**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**CERTIFICATE COURSES 2019-20**

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| **S.No.** | **Course Code** | **Title of the Course** | **Department** |
| 1 | CBS 8011 | Stenography | Office Management |
| 2 | CHM 8151 | English for Hospitality and management | English |
| 3 | CDTP 8021 | Telugu D.T.P | Telugu |
| 4 | CFH 8031 | Functional Hindi for Non-native Speakers | Hindi |
| 5 | CBC 8041 | Beautician course | Mathematics |
| 6 | CMLT 8051 | Medical Lab Technology | Bio-Technology |
| 7 | CCM 8071 | Conflict Management And Negotiation Skills | Management Studies |
| 8 | CEF 8081 | E-Filing | Commerce |
| 9 | CCB 8121 | Preparation of eco friendly carry bags | Economics |
| 10 | CGM 8091 | Garment Making | Home Science |
| 11 | CFD 8101 | Computer aided Fashion Designing | Home Science |
| 12 | CGD 8111 | Computer aided Garment Designing | Home Science |
| 13 | CTT 8131 | Travel Guides & Tour operators | History |
| 14 | CHP 8141 | Income generating home utility products | Chemistry |
| 15 | CCS 8311 | Cosmetics -Side effects | Chemistry |
| 16 | CPP 8161 | Practical course in Photography | Physics |
| 17 | CMC 8171 | Mushroom cultivation | Botany |
| 18 | CPM 8181 | Python Programme with MYSQL | Computer Science |
| 19 | CWD 8061 | Web designing using html | Computer Science |
| 20 | CSK 8191 | Salwar Kameez Designing | Home Science |
| 21 | CNC 8201 | Needle- Craft | Home Science |
| 22 | CK 8211 | Knitting | Home Science |
| 23 | CC 8221 | Crochet | Home Science |
| 24 | CD 8231 | Designing | Home Science |
| 25 | CTC 8241 | Thread Craft | Home Science |
| 26 | CB 8251 | Baking | Home Science |
| 27 | CST 8281 | Selenium (Automation Testing Tool) | College |
| 28 | CAE 8291 | Advanced EXCEL | College |
| 29 | CSAS 8301 | SAS (Statistical Analytical System) | College |
| 30 | CABAP 8261 | ERP: SAP(ABAP) | College |
| 31 | CFICO 8271 | ERP: SAP(FI-CO) | College |
| 32 | CACLE 8321 | Arts, Crafts and Liquid embroidery | Biochemistry |
| 33 | CWID 8331 | Web Interface Development | Computer science |
| 34 | CWPM 8341 | Web Interface Development with PHP&MYSQL | Computer science |
| 35 | CRP 8351 | R Programming | Statistics |
| 36 | CHP 8361 | Hydrophonics | Botany |
| 37 | CABT 8371 | Assistant Beauty Therapist | Zoology |
| 38 | CLME 8381 | Learn-Make-Earn | Chemistry |
| 39 | CT 8391 | Tally | Comuterscience |
| 40 | CEE 8401 | English for Employability | English |
| 41 | CPP 8411 | Personalised Printing | Psychology |
| 42 | CSCM 8421 | South Indian Classical Music | Economics |
| 43 | CFCM 8431 | Fundamentals of Carnatic Music | Economics |
| 44 | CFS 8441 | Functional Sanskrit | Sanskrit |
| 45 | CAST 8451 | Accounting Software: Tally | Commerce & Management |
| 46 | CNCM 8461 | Negotiation & Conflict - Management | Commerce & Management |
| 47 | CACM 8471 | Creative skills course in Artts & craft making | Biochemistry |
| 48 | CFCC 8481 | Foundation Course for Competitive Exams | Political Science |
| 49 | CWID 8491 | Web Interface Development | Computer Science |
| 50 | CFC 8501 | Fundamentals of Carnatic Music | Economics |
| 51 | CBC 8511 | Beauty Culture | Mathematics |
| 52 | CDAR 8521 | Data Analysis with R | Statistics |
| 53 | CDY 8531 | Do it yourself | Chemistry |
| 54 | CBP 8541 | Block Printing | Home science |
| 55 | CCFA 8551 | Certificate course in Flower Arrangements | Home science |
| 56 | CHB 8561 | Hobby Baking | Home science |
| 57 | CCT 8571 | Certif5icate Course in Toy making | Home science |
| 58 | CMG 8581 | Meal Planning for Good Health | Home science |
| 59 | CCSH 8591 | Certificate Course in Spoken Hindi | Hindi |
| 60 | CSS 8601 | Spoken Sanskrit | Sanskrit |
| 61 | CTSC 8611 | Terrarium and Soilless Culture | Botany |
| 62 | CIPR 8621 | Intellectual Property Rights | Political Science |

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**DEPARTMENT OF HISTORY Time: 3hrs**

**CERTIFICATE COURSE**

**TRAVEL GUIDES AND TOUR OPERATORS**

**Course objectives:** The course which is learner centric enable the students to

1.Understand the functions of travel guides and tour operators.

2.Gain practical knowledge about the job opportunities and the working environment of the tourist organization.

3.Acquire skills both in theory and field work.

**Learning outcomes:**

After the completion of the course the students will be able to

1.Take-up careers in the field of tourism (as travel guides and tour operators)

2.Establish their own travel agency.

3.Go for further studies.

**Unit – I:**

Introduction – importance of the course – benefits

**Unit – II:**

Definition – types & functions of tour operators- negotiations and liasioning with principles: tour package formulation, pre-tour arrangements, tour operations and post tour management

**Unit – III:**

Definition – qualities, duties and responsibilities of travel guides – intellectual, physical and communication skills.

**Unit – IV:**

Introduction to internet – accessing websites – E-mail sending and receiving, Email subscription, search engines – searching through various search engines, chatting, access to sites, online messages etc.,

**Unit – V:**

Field work – report

**Reference books:**

1. Bhatia A.K (1991) Tourism Development, Principles and practices, sterling pub pvt ltd., New Delhi.

2. Negi J (1998) Travel Agency & tour operations, Concept and principles, Kanishk pub distributors, New Delhi.

3. Internet

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**MANAGEMENT STUDIES Time: 3hrs**

**CERTIFICATE COURSE**

**CONFLICT MANAGEMENT AND NEGOTIATION SKILLS**

**Course objectives:**

1. Understand the nature of conflict and conflict management techniques.

2. Provide insights into handling behavioural issues at work place by developing an understanding of the need and dynamics of negotiation.

**Unit – I:**

Managing conflicts: Introduction, concept of conflict, characteristics of conflict, Elements of a conflict, Functional and Dysfunctional conflict, Level of conflict, Styles of conflict resolution.

**Unit – II:**

Conflict management techniques: Various techniques, Barriers in resolving conflicts, Managing, using, resolving conflict through negotiation.

**Unit – III:**

Negotiation: Introduction, nature and need for negotiation, principles of negotiation, negotiation process, types and styles of negotiation; barriers in effective negotiation.

**Unit – IV:**

Role of trust in negotiations: negotiation and IT; ethics in negotiation; cultural differences in negotiation styles; gender in negotiations; context of mediation; negotiation as persuasion.

**Unit – V:**

Negotiation skills for effectiveness: BATNA, EATNA, interests versus positions in negotiation, challenges for effective negotiation, closing the deal and post negotiation evaluation.

**Reference books:**

1. Budjac corvette, conflict management, pearson publishers.

2. Deborah smith Pegues, confronting without offending.

3. Susan s. Raines, conflict management for managers.

4. David brown., negotiating secrets, Harper Collins publishers,2010.

5. Herb cohen, You can negotiate anything, Jaico publications House.

6. Lewicki, Roy J., David M. Saunders, and John W. Minton. Essentials of Negotiation. 2nd ed. Irwin,2000.

7. Ury, William. Getting Past No: Negotiating with Difficult People. Bantam, 1992.

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**TELUGU Time: 3hrs**

**CERTIFICATE COURSE**

**TELUGU D.T.P**

**Unit – I:** Telugu typing

**Unit – II:**Visiting cards

**Unit – III:** Wedding cards

**Unit – IV:** Pamplets

**Unit – V:**Brochures

**Unit – VI:** Bill - Books

**Unit – VII:**Application - Book

**Unit – VIII:**Mask

**Unit – IX:**Note-Book creation

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**HOMESCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**BLOUSE MAKING**

**Unit – I:** Sewing Machine – Uses & practice

**Unit – II:**Body measurements

**Unit – III:**Finishes – (a) Tacking

(b) Hemming

(c) Hook & Eyelet

**Unit – IV:**Blouse Design: Basic pattern – Paper drafting

**Unit – V:**Blouse construction

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**HOMESCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**SALWAR KAMEEZ DESIGNING**

**Unit – I:** Sewing Machine – Uses & practice

**Unit – II:**Body measurements

**Unit – III:** Finishes – (a) Tacking

(b) Back stitch

(c) Hemming

(c) Hook & Eyelet / Zip

**Unit – IV:** Necklines – square, round, simple, Decorative

**Unit – V:**Dress Design: Basic pattern – Paper drafting

**Unit – VI:**Dress construction

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**HOMESCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**COMPUTER AIDED FASHION DESIGNING**

**Unit – I:** Basics of sketching

**Unit – II:**Body measurements

**Unit – III:**Computer use

**Unit – IV:**Basics of fashion

**Unit – V:**Do’s and dont’s in fashion

**Unit – VI:**Fashion scope

**Unit – VII:**Introduction to Fashion designing software

**Unit – VIII:**Practice and applications

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**HINDITime: 3hrs**

**CERTIFICATE COURSE**

**FUNCTIONAL HINDI FOR NON- NATIVE SPEAKERS**

**Functional Hindi**

A two semester course of Hindi for Non-native Speakers Dept of Hindi, SJC is organizing a course in Hindi for ‘non-native speakers’ in the campus as well for the foreign students from different countries. The Basic course will cater to the needs of those students who have had very little or no exposure to Hindi in the past.

The broad objectives of these courses will be

1. to help students overcome their inhibition to speak Hindi
2. to help them understand both, the formal and the informal Hindi
3. to equip them with such communicative skills by engaging them in meaningful conversations
4. to introduce them to basic Hindi syntactic structure and vocabulary
5. to enable them to read and understand simple Hindi texts in the beginning and complex texts by the end of the course
6. to help them write simple and better structure in Hindi

**AREAS TO BE COVERED**

1. **AREAS TO BE COVERED**
2. Sounds of Hindi and the Devanagri Alphabet
3. Conversational Hindi
4. Listening Comprehension
5. Reading Comprehension
6. Writing skills
7. Conversational Norms(Politeness)

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**PHYSICSTime: 3hrs**

**CERTIFICATE COURSE**

**PRACTICAL COURSE IN PHOTOGRAPHY**

**Course objectives:** To enable the students to

1. Apply the principles of lighting and color theory in variety of photography scenarios

2. Apply the principles of composition to produce professional images

3. Select and use photographic equipment and technologies appropriate to the task

4. Use and adopt to a variety of computer software and hardware for both photographic and learning purpose

**SYLLABUS**

Study of different types of camera – working with different cameras: Holding camera in hands, film loading, unloading, winding, large format cameras, rising, falling and cross movements and swing back-study of apertures: f – number and their effects, opening and closing – study of shutters, focal plane and between the lens shutter, different shutter speeds, controlling shutter speeds and movements-Effect of aperture on depth of fields – Effect on the image due to normal, wide angle, telephoto and zoom lenses – use of extension wires, self-timer and shutter release – Determination of exposure, its relationship with shutter speed, aperture number and film speed – Use of tripod stand, study of panning tilt head-use of exposure meter and determination of correct exposure – Study of electronic flash, its components – Study of filters and its effects on images – Study of enlarger, operation of its different parts and examination of easle – Taking photographs: outdoor and indoor subjects on films – developing and fixing of negatives, washing and drying – printing of negatives on different grade of papers – Contact printing – Examination of effect of different developers and varying exposures – making enlargements employing an enlarger – Techniques of enlargement, use of dodging, burning, flashing, vignetting etc., making cartoons – photographing a subject with different lenses – making enlargements of different sizes – preparing full and ½ portraits under different lighting condition., eg: use of one lamp, two lamp and high front and low front lighting (ghost lighting) its effect – photograph, use of bounce and reflected lights – obtaining group photograph, arranging groups – still – light photograph and table top photography, arrangements of lighting and effects – use of colour – filters: its effect on photograph, preparation of lighting and objects – preparation of B/W transparencies – colour film processing – Negatives and reversal – Printing of colour negative on colour paper, use of colour developer and colour enlargements.

**Reference books:**

1. The photography Book by Phaidon press (editor)

2. National geographic photographic field guide by Peter K Burian

3. Tom Mackie’s Landscape photography Secrets by Tom Mackie

4. The complete Guide to Night and low – light photography by Lee Frost

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**HOMESCIENCE Time: 3hrs**

**Needle - Craft**

**CERTIFICATE COURSE**

**Unit – I:** History of embroidery

**Unit – II:** Uses and applications of Embroidery

**Unit – III:** Classification of embroidery

**Unit – IV:** Embroidery stitches – 20

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**HOMESCIENCE Time: 3hrs**

**Knitting**

**CERTIFICATE COURSE**

**Unit – I:** Knitting as a craft

**Unit – II:**History

**Unit – III:**Applications of knitting

**Unit – IV:** Basics of knitting stitches

**Unit – V:** Knitting samples

**Unit – VI:** Knitting patterns and designs

**Unit – VII:** Knit wear

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**HOMESCIENCE Time: 3hrs**

**Crochet**

**CERTIFICATE COURSE**

**Unit – I:** Crochet as a craft

**Unit – II:**History

**Unit – III:** Applications of Crochet

**Unit – IV:**Basics of Crochet stitches

**Unit – V:** Crochet samples

**Unit – VI:** Crochet patterns and designs

**Unit – VII:** Crochet dress

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**HOMESCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**COMPUTER AIDED GARMENT DESIGNING**

**Unit – I:** Basics of sketching

**Unit – II:**Body measurements

**Unit – III:**Computer use

**Unit – IV:**Basics of garment designing

**Unit – V:**Do’s and dont’s in garment designing

**Unit – VI:**Scope of garment designing

**Unit – VII:**Introduction to garment designing software

**Unit – VIII:**Practice and applications

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**HOMESCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**DESIGNING**

**Unit – I:** Basics of design

**Unit – II:** Design principles

**Unit – III:** Art and design

**Unit – IV:** Basics of sketching

**Unit – V:** Design applications in dress, art, home, landscape etc.

**Unit – VI:** Practice

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**HOMESCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**THREAD CRAFT**

**Unit – I:** Thread craft concept

**Unit – II:** Basics of thread craft

**Unit – III:** Variations in thread craft

**Unit – IV:** Preparation of soft toys, macramé, stocking flowers, painting etc.

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**HOMESCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**BAKING**

**Unit – I:** Introduction to baking

**Unit – II:** Principles of baking

**Unit – III:** Baking equipment

**Unit – IV:**Accessories to baking

**Unit – V:** Basic cake

**Unit – VI:** Basic biscuits

**Unit – VII:**Varieties and applications

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**MATHEMATICS Time: 3hrs**

**CERTIFICATE COURSE**

**BEAUTICIAN COURSE**

**Unit – I:** Types of Facials – Mini, Fruit, Gold, Bridal, Tan

**Unit – II:** Eye Brows

**Unit – III:**Hair Cuts

**Unit – IV:**Hair Styles

**Unit – V:** Types of Massages – Front Neck, Back Neck, Hands

**Unit – VI:** Pedicure

**Unit – VII:**Manicure

**Unit – VIII:** Waxing

**Unit – IX:**Henna Types

**Unit – X:**Black Henna

**Unit – XI:**Types of Makeup – Normal & Bridal

**Unit – XII:**Types of Mehendi Designs

**Unit – XIII:**Bleaching

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**COMPUTER SCIENCE Time: 3hrs**

**CERTIFICATE COURSE**

**PYTHON PROGRAMME WITH MYSQL**

# Unit – I: Python introduction

# Unit – II:Difference between programming and scripting languages.

**Unit – III:**Down loading python

**Unit – IV:**Installing python

**Unit – V:**Python program development

**Unit – VI:**Python path

# Unit – VII:Python variables

**Unit – VIII:**Python functions

# Unit – IX:Packages

# Unit – X:Python data types

# Unit – XI:Python modules

# Unit – XII:File handling

**Unit – XIII:**Python operators

# Unit – XIV:Control flow statements

# Unit – XV:Exception handling

# Unit – XVI:Oops principles

# Unit – XVII:Static and Non static variables

# Unit – XVIII:Constructors

# Unit – XIX:Destructors

# Unit – XX:Is a relationship(Inheritance)

# Unit – XXI:Method overriding

# Unit – XXII:Python string handling

# Unit – XXIII:Multithreading

# Unit – XXIV:Regular expressions

# Unit – XXV:Command line arguments

# Unit – XXVI:MYSQL

**Unit – XXVII:** Python database connectivity

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**BIO – TECHNOLOGY Time: 3hrs**

**CERTIFICATE COURSE**

**MEDICAL LAB TECHNOLOGY**

**UNIT I INTRODUCTION:**

1. Characteristics of good technician
2. Collection of body fluids. basic steps for determining drawing a blood specimen by vein puncture
3. Complications of vein puncture, blood collection by skin puncture (capillaryblood, collection of urine and preservation of body fluids)
4. Measurement of arterial pulserate, blood pressure, body temperature, lung capacity

**Unit II HEMATOLOGY:**

1. ABO blood grouping, Rh typing
2. Hemoglobin percentage (Hb %) in blood
3. Determination of blood components
4. Differential counting of RBC and WBC
5. ESR sedimentation rate
6. Bleeding time
7. Clotting time

**Unit III SERUM ANALYSIS**

1. Estimation of serum bilirubin
2. Estimation of serum cholesterol
3. Estimation of blood glucose

**Unit IV URINE ANALYSIS**

1. Estimation of creatinine in urine

2. Qualitative analysis of abnormal constituents in urine

* Test for albumin
* Test for reducing sugar
* Test for ketone bodies
* Test for bile pigments

3. Pregnancy test

**Unit V DISEASE DIAGNOSIS**

1. Malaria
2. Syphilis
3. Typhoid
4. Hepatitis B
5. HIV
6. Bone density test

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**OFFICE MANAGEMENT Time: 3hrs**

**CERTIFICATE COURSE**

**STENOGRAPHY**

**UNIT I:**

Introduction to Shorthand; Systems of Shorthand (Gregg, Thomas, Pitman)

Emphasis on the Phonetic system; Strokes and Consonants;

Methods of writing and the tools required

**UNIT II:**

Vowels – kinds; Positions of Vowels and Words

Grammalogues and Punctuation Marks

Short forms

CIircles, Hooks, Loops;

**UNIT III:**

Vowel indications, Joining of outlines

Hooks, Halving and Doubling Principles

Dipthongs;

**UNIT IV:**

Compound words,

Prefixes and Suffixes

**UNIT V:**

Practice

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**CHEMISTRY**

**CERTIFICATE COURSE**

**INCOME GENERATING HOME UTILITY PRODUCTS**

**Time: 3hrs**

**Unit – I:** Detergent Powder

**Unit – II:** Phenyl Preparation

**Unit – III:**Liquid Blue

**Unit – IV:**Multi colored candles

**Unit – V:** Scented Sticks/ Doop Sticks

**Unit – VI:** Stain Remover

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**COMMERCE**

**CERTIFICATE COURSE**

**E – FILING**

**Time: 3hrs**

**UNIT- I: E-filing**

1. Introduction
2. Types of E-filing

**UNIT – II: PANCARD**

1. Uses
2. How to register for PANCARD (manually and online)
3. Online PAN verification

**UNIT –III: Tax calculation**

1. Basics of income tax
2. Brief about various sources of income
3. Computation of Tax on salary

**UNIT IV: Filing of ITR**

1. Generation of income Tax returns
2. How to fill ITR electronically on portal with or without digital signature
3. How to generate challans online.
4. How to pay tax through online

**ST. JOSEPH’S COLLEGE FOR WOMEN(AUTONOMOUS), VISAKHAPATNAM**

**CERTIFICATE COURSE**

**SAS (STATISTICAL ANALYTICAL SYSTEM)**

**Time: 3hrs**

**Unit I:**

Base Sas: Introduction of SAS, Drop,Keep,Modify,Merge,Set,Where, Rename, If…else,do While, do Until, Id, +,@@,@,Ods,Obs, Arrays

**Unit II:**

Date Formats, Informat, Format, weekdate,dow,worddate,date, Julian,yearcutoff,datetime, Comma Format,Percent Format, Infile, Import and Export from Excel, Access, Notepad files.

**Unit III:**

Proc Contents, Proc Report, Proc Catalog, Proc Tabulate, Proc Form, Proc compare, Proc Append, Proc Transpose, Statistical Functions, Mathemetical Function,Strings Functions

**Unit IV:**

Advanced SAS: Graph, SQL Statements, Macros

**Unit V:**

Advanced SAS: Analyst, Time Series Forecasting, Guided Data Analysis, EIS, OLAP,Insight, Quality Control, Guided Data Analysis, Hypothesis, Anova,Regression, Survival, Multivariate, Survival.

**ST. JOSEPH’S COLLEGE FOR WOMEN(AUTONOMOUS),VISAKHAPATNAM**

**CERTIFICATE COURSE**

**ERP: SAP (ABAP)**

**Time: 3hrs**

**Unit I:**

Introduction to SAP R/3, Introduction to ABAP/4, Data types & operators, Basic statements, String handling, working with Loops, Unconditional Loops (Do...ENDDO), Conditional Loops (While...ENDWHILE), Simple Loops (LOOP...ENDLOOP).

**Unit II:**

Database/Query Loop (SELECT…ENDSELECT), Working with System fields and Internal Tables, Defining an Internal table, Types of Internal tables.

**Unit III:**

Working with the Data Dictionary, Database tables, Views, Domains, Data Elements, Table Types, Search help.

**Unit IV:**

Modularization Techniques: Macros, Includes, SubRoutines,Function Modules, Reporting Techniques: Simple Reports,Complex Reports, Interactive Reports, ALV, Group By, Classical Report, Menu Painter, Screen Painter

**Unit V:**

BADI, BAPI, LSMW,Batch Data Communication, Smartforms, SAP Scripts, Idoc

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**CERTIFICATE COURSE**

**ERP: SAP (FI-CO)**

**Time: 3hrs**

**Unit I:**

Introduction to SAP, SAP Enterprise Structure: Definition and assignments, Fiscal Year variant, Posting period variant, Field status variant, document type, Document type, Document number ranges, Posting, keys,Tolerance group, Tolerance limits,Chart of Accounts, Accounting groups, Define Retain Earning Account, GL Creations.

**Unit II:**

Financial Accounting (General Ledger, accounts Payable, Accounts Receivable) Basic Settings of A/R, Document Postings, Credit memos. Dunning Procedure, Bank Accounts Interest Calculation,Bank Accoutnting, House Banks, payment request, display of checks, MM – FI & SD – FI Integration

**Unit III:**

Controlling Controlling Area, Version, Number Ranges for Controlling Documents, Standard Hierarchy,Cost Element Accounting,Master Data (Primary and Secondary Cost Elements)

**Unit IV:**

Master Data (Cost Centers, Activity Types, Statistical Key Figures and Resources), Cost Center Planning, Allocation – Actual and Plan (Distribution& Assessment), Reporting of Line items and Costs, Reports for Cost Center Accounting.

**Unit V:**

Product Costing,Internal Orders Order Type, Order Group, Real Orders and Statistical Orders, Settlement of Internal Orders, Reports for Internal Orders. Concept of Profitability Analysis (CO-PA), Concept of Profit Center Accounting

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS),VISAKHAPATNAM**

**SELENIUM (AUTOMATION TESTING TOOL)**

**Time: 3hrs**

**Unit I:**

Introduction to Testing, Manual Testing, Automation Testing, Types of Automation Testing Tools, Function Testing Tools, Management Testing Tools, Performance Testing Tools. Introduction to Selenium, how to install Selenium, how to configure build-path, how to open different websites. WebDriver Interaction methods, get, getTItle, getPageSource, getCurrentUrl, close, quit, WebDriver Browser Navigation Methods, Addressing WebElements in WebDriver, WebElements attributes identification techniques.

**Unit II:**

Locators: id, name, className, linkText, partialLinkText, tagName, xpath, cssSelector, working with Different Browsers, working with EditBoxes.Working with Dropdowns, Auto Suggested Dropdown, Static Dropdowns.

**Unit III:**

Working with Checkboxes, working with Radiobuttons, working with Pushbottons, working with Links, Working with WebTables.

**Unit IV:**

WebDriver Validation Methods, Synchronization, Implicit Waits, Explicit Waits, Handling Popups, Java Popups, HTML Popups.

**Unit V:**

Working with Frames, handling multiple Frames, working with Keyboard events using sendKeys, working with Action class, Capturing Screen-shots, Inheritance concept in Selenium, Static Programming, Modular Framework, Page Object Model, Testing Framework.

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS),VISAKHAPATNAM**

**CERTIFICATE COURSE**

**ADVANCED EXCEL**

**Time: 3hrs**

Unit I: Calculating Data with Advanced Formulas Manage Cell and Range Names,Calculate Data Across Worksheets, Use Specialized Functions,Analyze Data with Logical and Lookup Functions

Unit II:

Organizing Worksheet and Table Data, Create and Modify Tables,Format Tables,Sort or Filter Worksheet or Table Data ,Calculate Data in a Table or Worksheet

**Unit III:**

Presenting Data Using Charts:Create a Chart,Modify Charts,Format Charts, Working with Built-in Functions :Use the IF function. ,Use the SUMIF function. ,Use the nested IF function,Use the lookup (VLOOKUP, HLOOKUP) functions

**Unit IV:**

Presenting Data: Structure data using Sort & Filter,Use advanced filtering.  Present data in a table,Manage data.  , Validate cell entries,Create a PivotTable.,Rearrange a PivotTable.,Format a PivotTable.  Analyze Data Using Pivot Charts.

**Unit V:**

Using Analytical Options and Macros**: Use** the Goal Seek and Solver.  Create a Macro,Edit a Macro,Apply Conditional Formatting,Add Data Validation Criteria,Update a Workbook’s Properties,Modify Excel’s Default Settings,Create data tables,Use scenarios,Use macros to automate complex and repetitive tasks,Add a Macro Button to the Quick Access Toolbar,Use Visual Basic Editor to edit a macro.

**St. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM**

**COMPUTER SCIENCE**

**CERTIFICATE COURSE**

**WEB DESIGNING USING HTML**

**Time: 3hrs**

UNIT I

Understanding HTML ,Creating a web page ,publishing HTML, Pages, Text alignment & lists ,text formatting &font control.

UNIT II

Hyperlinks, Adding more formatting, Lists, Tables,Using colors and images, Images.

UNIT III

Creating HTML forms , creating web page graphics ,putting graphics on a web page ,custom background & color.

**St. JOSEPH’S COLLEGE FOR WOMEN(A), VISAKHAPATNAM**

**DEPARTMENT OF BIOCHEMISTRY**

**ARTS & CRAFTS AND LIQUID EMBROIDERY**

**Module- 1**

**FABRIC PAINTING COURSE SYLLABUS**

1. **Basic strokes 2classes**
2. **Simple filling 2classes**
3. **Use of 2 colors 2 classes**
4. **Strokes 2 classes**
5. **Dry technique 1 class**
6. **Wet shading 1 class**
7. **Impression on different surfaces with different objects- 4 classes**

* **Vegetable impressions, stencil and many others**

1. **Tie and dye 2 classes**
2. **Finger painting 2 classes**
3. **Shading 2 classes**

**Module 2**

**CRAFTS**

**MDF A Board or canvas- with colors and 3D outlines 4 classes**

**Module 3**

**LIQUID EMBROIDERY**

**3 to 4 techniques (texturing, Mirror mainly embroidery techniques)- 5 classes**

**ASSESSMENT-**

**This is pure skill-based certificate course**

**Attendance- 10 M**

**Regularity in submission– 10M**

**Final skill assessment based on submission of arts- 30M**

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**MATHEMATICS Time: 3hrs**

**CERTIFICATE COURSE**

**BEAUTICIAN COURSE**

**Unit – I:** Types of Facials – Mini, Fruit, Gold, Bridal, Tan

**Unit – II:** Eye Brows

**Unit – III:** Hair Cuts

**Unit – IV:** Hair Styles

**Unit – V:** Types of Massages – Front Neck, Back Neck, Hands

**Unit – VI:** Pedicure

**Unit – VII:** Manicure

**Unit – VIII:** Waxing

**Unit – IX:** Henna Types

**Unit – X:** Black Henna

**Unit – XI:** Types of Makeup – Normal & Bridal

**Unit – XII:** Types of Mehendi Designs

**Unit – XIII:** Bleaching

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM**

**BEAUTICIAN COURSE**

**(Under Skill Development Program)**

**Organized by the Department of Mathematics**

**Course Duration: 30 Hours**

**Mode of Examination:** Practicals with Record

**Mode of Result:** Grades/ Credits

**Beautician**  : **Mrs. P. Sri Devi,**

Sai Devi Herbal Beauty Clinic

Railway New Colony

Near Sree Kanya Theatre,

Visakhapatnam - 530016

**Lecturer In – Charge** : **Dr. Capt. K. Sujatha**

Professor & Head,

Department of Mathematics,

St. Joseph’s College for Women(A),

Visakhapatnam - 530004

**Course Objectives :**

Women and beauty are the two words which are connected inseparably. Women can spend most of their time in perfecting their looks. This beauty consciousness has given immense opportunity for professionals to practice Beauty therapy and set up their business. Some advantages for Beautician Course are

* You will be able to open your own business or work from home
* You will be able to earn a higher salary.
* The beauty services are extremely relaxing and comfortable
* Beauty is one of the factors which determine confidence. If you look good automatically you tend to feel good.
* Better understanding of the human body.
* Better job opportunities
* Opportunities for entrepreneurship.
* Expansion of service offerings

**SYLLABUS**

1) Types of Facials - Mini, Fruit, Gold, Bridal, Tan

2) Eye Brows

3) Hair Cuts

4) Hair Styles

5) Types of Massages - Front Neck, Back Neck, Hands,

6) Pedicure

7) Manicure

8) Waxing

9) Henna Types

10) Black Henna

11) Types of Makeup – Normal & Bridal

12) Types of Mehendi Designs

13) Bleaching

**Certificate course in Hydroponics ( Soil less culture)**

**Course offered to all students (BA, B.Com, B.Sc) Excluding BBC**

**Department of Botany**

. Teaching hours : 30 Hrs

Objectives

1. Learning basic of Hydroponics

2. Learning media preparation

3.Raise the plants in soil less culture by (NFT) Culture.

Course out comes :

On successful completion of this course students will be able to

Co1: Understand importance and basic infrastructure required for hydroponics

Co2: Explain and induce interest in students for productive activities through hydroponics

Co3: Generate and promote positive attitude towards personal and self management.

Co4: Gain hands on experience in techniques on Hydroponics

Co5: Promote as microenterprises.

Syllabus

1. Introduction to Hydroponics
2. Hydroponics Definition importance
3. Basic requirement of hydroponics
4. Cultivation substrates or medium
5. Preparation, Planting and Management of seed beds
6. Nutrition of plants
7. Pest and Disease management and control
8. Cost and profitability of Hydroponic garden

**Out come**

* After completion of the programme student will have hands on training in cultivating soil less culture
* Can raise crops and learn nutrient preparation
* It interested they can run as microenterprise

References:

1. Hydroponics – Department of Agriculture, Ministry of Agriculture

2. A Growers guide to lettuce crop production using nutrient film technique in controlled environment agriculture facilities Danish, W.E. 1994

3. Popular Hydroponics- UNDP

Mode of assessment will be based on practical session at every stage by student’s practical session.

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS),VISAKHAPATNAM**

**DEPARTMENT OF ECONOMICS**

**Certificate Course Time: 30hrs**

**South Indian Classical Music Max. Marks: 50**

**Syllubs:**

**Objectives:**

**Students are able to:**

1. Bring awareness on the basics of **South Indian Classic** music.
2. Sing and knowing the philosophy of music.

**Out Comes:**

**At the end of course:**

1. It creates mental stability.
2. Relieves from stress and mental agony.
3. Improves memory.
4. Able to sing variety of songs.

Module: 1

Basic terminology in South Indian Classical music:

Nadham-Sruti-Swaram-Swara Sthanam –Sthayi-Talam-Saptha Thalamulu

Module 2:

Practicals in South Indian Classical music:

Sarali Swaramulu-Janta Swaramulu-Alankaramulu-2,3 Kalamulalo Paduta.

Module 3:

Alankaramulu- Sapta Talamulu-Tyaga Raju Kerthanalu.

Mode of Assessment:

1. Attendance (100%)- 10 M
2. Assignment – 10 M
3. Viva – 30 M

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**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**MANAGEMENT STUDIES Time:3hrs CERTIFICATE COURSE**

**CONFLICT MANAGEMENT AND NEGOTIATION SKILLS**

**Course objectives:**

1. Understand the nature of conflict and conflict management techniques.

2. Provide insights into handling behavioural issues at work place by developing an understanding of the need and dynamics of negotiation.

**UNIT – I:**

Managing conflicts: Introduction, concept of conflict, characteristics of conflict, Elements of a conflict, Functional and Dysfunctional conflict, Level of conflict, Styles of conflict resolution.

**UNIT – II:**

Conflict management techniques: Various techniques, Barriers in resolving conflicts, Managing, using, resolving conflict through negotiation.

**UNIT – III:**

Negotiation: Introduction, nature and need for negotiation, principles of negotiation, negotiation process, types and styles of negotiation; barriers in effective negotiation.

**UNIT – IV:**

Role of trust in negotiations: negotiation and IT; ethics in negotiation; cultural differences in negotiation styles; gender in negotiations; context of mediation; negotiation as persuasion.

**UNIT – V:**

Negotiation skills for effectiveness: BATNA, EATNA, interests versus positions in negotiation, challenges for effective negotiation, closing the deal and post negotiation evaluation.

**Reference books:**

1. Budjac corvette, conflict management, pearson publishers.

2. Deborah smith Pegues, confronting without offending.

3. Susan s. Raines, conflict management for managers.

4. David brown., negotiating secrets, Harper Collins publishers,2010.

5. Herb cohen, You can negotiate anything, Jaico publications House.

6. Lewicki, Roy J., David M. Saunders, and John W. Minton. Essentials of Negotiation. 2nd ed. Irwin,2000.

7. Ury, William. Getting Past No: Negotiating with Difficult People.Bantam, 1992.

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**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM**

**V SEMESTER CERTIFICATE COURSE 4 Hrs/Week**

**English For Employability Marks:100**

**SYLLABUS**

**OBJECTIVES: To enable the students to**

* Write a resume highlighting their skills and achievements
* Write a cover letter pertinent to a particular field and employer/institution
* Answer the most relevant and frequently-asked interview questions
* Create a presentation and/or exemplify skills
* Write reflections (identify data points and impact statements)
* Design and create a personal, professional portfolio

**OUTCOMES: At the end of the course the students will be able to:**

* Work ethic and open-minded perspectives
* Flexibility and adaptability
* Time management
* Leadership responsibilities

**English for Employability & Portfolio Development, Vicki Hale,**  [ewe.vhale@gmail.com](mailto:ewe.vhale@gmail.com)

**+91 8121 50 6195**

**Curriculum Overview**

This course has been designed to help undergraduate students be prepared to join the workforce or Master’s program. The focus is on English, spoken and written, in all areas below. The skill areas have been chosen based on job preparation, on-the-job presentations and 21st century skills. The students will earn a certificate from the U.S. Dept. of State and St. Joseph’s College for Women (A) – criteria are listed below. PLEASE JOIN THE GOOGLE CLASSROOM.

The Aim of the Course is: *To prepare yourself for the workforce – being able to articulate experiences, skills, passions and aspirations. To produce a resumé and a personal/professional portfolio as well as perform in interviews and presentations.*

The Portfolio section will emphasize reflection on one’s own work, discovery of strengths and weaknesses and showcasing the work that best represents the student’s aim and objective. It will be also be a collaborative effort, utilizing Padlet as a discussion platform and sharing of information and insights. There will be research into the art of portfolio design and development. Storytelling, conceptual thinking, and reflective writing will be practiced. Students will brainstorm, imagine, experiment, craft and create their own portfolio for the purpose and type that will be determined early on (process, showcase or hybrid).

**Timetable: September 12 – November 10, 2022 (3 times per week for 9 weeks)**

**Mondays, Tuesdays offline; Wednesday online (as well as independent work)**

Week 1: Sept. 12-15

Preparing for Resume writing, reflecting on biases 3 hours

Week 2: Sept. 19-21 – Independent work, categorizing

and research firm and job description 4 hours

Week 3: Sept. 26-29 Write Resumés, Cover 3 hours

Week 4: Oct. 3-6 Prepare for Interviews 4 hours

Week 5: Oct. 10-14

Interviews, LinkedIn and Ted Talks 3 hours

Week 6: Oct. 17-20 – Dealing with change 4 hours

Emotional Intelligence, Introduction to Portfolios

Week 7: Oct. 24 -27 Chapter Names, Writing Reflections 3 hours

Week 8: Oct. 31-Nov. 3. Framework of Portfolios 3 hours

Week 9: Nov. 7-10 Working on Chapters 3 hours

Total 30 hours

***To achieve certificate:***

Attendance and participation 45%

Produce a complete resume 10%

Cover letter 5%

Interview 10%

Create a TedTalk, teaching demo, or video CV 10%

Reflections for Portfolio chapters 10%

Design and produce Portfolio 10%

Certificates will be awarded to students who achieve 86% or higher.

**One-on-one meetings – Room 24 (make an appointment if possible)**

1. You can ask any questions, or
2. get help with an assignment

**REFERENCES**

**BOOKS:**

Soft Skills and Employability Skills

Agna Fernandez Sabina Pillai, (Cambridge)

EAN / ISBN13:  9781316981320. UPC / ISBN10:  1316981320

Twenty-first Century Skills: Learning for Life in Our Times

Bernie Trilling, Charles Fadel. 2012256 pages(Jossey-Bass)

EAN / ISBN13:  9781118157060. UPC / ISBN10:  1118157060

**WEBSITES:**

For Interview skills:

The Muse: <https://www.themuse.com/advice>

For resumé writing:

<https://zety.com/in/blog/how-to-write-a-resume>

<https://owl.purdue.edu/owl/english_as_a_second_language/esl_students/writing_for_an_indian_business_audience/index.html>

COVER Letters:

<https://www.thebalancecareers.com/what-to-include-in-a-cover-letter-for-a-job-2060315>

PORTFOLIOS:

<https://www.weareteachers.com/teaching-portfolio-examples/>

<https://alis.alberta.ca/look-for-work/resumes-and-references/how-to-build-a-job-portfolio/>

Various videos:

# <https://youtu.be/QCFb4BiDDcE> Unconscious bias: Stereotypical hiring practices. | Gail Tolstoi-Miller | TEDxLincolnSquare

# <https://youtu.be/YA400nwQhLE> Future of Work Is Here | Kerri Twigg | TEDxWinnipeg

# <https://youtu.be/RVmMeMcGc0Y> Amy Cuddy TED Talk - Fake it Till You Make it

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**COMMERCE Time: 3hrs**

**CERTIFICATE COURSE**

**E – FILING**

**UNIT- I: E-filing**

1. Introduction
2. Types of E-filing

**UNIT – II: PANCARD**

1. Uses
2. How to register for PANCARD (manually and online)
3. Online PAN verification

**UNIT –III: Tax calculation**

1. Basics of income tax
2. Brief about various sources of income
3. Computation of Tax on salary

**UNIT IV: Filing of ITR**

1. Generation of income Tax returns
2. How to fill ITR electronically on portal with or without digital signature
3. How to generate challans online.
4. How to pay tax through online

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**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**HINDI Time: 3hrs**

**CERTIFICATE COURSE**

**FUNCTIONAL HINDI FOR NON- NATIVE SPEAKERS**

**Functional Hindi**

A two semester course of Hindi for Non-native Speakers Dept of Hindi, SJC is organizing a course in Hindi for ‘non-native speakers’ in the campus as well for the foreign students from different countries. The Basic course will cater to the needs of those students who have had very little or no exposure to Hindi in the past.

The broad objectives of these courses will be

1. to help students overcome their inhibition to speak Hindi
2. to help them understand both, the formal and the informal Hindi
3. to equip them with such communicative skills by engaging them in meaningful conversations
4. to introduce them to basic Hindi syntactic structure and vocabulary
5. to enable them to read and understand simple Hindi texts in the beginning and complex texts by the end of the course
6. to help them write simple and better structure in Hindi

**AREAS TO BE COVERED**

1. **AREAS TO BE COVERED**
2. Sounds of Hindi and the Devanagri Alphabet
3. Conversational Hindi
4. Listening Comprehension
5. Reading Comprehension
6. Writing skills
7. Conversational Norms(Politeness)

**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**BIO – TECHNOLOGY Time: 3hrs**

**CERTIFICATE COURSE**

**MEDICAL LAB TECHNOLOGY**

**UNIT - I INTRODUCTION:**

1. Characteristics of good technician
2. Collection of body fluids. basic steps for determining drawing a blood specimen by vein puncture
3. Complications of vein puncture, blood collection by skin puncture (capillaryblood, collection of urine and preservation of body fluids)
4. Measurement of arterial pulserate, blood pressure, body temperature, lung capacity

**UNIT - II HEMATOLOGY:**

1. ABO blood grouping, Rh typing
2. Hemoglobin percentage (Hb %) in blood
3. Determination of blood components
4. Differential counting of RBC and WBC
5. ESR sedimentation rate
6. Bleeding time
7. Clotting time

**UNIT - III SERUM ANALYSIS**

1. Estimation of serum bilirubin
2. Estimation of serum cholesterol
3. Estimation of blood glucose

**UNIT-IV URINE ANALYSIS**

1. Estimation of creatinine in urine

2. Qualitative analysis of abnormal constituents in urine

* Test for albumin
* Test for reducing sugar
* Test for ketone bodies
* Test for bile pigments

3. Pregnancy test

**UNIT - V DISEASE DIAGNOSIS**

1. Malaria
2. Syphilis
3. Typhoid
4. Hepatitis B
5. HIV
6. Bone density test

ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS),VSAKHAPATANAM

PERSONALIZED PRINTNG. Online Class.

A semester course of personalized printing for students, SJC s Organizing a course of personalized printing for students in the campus. The basic course will cater to the need of those students who had very little or no exposure to personalized printing.

**The board objectives of these courses will be**

1. To help the students effectively learn editing skills.
2. To help them to understand both printing and edit process for personalized printing.
3. Students can explore different aspects of personal printing.
4. Students can learn various type of P.P, Schematic Design, entry rules for schematic entry, component layout methods.
5. Post prosing design and mug, t-shirt Documentation.
6. After completing this course students can design and their own item Printing.

**The Course will be Cover.**

* Basic Computer.
* Photo Shop Inter face
* Back ground changing
* Text Effects
* Mug printing
* Pass port size Photo making.
* Key chain Making .
* T-shirt Printing. Etc………..

**Evaluation Pattern**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Evaluation Pattern** | | | | |
| **Name of the course** | Theory | Practical | Oral | Attendance | Total |
| **Personalized printing.** | 15 | 20 | 10 | 5 | 50 |

**R Programming Course**

**No. Classes: 40 Hours**

**Mode of Examination: Theory and** Practical

**Mode of Result:** Grades

**SYLLABUS**

**R Programming:** Why R and installation procedure, Introduction –Help-Demo examples-packages-libraries-command line-data editor-R studio.

**Basics in calculation:** calculator-Built in functions Assignments, Matrics, matrix operations, missing and logical operators, conditional executions and loops**.**

**Data Management:** Sequences, repeats, sorting and ordering, Lists, vector and factor Strings, display and formatting, print and format functions.

**Data frames, Data Handing-**importing csv and tabular data files, importing data files from other software.

**Statistical Functions:** Frequency and partition values, graphics and plots, central tendency and variation box plots, skewness and kurtosis, correlation, examples of programming

**ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

**COMPUTER SCIENCE**

**WEB INTERFACE DEVELOPMENT WITH PHP AND MYSQL**

**COURSE OBJECTIVES:**

To enable the students to:

* Understanding the concept of web technologies.
* Creating web pages by using HTML.
* Applying JavaScript validations.
* Understand use of XML, MySQL and PHP in Web Technologies.

**COURSE OUTCOMES:**

Upon successful completion of the course, a student will be able to:

* Evaluate interactive web pages using html and style sheets.
* Learn real time applications using event handling with validations.
* Acknowledge providing database connectivity to web applications with examples.
* Learn web page development and build web applications.

**Unit I:**

**Web Essentials:** Internet, World Wide Web (WWW), Components of Web, Types of Websites, Role of web browser and web server, Client, Server and Communication, HTTP –request message- response message.

**HTML**: Document body, Text, Hyperlinks, formatting, List, Tables, Colours, Images and Image Maps, Frames, Forms.

**XML:** Introduction and Feature, Use of XML, XML document, Creating XML, DTD

Reading XML.

**Style Sheets**: properties and values in style sheets, Types- Internal, External, In-line style sheets.

**Unit II:**

**Java Script**:The basic variables, String manipulations, Mathematical functions, Statements, Operators and expressions, Arrays, Loops, Functions, Events and Event handlers.

**PHP:** Server side scripting, Variables, Data Types, Operators and Expression, Constants, Switching Flow, Loops, Code block and Browser Output.

**Unit III:**

**FUNCTIONS IN PHP**: Working with Functions Calling function, defining function, returning the value from user-defined functions, Creating Arrays, Array related functions, Creating objects, Instance strings manipulation in PHP, Date and Time functions in PHP.

**Unit IV:**

**Forms:** Creating forms, Accessing form input with user defined arrays, hidden fields, Redirecting a form after submission, mail, File uploads.

**Unit V:**

**MySQL and PHP:** interacting with MySQL using PHP, Performing basic database operations, (DML) (Insert, Delete, Update, Select), Setting query parameter, Working with Data.

**Text Book:**

Web Technologies HTML, CSS, JavaScript, ASP.NET, Servlets, JSP, PHP, ADO.NET,

JDBC and XML Black Book, Cogent Learning Solutions Inc.

**Reference books:**

1. Internet and World Wide Web: How to program Deitel & Deitel, PHI

2. Sams Tech Yourself PHP, MySQL and Apache. Pearson Education

# ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

**II Year CHEMISTRY TIME: 30Hrs**

**SC\*\*\* SEED COURSE Max. Marks: 100**

**21AI BATCH LEARN –MAKE- EARN**

**OBJECTIVE:** To enable students to be self employed and earn while they learn

To teach the students the skill of making and selling certain domestic utility products using readily available raw material.

**OUTCOMES:** Bythe end of the course, students will be able to

* Prepare daily utility products like sanitizer, phenoyl, candles, dhoop sticks, surface cleaning products and upcycled textile products.
* Earn through real time selling of the prepared products.

**COURSE:**

1. Low cost preparation of
2. Santizer
3. Phenoyl
4. Candles
5. Dhoop sticks/ cowdung diyas
6. Surface cleaning products
7. Upcycled textile products

**REFRENCES :**

1. J. S. S. Handbook on preparation methods for income generating products
2. <https://www.goodhousekeeping.com/home/cleaning/tips/a24885/make-at-home-cleaners/>
3. <https://www.pinterest.com/pin/348536458674795942/>
4. <https://www.pinterest.com/ideas/homemade-cleaning-products/945316813173/>
5. <https://www.bhg.com/homekeeping/house-cleaning/cleaning-products-tools/homemade-cleaners/>

**COURSE STRUCTURE:**

1. Preparation of one or two products in a three hour session for four sessions.() hours-5 products
2. Upcycling of used cloth -3hours
3. Sale 12 hours
4. Assessment -3 hours

**ASSESSMENT METHODOLOGY:**

* Preparation of any four products- 40marks
* Sale of any four products-40marks

Regularity and participation -10+10=20marks

* All students securing 50% marks are eligible for certificate
* A Grade- 81-100%
* B grade – 61-80%
* C grade-50-60%

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ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS),VISAKHAPATNAM

**Department of Commerce and Management**

SkillDevelopmentCourse

**TALLY**

**OBJECTIVES:** Student will able to understand

1. Computerized accounting, creation of ledgers, vouchers by using Tally software .

2. The customization of reports by using Tally software.

**COURSE OUTCOMES:**

**CO 1:**develop computer skills of recording financial transactions, preparation of annual accounts and reports using Tally.

**CO 2:** illustrate the accounting transactions in computerized format and find the financial result of a concern.

**CO 3:** apply the knowledge of quantitative tools and techniques in the interpretation of data for managerial decision-making.

**CO 4:** interpret financial statements as well as evaluation of stock st the end.

**CO 5: Possesses required skill and can also be employed as Tally data entry operator.**

**COURSE:**

**Module – I:** Introduction to Tally: Introduction, Software versions of Tally, Creation of a company, Gateway of Tally, Accounts Information, Groups, predefined Groups, Creation of New Groups, Creation of sub Group.

**Module – II:** Ledgers, Ledger Creation – Single and multiple Ledgers, Displaying &amp; altering Ledgers, configure Ledger, Stock Ledger, Ledgers and their Group Allocation. Vouchers –types of vouchers – recording of vouchers – entry of payment voucher, Receipt voucher, sales voucher, purchase voucher, Journal Voucher, Contra Voucher, Debit & Credit Note. Creating New Voucher types, customizing the Existing voucher types, Alternation of Voucher, Deletion of Voucher.

**Module – III:** Final Accounts: Customizing the final accounts – Profit and Loss Account, Balance Sheet.

Key board shortcuts in Tally. Generating the Reports from Tally.

**REFERENCE BOOKS:**

1. K. Kiran Kumar, Tally ERP9.

2. Tally 9 In Simple Steps, Kogent solutions Inc., John Wiley &amp; Sons, 2014.

St. Joseph’s College For Women (Autonomous), Visakhapatnam

Dept. of Sanskrit

Certificate Course

**Objectives:** To enable the students to –

1. Improve basic skills of speaking, reading and writing in Sanskrit

**Outcomes:**

1. Recognize and read short text and to translate basic sentences into and out of Sanskrit

2**.** Easily acquire wide knowledge and be effective in their interpretations

3. Gain moral and Spiritual values.

4. Gain insights on our rich Culture and Heritage

**Syllabus :**

**Unit -1**

1. Sounds of Sanskrit and the Devanagari Alphabet

2. Conversational simple Sanskrit

**Unit -2**

3. Listening comprehension

4. Reading Comprehension

**Unit -3**

5. Writing skill

6. Sanskrit Grammar

**References –**

Samskrita Bharati – Pradhama Deeksha Book, Delhi

Samskrita Bharati – Grammar Books, Bangalore

**ST. JOSEPH’S COLLEGE FOR WOMEN(A)**

**DEPARTMENT OF ZOOLOGY**

**Assistant Beauty Therapist**

**(Certificate Course)**

**OBJECTIVES**

1. Describe the general principles of a balanced diet & nutrition, emphasizing on fitness for a healthy look.
2. Explain about appearance, speech, social behavior etc.
3. Develop knowledge & professional attitude of hair, skincare, manicure, pedicure and beauty treatment
4. Equip the student with skills & knowledge to ensure for adequate measures in parlor.
5. Student can start their own beauty parlor & recruit people under that.

**COURSE OUTCOMES**

**After completing this programme, participants will be able to:**

1. **Prepare and maintain work area** and effectiveness of conducting treatments considering the standards of operation of the salon.
2. **Provide basic skin care services,** facial skin care / face clean up treatment.
3. **Carry out basic depilation services** - waxing and threading.
4. **Perform simple make up services**.
5. **Perform manicure and pedicure services** – Clean and remove dead skin and callous from hands and feet and improve the appearance of nail

**SYLLABUS:**

**Topics to be covered:**

1.General principles of a healthy and balance diet.

2. Threading

3. Pedicure

4.Manicure

5. Waxing

6. Hair Dye

7. Applying and preparation of Henna

8. Facial

Mode of Assessment: (Total 100 marks)

70 marks-Practical

30 marks-Theory

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**ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM**

**TIME: 2Hrs/week CERTIFICATE FOR BAKING COURSE**

**OBJECTIVES:** To enable the students to

* Acquire skills in the preparation of varieties of cakes, pastries and other bakery products.
* Become familiar with appropriate quality and techniques in baking.

**COURSE:**

**Course outcome:**

1. Design latest and attractive baking and confectionery recipes
2. Acquire skills and methods of preparation
3. Assess the quality of flour
4. Encourage entrepreneurship ventures in baking units

**UNIT – I:** Select**ion** of Ingredients-Quality parameters, Weights and equivalence of household measures.

**UNIT – II:** a) Preparation of cakes – Plain, sponge, muffins (cup cakes) etc.

b) Preparation of icing, glace etc. for decoration of cakes.

**UNIT – III:** Preparation of biscuits, cookies and doughnuts.

**Selected References:**

1. Mallk,R.k and Dhingra,K.C.(1981).Technotogy of bakery Products. Modern

Bakery lndustriess, Small IndustriesReseach Institute , New Delhi.

1. Sultan,W.J.(1961).Practical Baking Manual forStudents and instructors, AVI

Publishing Co. Inc., Westport, Connecticut.

1. Phllip T.E.(1983) - Modem Cookery for teaching and the Trade, Vols..l& II, Orient Longman Ltd., New Delhi.

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**ST. JOSEPH’S COLLEGE FOR WOMEN(AUTONOMOUS), VISAKHAPATNAM**

**COPYWRITING AND EDITING**

**CERTIFICATE COURSE**

**SYLLABUS Duration:2 Semesters**

**Marks:50**

**OBJECTIVES: -**

**The students will be enabled to**

* To know about different types of advertisements in present scenario
* To learn how to write a copy for advertising and books etc
* Understanding the implications of the terms in the broader contest of creating an advertisement copy and editing
* Masters the skills of copy to make a good career in copywriting

**UNIT-I: INTRODUCTION TO COPYWRITING:**Basics of copywriting; Definitions, Meaning. What is copywriting? What is copy? Who needs the copywriter, Responsibilities and characteristics of copywrite, Principles of copywriting, Types of copy?

**UNIT-II: INTRODUCTION TO ADVERTISING:** What is advertising? Role of advertising in society, Kinds of advertisements, advertising as career, origin and growth of advertising, code of ethics in advertising, ASCI, Ad agency, Function of Ad agency in present scenario.  
**UNIT-III: CAMPAIGN:** Campaign planning, Creative in ad campaign, Phases of campaign creation, Advertising appeals, In-door advertisements, Out of home Advertisements.

**UNIT-IV: COPYWRITING FOR VARIOUS MEDIA:** Copywriting for Radio, Copywriting for Print media, Copywriting for TV, Writing for Blogs, Language of copywriting, Art of Advertising language, Language Tools, headlines, captions etc.

**UNIT-V: LAYOUT IN ADVERTISEMENAT:**What is Layout, Requisites of an Effective Layout, Balance and Movements in Layout, Weight and Impact, Designing an effective Advertisement.

**REFERENCES:**

1. S.A. Chunawala, Keval J. Kumar, K.C. Sethia, (1994); Advertising theory and practice, Himalaya Publishing, Mumbai
2. Arvind Korba, Advertising, Kalyani Publishers, Jullunder, New Delhi.
3. Chunnawala, Reddy, Appanniah, (2001); Advertising and Marketing Research, Himalaya Publishing House, Mumbai.