



A.D.M. COLLEGE FOR WOMEN

(Autonomous)

Affiliated to Bharathidasan University

(Nationally Accredited with "A" Grade by NAAC – 3rd Cycle)

NAGAPATTINAM 611 001.

POST GRADUATE & RESEARCH DEPARTMENT OF MATHEMATICS

SHORT TERM CERTIFICATE COURSE

SYLLABUS

(2020 – 2021 BATCH)

Statistical Programming (USING SPSS)

Semester : VI

No. of Hours: 30

1. Mean, Median and Mode
2. Standard Deviation
3. Simple Bar Diagram
4. Multiple Bar Diagram
5. Histogram
6. Pie Diagram
7. Kurtosis
8. Skewness
9. Correlation
10. Rank Correlation
11. Regression
12. Paired t – test
13. Chi square test for goodness of fit.

N. Sarala

Signature of HOD

PG DEPARTMENT OF COMPUTER SCIENCE
SHORT TERM CERTIFICATE COURSE 2020-2021
OFFICE PACKAGES & ANIMATION LAB

Semester : VI

No. of Hours: 30

MS-WORD

1. Text Manipulation – Change the font size and type, Aligning and Justification of text, Underlining the text, indenting the text
 - a) Prepare a Bio-data
 - b) Prepare a letter
2. Using Bullets and Numbering in Paragraphs, Footer and Header, Finding and Replacing Text and Checking Spelling
 - a) Prepare any document
 - b) Prepare any document in newspaper format
3. Tables and Manipulations – Creation, Insertion and Deletion (Rows and Columns) and Usage of Auto Format
 - a) Create a Mark sheet and find total mark, average and result
 - b) Create a calendar and Auto Format it.
4. Picture Insertion and Alignment - Prepare a handout
5. Using Mail Merge
 - a) Prepare a business letter
 - b) Prepare an invitation

MS-EXCEL

1. Usage of Formulae and Built-in Functions.
2. Editing Cells and Using Commands and Functions
3. Moving and Copying, Inserting and Deleting Rows and Columns
4. Paybill Preparation

MS-POWERPOINT

Preparation and Manipulation of Slides

MACROMEDIA FLASH

1. Create an animation to represent the growing Moon.
2. Create an animation to indicate a ball bouncing on steps.
3. To Simulate Movement of a Cloud
4. Create an animation with the following features.
WELCOME
 - a) Letters should appear one by one
 - b) The fill color of the text should change to a different color after the Display of the full word.
5. To Change A Circle Into a Square Using Flash.

GIMP (Photoshop Equivalent)

1. Designing Pictures using Paint Tools
2. Designing Text using Text Tools
3. Designing an Employee or Student ID card
4. Design an invitation for a conference
5. Design a photograph applying Filter effects



Signature of HOD

Dr.K.ARUL MARIE JOYCEE, M.C.A.,
M.Phil, B.Ed, Ph.D.,
Head & Assistant Professor of Computer Science
PG Department of Computer Science
A.D.M. College for Women (A), Nagapattinam.

A.D.M COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM
PG & RESEARCH DEPARTMENT OF ZOOLOGY
SHORT TERM CERTIFICATE COURSE - SYLLABUS
AQUARIUM FISH KEEPING

Semester : VI

No. of Hours: 30

UNIT - I

Introduction to Aquarium fish keeping: The potential Scope of Aquarium fish Industry as a cottage Industry. Exotic and endemic species of aquarium fishes.

UNIT - II

Biology of Aquarium fishes: Common characters and sexual dimorphism of fresh water and marine Aquarium fishes such as Guppy, Molly, Sword tail, Gold fish, Angel fish, Blue morph, Anemone fish and Butterfly fish.

UNIT - III

Food and feeding of Aquarium Fishes: Use of live feed organism, preparation and composition of formulated fish feeds.

UNIT - IV

Fish Transportation: Live fish transport – Fish handling, Packing and forwarding techniques.

UNIT - V

Maintenance of Aquarium: General Aquarium maintenance – bought for setting up an Aquarium fish farm as a cottage Industry.

Text Book

1. Aquarium fish: A definitive Guide to identifying and keeping freshwater and Marine fishes by Gina Sandford and Mary Bailey.

Reference Book:

1. Freshwater Aquarium by David Alderton
2. Aquarium Fish by Dick Mills



Signature of the HOD

P.G. & RESEARCH DEPARTMENT OF COMMERCE

SHORT TERM CERTIFICATE COURSE

DISASTER MANAGEMENT

Maximum : 100 Marks

Instruction Hours : 30

Exam. Hours : 3

Objective: To impart knowledge on various types of disasters and its efficient management

UNIT I

Introduction

Disaster Management -Disaster- Meaning-importance of managing disasters- Plan for Disaster Management –Managing relief measures- Types of disaster. **6 Hrs.**

UNIT II

Natural Disasters:

Natural Disasters – Types –Windstorms- Floods-Earthquakes- Avalanches –Tsunamis – Volcanic Eruptions- Global Warming–Forest fires – Insect swarms- Asteroid Impacts – Extreme Temperature **6 Hrs**

UNIT III

Man-made Disasters:

Accidental Disasters – Technological Hazards - Industrial hazards, structural collapse, power outage - fire– Hazardous Materials- Radiation – Social Disasters, Hijacking, Riots, Crowded Rushes -Political Disasters -Bombings, Shooting and hostages- Terrorism **6 Hrs.**

UNIT IV

Managing the Disaster

Disaster Management - Disaster Management at local level – Government’s role in Disaster Management – Role of Remote sensing-Components of disaster management- Key factors - Co-operation and Co-ordination- Managing disaster in Coastal areas **6 Hrs.**

UNIT V Impact of Disasters and Relief and Rehabilitation:

Psychological Impact of Disasters – Principles of Psychological intervention following disasters –Specific intervention techniques –Stress reduction techniques - Relief and Rehabilitation – Poverty reduction and Disaster Management – Effects of disasters in specific groups. **6 Hrs**

Books for reference:

1. Mukesh Dhunna., Disaster Management, Vayu Education of India, 2/25, Ansari Road, Daryaganj, New Delhi-2
2. Dr.K.Kumarasamy, Environmental Studies. Jazym Publications,1- Post Office Street, Kajamalai, Tiruchirapalli -23

P.G. & RESEARCH DEPARTMENT OF COMMERCE
SHORT TERM CERTIFICATE COURSE
E-BANKING

Maximum : 100 Marks

Instruction Hours : 30

Exam. Hours : 3

Objective: To impart practical knowledge on the e-banking practices as a move towards paperless currency.

UNIT : I Electronic Banking

E-Banking – Meaning – Definition – Merits and Demerits of E-Banking- Traditional Vs. E-Banking - E-Wallet – Payment Gateway

6 Hrs.

UNIT: II Online Banking

Online Banking - concept and meaning- need for paperless currency- the electronic delivery channels- Automatic Teller Machine (ATM) –Recycler - Electronic Fund Transfer(EFT)- uses - Tele-banking- Banking on home computers

7 Hrs.

Unit : III E-Banking in India

E-Banking in India- basic requirements for e-banking – Govt. Initiatives for Cashless transactions - the future of e-banking in India

5 Hrs.

Unit : IV E-Banking - Practical

Practical knowledge on using ATM and EFT, Cash Depositing Machine, Pass Book entry Machine, Password changing, Point of Sale (POS) machine, working knowledge of online bill payment- insurance premium, electricity bill, phone bill, ticket booking, online shopping

7 Hrs.

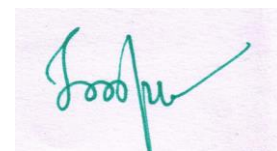
Unit : V E-Banking Security

E-Banking Security- Introduction need for security –Security concepts – OTP – PIN – Digital Signature – Issues and Remedies

5 Hrs.

Reference Books

1. C.S. Rayudu, E-Business, Himalaya Publishing House
2. Roger Hunt & John Shelly, Computers and Common sense
3. Bhushan Dewan, E-Commerce



Signature of the HOD