Skills for learning Accounts
Date of Registration (From- to)	20-02-2020 to 28-02-2020
Date of Commencement	07-03-2020
Date of Completion	10-05-2020
Platform (Online/Offline)	Online
Duration	30 hours
Target Audience	UG & PG Students
Registration Fee	Nil
Course Facilitators	Mangayarkarasi Devi Chandrika
Module 1(Syllabus) (15 Hours)	Introduction to Accounting and theory base accounting

Module 2(Syllabus) (15 Hours)	Introduction to soft skills about Tally
Objectives of the Course	To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts. This course helps students to work with well-known accounting software i.e. Tally ERP.9. To make students capable of creating a company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and print financial statements, etc. in Tally ERP.9 software.
Outcome of the Course	After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9 Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and print financial statements, etc. in Tally ERP.9 software. Students will possess required skill and can also be employed as Tally data entry operator

 Course Structure:

MODULE-1

Introduction to Accounting and theory base accounting

i)   Accounting- concept, objectives, advantages and limitations, types of accounting information, users of accounting information and their needs. Qualitative Characteristics of accounting information. Role of accounting in business.

ii) ii) Basic accounting terms: Business transaction, Capital, Drawings, Liabilities (Non-Current and Current). Assets (Non-Current and Current) Fixed assets (Tangible and Intangible), Expenditure (Capital and Revenue), Expense, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount).

MODULE-2

Introduction to soft skills about Tally

1.Tally Introduction 2. Accounts Information- Ledgers, Groups 3. Inventory Information- Stock Groups, Stock Items, Units of Measure 4. Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers 5. Go downs The course was conducted in online mode.

6. Date Management- More than one-year company creation, Change Period 7. Payroll System 8. Discount Management- Cash Discount, Trade Discount, Vouchers Types, back up, Restore 9. Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts Exception Reports, Print Management 10. Various Types of Company- Traders, Processional, Opening Balance with New Company Other Options.

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CERTIFICATE COURSE

ON

ADVANCED TALLY

ORGANIZED BY

POST GRADUATE DEPARTMENT OF COMMERCE

Date of registration: 20-02-2020

Date of commencement: 07-03-2020

Duration: 30 hours

Platform: online

Academic year: 2019-20

Objective:

This course will help them to learn the concepts and principles of inventory management, GST transactions, sales and purchase, payrolls and other concepts related to the practical application of Tally. They will deal with real time scenarios for case studies and problem solving.

Outcome :

This course will help the students to get good job opportunities. They will be able to perform their jobs efficiently in the corporate sectors.

Post Graduate Department of Commerce
Academic Year 2019-20
Proposal for Certificate Course

Title of the Course	Advanced Tally
Date of Registration (From- to)	20-02-2020 to 28-02-2020
Date of Commencement	07-03-2020
Date of Completion	10-05-2020
Platform (Online/Offline)	Offline Mode
Duration	30 hours
Target Audience	UG & PG Students
Registration Fee	Nil
Course Facilitators	Dr. Gurubasavaraja, Prof. Siny Philip Dr. Thanapackiam Jeseentha Mathew Anitta P John
Module 1(Syllabus) (15 HOURS)	Inventory Management GST Transactions Company Creations
Module 2(Syllabus) (15 HOURS)	Payrolls Sales and Purchase Case Studies and Problem Solving

Objectives of the Course	This course will help them to learn the concepts and principles of inventory management, GST transactions, sales and purchase, payrolls and other concepts related to the practical application of Tally. They will deal with real time scenarios for case studies and problem solving.
Outcome of the Course	This course will help the students to get good job opportunities. They will be able to perform their jobs efficiently in the corporate sectors.

Course Structure:

Advance Tally ERP is filled with potential for easy and quick return filing, helping tax consultants and companies to reduce the rejection of returns in the GSTN portal. Advance Tally ERP manages all the GST invoicing or billing needs, from simple bill/invoices to advance ones with multi- item, multi tax- rates, etc. Students can also quickly detect and correct errors in transactions and generate returns in the correct format without the hassle of segregating invoicewise information using Advance Tally ERP. It also has the capability to detect errors which means that you can file correct GST returns without any problems. The GST returns will also be in harmony with the books of accounts and will also display the same data as used for filing returns in the GSTN portal. Thus, it is quite evident how important Advance Tally ERP for GST and learning this skill ensures a flourishing career in the ever-changing corporate world. This course comprises units that will discuss all the above aspects and ensure that the students have a practical knowledge of manipulating Tally ERP.

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CERTIFICATE COURSE
ON
BASIC PYTHON
ORGANIZED
BY
DEPARTMENT OF COMPUTER APPLICATIONS

Date of registration: 20-02-2020

Date of commencement: 07-03-2020

Duration: 30 hours
Academic year: 2019-20

Platform: Online

Objective:

Introduce participants to the fundamentals of Python programming. Familiarize participants with the Python interpreter, libraries and basic syntax.

Outcome:

Participants should be able to write simple Python programs and understand basic programming concepts. Participants should be able to create programs with branching logic, loops, and modularize code using functions.

Department of Computer Applications
Academic Year 2019-2020
Proposal for Certificate Course

Title of the Course	Basic Python
Date of Registration (From- to)	20-02-2020 to 28-02-2020
Date of Commencement	07-03-2020
Date of Completion	10-05-2020
Platform (Online/Offline)	Online
Duration	30 Hours
Target Audience	UG & PG Students
Registration Fee	NIL
Course Facilitators	Smrity Prasad Sailaja
Module 1(Syllabus) (15 Hours)	Introduction to Python Control Flow and Functions Data Structures in Python
Module 2(Syllabus) (15 Hours)	Object-Oriented Programming (OOP) in Python Introduction to Libraries and Frameworks Error Handling and Exceptions

Objectives of the Course	Introduce participants to the fundamentals of Python programming. Familiarize participants with the Python interpreter, libraries and basic syntax.
Outcome of the Course	Participants should be able to write simple Python programs and understand basic programming concepts. Participants should be able to create programs with branching logic, loops, and modularize code using functions.

Course structure:

The course deals with the introduction of Python along with programming and coding techniques. Students will be taught about basic syntax of interactive mode, script mode programming and python identifiers, reserved words were explained with some simple examples. In the next week, different variable types like assigning values to variables, how to assign multiple variables, standard data types and python numbers will be explained to the students. In the next sessions, strings, Lists & Tuples, dictionary, date & time, Functions & modules of Python programming i.e., defining a function, calling a function, function arguments and different type of required keywords and keyword arguments will be taught to the students. In the following sessions input/output files, exceptions, classes / objects, generics and regular expressions like math function, search function and replacing functions, they will learn about libraries and how to correct the errors.

CERTIFICATE COURSE
ON
ADVANCE ADOBE PHOTOSHOP
ORGANIZED
BY
DEPARTMENT OF COMPUTER APPLICATIONS

Academic year: 2019-20

Date of registration: 20-02-2020

Date of commencement: 07-03-2020

Duration: 30 hours

Platform: Online

Objective: The students should be able to create new visuals, edit images, add effects and overlays, and eventually create professional designs. They should be able to identify the major regions of the Photoshop workspace and explain the function of Menu bar and context menus, Options bar, Toolbox, palettes, and document window(s).

Outcome: Adobe Photoshop is the reason why numerous professionals like graphic designers to web designers prefer using this application. The students possessing Adobe Photoshop skills will get job opportunities in all sectors.

Department of Computer Applications
Academic Year 2019-20
Proposal for Certificate Course

Title of the Course	**Advance Adobe Photoshop**
Date of Registration (From- to)	20-02-2020 to 28-02-2020
Date of Commencement	07-03-2020
Date of Completion	10-05-2020
Platform (Online/Offline)	Online
Duration	30 Hours
Target Audience	UG & PG Students
Registration Fee	NIL
Course Facilitators	Annie Christila Lokanayaki
Module 1(Syllabus) (15 HOURS)	Photoshop Interface Essentials Documents and Navigation Digital Image Essentials
Module 2(Syllabus) (15 HOURS)	Camera Raw Essentials Cropping and Straightening Images and Working with Layers

Objectives of the Course	The students should be able to create new visuals, edit images, add effects and overlays, and eventually create professional designs. ¬ They should be able to identify the major regions of the Photoshop workspace and explain the function of Menu bar and context menus, Options bar, Toolbox, palettes, and document window(s).
Outcome of the Course	Adobe Photoshop is the reason why numerous professionals like graphic designers to web designers prefer using this application. The students possessing Adobe Photoshop skills will get job opportunities in all sectors.

Course Structure:

This course consists of two modules like Photoshop Interface Essentials, Documents and Navigation, Digital Image Essentials, Camera Raw Essentials, Cropping and Straightening Images and Working with Layers. Visuals are an important accompaniment for any piece of information. This course will enable the students to create visually appealing designs for multiple platforms. Students will get to experiment and design their own projects using a variety of tools in an easy-to-follow program.

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