



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 1 - CURRICULAR ASPECTS

1.2 Academic Flexibility

2019-2024¹

Submitted to





1.2.1 Syllabus of Courses Offered During 2023-2024

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SYLLABUS OF CERTIFICATE COURSE IN PYTHON

Course Duration: 35 hours

Course objectives

- To understand the basic data types
- To develop problem solving skills
- To understand the concepts of loops

Course outcome

- Understanding of python syntax
- Understand different data types
- Able to use control flow statements.
- Develop the ability to write python programs

Course Syllabus

Module 1 (5 hours)

Python programming language-variables, basic expressions and statements, arithmetic operators, data types. Type conversion, numbers, floats, string operations, Practical sessions.

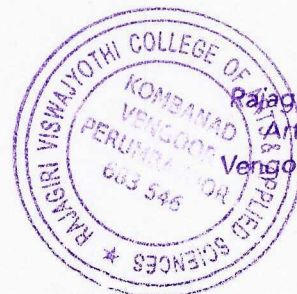
Module 2 (6 hours)

Control Flow Statements- Logical operators, if, if...else, while loop, for loop, lists, Practical sessions.

Module 3 (10 hours)

Data Structures - Data structure operations, Dictionary operation & methods, Tuples, Practical sessions.

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Module 4 (10 hrs.)

Functions - Library functions, user defined functions, Function calls, Parameterized functions, function returns. Recursive functions, Scope of variables - Local, global, Practical sessions.

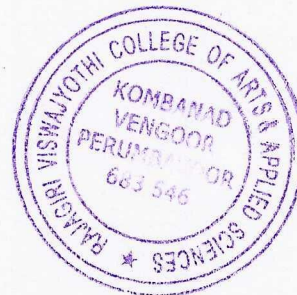
Reference Books

Complete Beginner Level Python Programming by Firdous Banu, Harsha Shastra Absolute Beginner Python Programming by Menal Dahiya, Kumar Gaurav.

Assessment Methods

- Theory Examination: 40 marks (2 hrs.)
- Assignment: 10 marks
- Practical Exam: 50 marks (2 hrs.)

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SYLLABUS OF CERTIFICATE COURSE IN BLOGGING & VLOGGING

Course Duration: 30 hours

Course Objectives

- Understand the basics of blogging and vlogging.
- Identify suitable content types and strategies.
- Develop high-quality written or visual content tailored to the target audience.

Course outcomes

On completion of the course, the student should be able to:

- Maintain a basic idea of blogging & vlogging
- Identify the type of content which can be worked with
- Develop high-quality written or visual content for the target audience

Course Syllabus

MODULE 1: INTRODUCTION TO BLOGGING (6 hours)

Theory: Overview of Blogging: Definition, history and evolution, Types of Blogs: Categories to fit the different content Setting Goals: Identifying objectives and target audience

Practical: Start a Blog Account on WordPress

MODULE 2: CONTENT CREATION FOR BLOGS (7 hours)

Theory: Content Planning: Developing a written content strategy

Writing Techniques: Crafting engaging and readable blog posts Multimedia

Integration: Incorporating images, videos and infographics

Practical: Write Your First Blog Post

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MODULE 3: INTRODUCTION TO VLOGGING (6 hours)

Theory: Evolution of Vlogging: Transition from Blog to Vlog,

Types of Vlogs: Daily vlogs, educational vlogs, travel vlogs, Setting Targets:

Identifying objectives and views for vlogs

Practical: Start a YouTube Channel

MODULE 4: CONTENT CREATION FOR VLOGS (7 hours)

Theory: Define Your Vlog and Develop Strategy: Identify aims & viewers

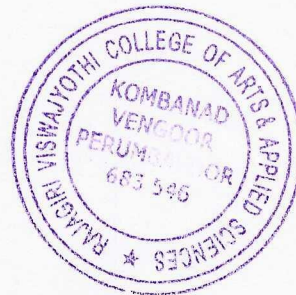
through examples, Research & Planning: Identify trending topics & use relevant keywords & tags Outline Your Vlog: Better structure to deliver your message effectively

Practical: Capture & Post Your First Vlog

ASSESSMENT

- MCQ Examination (2 hours)
- Presentation on final work (2 hours)

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SYLLABUS OF CERTIFICATE COURSE IN ACADEMIC WRITING

Course Duration: 30 hours

Course Objectives

- Analyze and discuss academic texts to understand the role of language in conveying complex ideas and arguments.
- Participate in structured writing exercises and workshops to develop skills in constructing clear, logical, and persuasive arguments.
- Engage in seminars and group discussions to practice and refine the integration of critical thinking and effective language use in academic contexts.
- Complete a series of writing assignments, including paragraphs, essays, research papers, and a dissertation, with feedback from instructors to ensure proper structure and coherence.

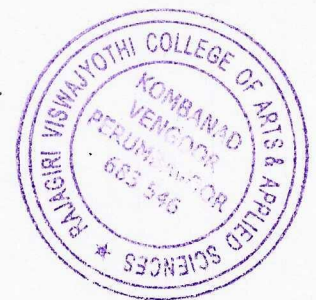
Course Outcomes

- Demonstrate the importance of language use in academic activities.
- Illustrate how to write arguments and present concepts clearly
- Integrate the ways of thinking and using language in academic discourses
- Write proper paragraphs, essays, research papers and dissertation.

Course Syllabus

Module I - Effective Academic Writing (5 hours)

- Mechanics of writing, Purpose of writing, Organization- cohesion and coherence; Features of academic writing: complexity, formality, precision, objectivity, explicitness, accuracy and appropriacy, relevance





- Writing Techniques: Note-taking, paraphrasing and summarizing, quoting.

Module II - Academic Writing: Paragraph (9 hours)

- Structure of a paragraph, parts of a paragraph, identifying and writing topic sentences; development of a paragraph, paragraph support and development, transition sentences, writing concluding sentences.
- Descriptive/ narrative paragraphs, opinion paragraphs, comparison contrast paragraphs, problem/solution paragraphs.

Module III - Writing an Academic paper (8 hours)

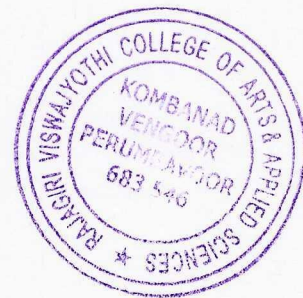
- Writing Process- Pre-writing, Writing and re-writing; Editing and Revising
- Finding a research question, framing thesis statement, giving arguments and supporting details

Module IV - Computer and the Internet (5 hours)

- Research techniques and using the libraries
- Using the Internet for Literary Research

Assessments

- Written Examination (3 hours)



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SYLLABUS OF CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH

Course Duration: 35 hours

Course Objective

To equip students with essential skills and knowledge to confidently communicate ideas, information, and messages in a variety of public settings.

Course Outcomes

Effective Communication, Confidence Building, Body Language Awareness, Overcoming Anxiety, Visual Aid Proficiency, and Critical Thinking are the outcomes of this course. By the end of the course, students should be well-prepared to communicate confidently and persuasively in various public speaking scenarios.

Course Syllabus

Module 1: Introduction to Communication (5 hours)

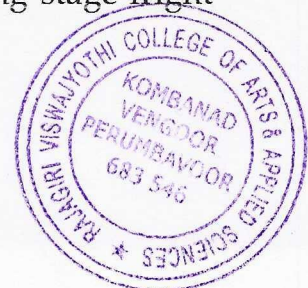
Basics of Communication -Definition and importance of communication, Types of communication: Verbal and Non-verbal-The communication process and barriers to communication, Importance of listening in communication, Active vs. passive listening, Techniques to improve listening skills

Module 2: Verbal Communication Skills (5 hours)

Speaking Skills -Building confidence in Speaking-Pronunciation and Clarity-Expressing ideas clearly and Concisely-Public Speaking, Structure of a speech/presentation, Techniques to engage an Audience-Managing stage fright and anxiety.

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Module 3: Non-Verbal Communication (5 hours)

Body Language and Gestures, understanding body language and its importance, Cultural differences in non-verbal communication, Using gestures effectively.

Module 4: Writing Skills (5 hours)

Writing Clearly and Concisely-Principles of effective Writing-Avoiding common grammatical Errors-Writing emails, reports, and Letters-Creative Writing and Expression -Developing a writing Style-Crafting Compelling Narratives-Expressing thoughts and emotions in writing.

Module 5: Reading Comprehension and Critical Thinking (5 hours)

Reading for Understanding-Techniques for effective reading comprehension, identifying key points and summarizing Texts-Analyzing different types of written content- Critical Thinking in Communication-Developing critical thinking Skills- Evaluating arguments and viewpoints, applying critical thinking to written and spoken communication.

Practical Test and Assessment (10 hours)

- Speaking Test: deliver a 5-minute speech or presentation on a given topic- Evaluate pronunciation, clarity, confidence, and Engagement
- Writing Test: Write an essay, letter, or email on a provided Topic-Assess clarity, grammar, and Organization
- Listening Test: Answer questions based on an audio Clip-Evaluate comprehension and Retention
- Reading Comprehension Test: Read a passage and respond to comprehension questions, assess understanding and critical analysis.

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SYLLABUS OF CERTIFICATE COURSE IN COMMUNICATIVE HINDI

Course Duration: 30 hours

Course Objectives

- To participate in regular writing and speaking exercises, including presentations and peer reviews.
- To engage in extensive reading and listening activities, followed by discussions and quizzes.
- To study cultural materials, including literature, films, and music, and participate in cultural immersion activities.

Course Outcomes

- Develop greater confidence in written and spoken language
- Improve reading and listening comprehension skills
- Gain cultural knowledge and understanding of Hindi-speaking communities


Course Syllabus

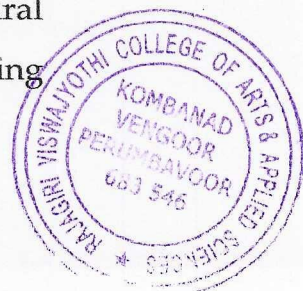
Module 1: Introduction to Hindi Language and Script (5 hours)

Overview of Hindi Language, Historical background, Hindi Alphabet (Devanagari Script), Writing practice, Basic Vocabulary and Phrases, Greetings and introductions, Simple conversation practice.

Module 2: Basic Grammar and Sentence Structure (6 hours)

Nouns and Pronouns, Gender (Masculine and Feminine), Singular and plural forms, Verbs and Tenses, Grammar exercises, Translation practice, Role- playing scenarios.


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Module 3: Everyday Communication (5 hours)

Making requests and offering help, expressing likes, dislikes, and preferences, Social Situations, Conversation practice in pairs/groups, Real- life scenario role-plays, Listening comprehension exercises.

Module 4: Cultural Context and Idiomatic Expressions (5 hours)

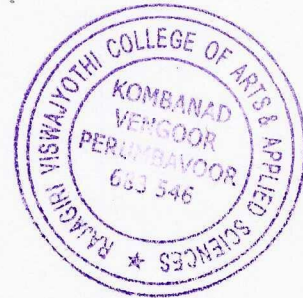
Festivals and traditions, Popular Hindi literature and media, Etiquette and customs, Idiomatic Expressions and Proverbs, Cultural discussions and presentations, Reading and interpreting short stories or articles, Incorporating idioms into conversations.

Module 5: Advanced Communication and Assessment (5 hours)

Advanced communication skills assessment, Development of proficiency in communicative Hindi

Assessments

- Speech by Students (2 hours)
- Written Examinations (2 hours)



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SYLLABUS OF CERTIFICATE COURSE IN

GST RETURN FILING

Course Duration: 30 hours

Course Objectives

- To Understand GST Laws and Regulations
- To Learn GST Return Filing
- To Apply Theoretical Knowledge through practical case studies

Course Outcomes

- Expertise in GST Return Filing
- Hands on Experience with GST Software and Tools
- Ability to file accurate GST return

Course Syllabus

MODULE 1(10 hours)

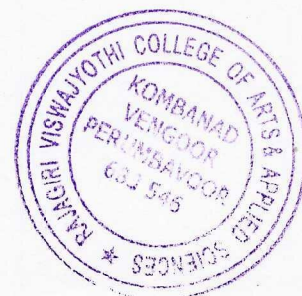
Basic concept of GST-GST Council-CGST-SGST- GST Return-Liability of Tax Payer-Who files GST Return

MODULE 2: (10 HOURS)

Procedure to File GST Return- Nil Return-GST Return Filing-Types of GST Return online

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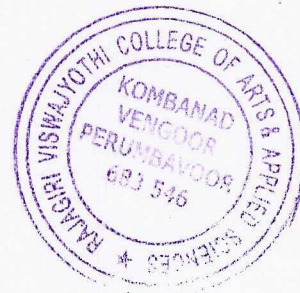
MODULE 3: (8 HOURS)

How to file GST Return-Due Date-Latest Updates and amendments in GST laws and -Regulations-GST Software and Tools

Assessment methods

Theory and Practical Exam conducted for 2 hours.

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SYLLABUS OF CERTIFICATE COURSE IN TALLY ERP-9

Course Duration: 30 hours

Course Objectives

- To learn basic and advanced accounting principles and practices.
- To become proficient in using Tally ERP 9 software for accounting
- To generate various financial reports like balance sheets, profit and loss statements, etc.

Course Outcomes

Upon completion of the course, students should be able to:

- Use Tally ERP 9 effectively for day-to-day accounting tasks
- Generate and interpret financial reports.

Course Syllabus

MODULE 1: Basics of Accounting (3 hours)

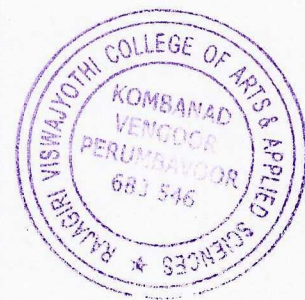
- Introduction to Accounting
- Fundamental Accounting Concepts
- Types of Accounts
- Golden Rules of Accounting

MODULE 2: Introduction to Tally ERP 9 (5 hours)

- Overview of Tally ERP 9-Installation and Configuration
- Creating Masters (Ledgers, Groups, Stock Items, etc.)
- Voucher Entry

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MODULE 3: Advanced Accounting in Tally ERP 9 (7 hours)

- Advanced Voucher Entries (Sales, Purchases, Receipts, Payments, etc.)
- Bill-wise Details and Cost Centers, Bank Reconciliation

MODULE 4: Financial Statements and Reports (7 hours)

- Balance Sheet
- Profit and Loss Account
- Trial Balance
- Day book

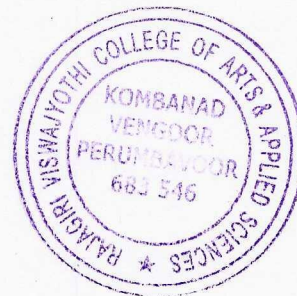
MODULE 5: Inventory Management (5 hours)

- Stock Groups and Categories
- Units of Measure, Stock Items and StockMasters
- Stock Valuation and Batch-wise Details

Assessment Method

Theory and Practical Exam Conducted for 3 hours

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SYLLABUS OF CERTIFICATE COURSE IN INCOME TAX RETURN FILING

Course Duration: 35 hours

Course Objectives

- To understand the basics of income tax law and rules regarding return filing
- Learn how to prepare and file individuals tax returns
- Familiarize tax deductions exemptions and credits

Course Outcomes

- Understanding of Income tax laws. Rules and regulations regarding tax filing
- Ability to prepare tax return accurately
- Ability to provide tax advisory services

Course Syllabus

Module 1: (12 hours)

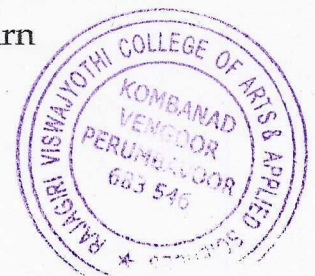
Basic Concepts: Income tax -Person-types-Assessment Year-Previous Year-Residential Status-Incidence of Tax-Five Heads of Income-Income from Salary-House Property- Profit and Gains of Business or Profession-Capital Gain-Other sources-PAN-TRP- Recent Amendments in filing in return.

Module 2: (8 hours)

Description of Each ITR Forms-Things to know Before Return Filing-Tax Exemptions-Tax Deductions from 80C-80 U-Time line of Filing ITR return

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Module 3: (10 hours)

E-filing Procedures-Calculation of Taxable Income and Tax Liability of Assessee-
Scope of Income Tax Professionals in India

Course Assessment

Practical work and Written Examination (5 hours)

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SYLLABUS OF CERTIFICATE COURSE IN SAP -ERP

Course Duration:40 hours (8 days 5 hours each)

Course Outcomes

- Proficiency in SAP MM Model
- Practical Application Skills
- System Configuration and Customization
- Integration with other SAP Modules

Course Syllabus

MODULE 1

SAP Introduction, Logistics and Supply Chain Management, Procurement Process Inventory Management, Procurement process- Practical Session

MODULE 2

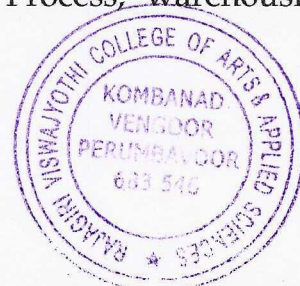
Warehousing process Introduction, Integration with other modules,

Warehouse Put away process, Procurement Process and the warehousing process.

MODULE 3

Order to Cash cycle, Sales Process, Delivery process, Picking and Packing, Billing - Theory with PowerPoint presentations Sale of stock from warehouse, goods delivery and Billing - Practical Session, Procurement Process, warehousing process and sales and distribution- Practical Session

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MODULE 4

Reverse Logistics Process, Purchase returns/Cancellation Process, Sales return/cancellation process - Theory, Purchase return Process, Sales return process.

MODULE 5

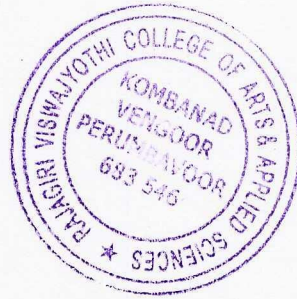
Sourcing and pre-sales activities, Sourcing, Pre-Sales Documents

Assessment and Evaluation

Theory and Practical Proficiency Tests

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SYLLABUS OF VALUE-ADDED COURSE ON SELF DEVELOPMENT USING PSYCHOLOGICAL TECHNIQUES

Course Duration: 30 hours

Course Objectives

- To administer relaxation and mediation procedure for self and other, which will work for calming down and manage stress.
- Cultivate emotional intelligence skills for increased self- awareness, effective emotion regulation, and improved interpersonal relationships
- Embrace the importance of self-reflection and develop skills in maintaining
- reflective journal for continuous personal growth.

Course Outcome

- Self-Development and personal growth
- Self-awareness, resilience & overall well being
- Stress Management
- Emotional intelligence skill.

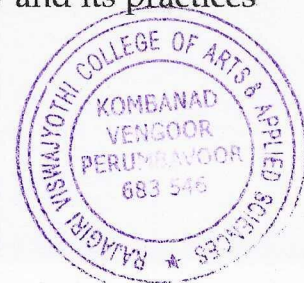
Course Syllabus

MODULE 1: Introduction to Self-development (5 hours)

Definition and importance of self- development Historical perspectives on self- improvement Theories of self-development. Positive psychology and its practices Assessments related to self-development.


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MODULE 2: Emotional Intelligence Development (5 hours)

Understanding emotions Emotional regulation exercises, Applications in personal and professional contexts.

MODULE 3: Techniques of mediation and Self-reflection (5 hrs.)

Definition and importance of mediation Steps in mediation Types of mediation Meditation practices for self-reflection, Self-reflection and journaling.

MODULE 4: Resilience Building and Stress Management (5 hrs.)

Strategies for building resilience Stress reduction techniques, Coping mechanisms for emotional well-being.

MODULE 5: Self-awareness and Bio-feedback techniques (4 hrs.)

Concept of self-awareness Using brain waves – EEG EMG&GSR, Social skill development.

MODULE 6: Relaxation and mindfulness-based techniques (4 hrs.)

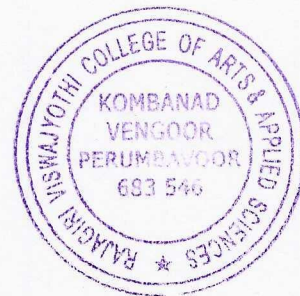
Yoga (Patanjali) and yoga (nidra). Deep breathing relaxation techniques Jacobson progressive relaxation Mindfulness sitting meditation Mindful activities.

Course Assessment (2hours)

Written Examination

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SYLLABUS OF CERTIFICATE COURSE IN EVENT MANAGEMENT

Course Duration: 30 hours

Course Outcomes:

Upon successful completion of this course, students will be able to:

- Understand the fundamentals of event management and its importance in various contexts.
- Plan and organize different types of events, including corporate events, conferences, weddings, and festivals.
- Develop event concepts, themes, and branding strategies.
- Manage event logistics, vendor coordination, and risk management.
- Evaluate and measure the success of events using appropriate metrics.

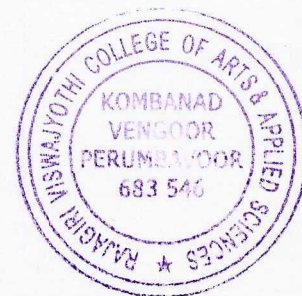
Course Syllabus

Module 1: Introduction to Event Management (5 hours)

- Definition and types of events
- Importance of event management
- Event industry overview

Module 2: Event Conceptualization and Design (5 hours)

- Event theme and branding
- Venue selection and site inspections



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- Event programming and scheduling

Module 3: Event Marketing and Promotion (6 hours)

- Event marketing strategies
- Sponsorship and partnership management
- Social media and digital marketing for events

Module 4: Event Operations and Logistics (6 hours)

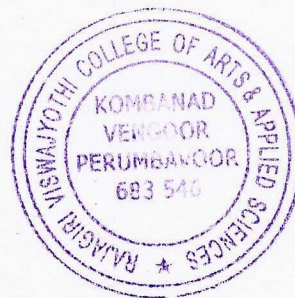
- Vendor management and negotiation
- Event staffing and volunteer management
- Risk management and contingency planning

Module 5: Event Evaluation and Post-Event Management (6 hours)

- Event monitoring and evaluation techniques
- Post-event reporting and analysis
- Stakeholder management and feedback
- Sustainability and environmental considerations

Assessment Methods

- Final theory examination (2 hours)



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SYLLABUS OF CERTIFICATE COURSE IN BUSINESS

DATA ANALYSIS USING SPSS

Course Duration: 35 hours

Course Outcomes:

Upon successful completion of this course, students will be able to:

- Understand the fundamentals of SPSS software and its applications in business analysis.
- Develop proficiency in data management and preparation using SPSS.
- Learn and apply various statistical analysis techniques.
- Interpret and communicate analytical results effectively.
- Apply SPSS in real-world business scenarios.

Course Syllabus

Module 1: Introduction to SPSS and Data Management (6 hours)

- Overview of SPSS
- Data Entry and Management
- Importing and Exporting Data

Module 2: Descriptive Statistics and Data Visualization (6 hours)

- Measures of Central Tendency and Dispersion
- Data Visualization Techniques
- Creating Charts and Graphs



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Module 3: Inferential Statistics (7 hours)

- Hypothesis Testing
- t-Tests and ANOVA
- Chi-Square Tests

Module 4: Regression Analysis (7 hours)

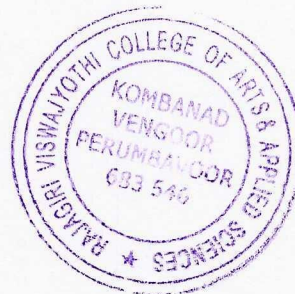
- Simple and Multiple Regression
- Model Building and Interpretation
- Diagnostic Testing

Module 5: Advanced Data Analysis Techniques (6 hours)

- Factor Analysis
- Cluster Analysis Time Series

Assessment Methods:

- Theory Exam (1 hour)
- Practical Exam (2 hour)



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SYLLABUS OF CERTIFICATE COURSE IN BUSINESS ETHICS

Course Duration: 30 hours

Course Outcomes

Upon successful completion of this course, students will be able to:

- Understand the importance of ethics in business and its impact on various stakeholders.
- Analyze ethical dilemmas and decision-making frameworks in business contexts.
- Evaluate the role of corporate governance, compliance, and ethical leadership in promoting ethical business practices.
- Recognize and address ethical issues related to specific business functions, such as marketing, finance, and human resources.
- Develop strategies for fostering an ethical organizational culture and promoting corporate social responsibility.

Course Syllabus

Module 1: Introduction to Business Ethics (5 hours)

- Definition and importance of business ethics
- Ethical theories and principles (utilitarianism, deontology, virtue ethics)
- Stakeholder analysis and corporate social responsibility

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Module 2: Ethical Issues in Business (6 hours)

- Conflicts of interest and corruption
- Workplace ethics (discrimination, harassment, whistleblowing)
- Environmental ethics and sustainability

Module 3: Corporate Governance and Compliance (6 hours)

- Principles of corporate governance
- Ethical leadership and organizational culture
- Compliance programs and risk management

Module 4: Ethics in Business Functions (6 hours)

- Ethics in finance and accounting (fraud, insider trading, financial reporting)
- Ethics in human resources (employee rights, privacy, and diversity)
- Ethics in supply chain management and procurement

Module 5: Promoting Ethical Business Practices (5 hours)

- Ethical training and education programs
- Ethical audits and monitoring systems
- Whistle-blowing mechanisms and protection
- Corporate social responsibility initiatives

Assessment Methods:

- Final theory examination (2 hours)

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