



CRITERIA-1
1. CURRICULAR ASPECTS

1.2.1: Certificate Courses: Brochures, Syllabus and Outcomes.

2018-19

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قسم اللغة العربية وآدابها
DEPARTMENT OF ARABIC
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(Affiliated to University of Calicut)

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Details of Certificate Course- 2018-19

(Basic Communication Skills in Arabic)

1. Brochure





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2. Syllabus

Department of Arabic
W.M.O. Arts & Science College
Muttill, Wayanad, Kerala

Syllabus of

Certificate Course

Course Name:

Basic Communication Skills in Arabic

Academic Year: **2018 -2019**



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Introduction

Arabic language is one of the most popular language worldwide, Arabic language is quite attractive that people love to learn it and this is one of the reasons that it became very popular language in the world. Arabic language is comparatively much easier to learn. Arabic ranks at sixth position in the world's league table of languages along with 186 million native speakers. Learning of Arabic language opens up many employment avenues and possibilities in several different industries such as oil, travel & Tourism, Finance, Banking, Teaching, industrial Collaborations, Hospitality Management, Information Technology, Court Affairs, Emigration, translation & interpretation fields.

This course designed to Introduce Modern Standard Arabic Language to beginners and non-Arabic learners and to acquire them the Fundamental Communication Skills of Reading, Writing, Listening and Writing. The course has introduced a flexible system of certificate programme. The authority has given consent to offer good facilities to run this course.

Objectives

- ❖ To Understand the elementary Components of Arabic Language
- ❖ To acquire Basic Knowledge in Communicative Arabic
- ❖ To get acquaint with the Colloquial usages of Modern Arabic
- ❖ enhance non-Arabic learners

Course Duration: 30 hours

Course Outline



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Module-I: Basics of Arabic Language

Arabic Alphabets – History of Arabic Language – Components of Arabic Language – Basic Patterns of Structure and Vocabulary of Arabic Language

Module-II: Basic Usages in Arabic Language

Terminology and Modern Arabic Usages for Various Occasions – Cardinal and Ordinal Numbers, Days and Month, Date and Time – Common Adjectives – Useful Verbs – Common Phrases and Expressions – Common Terms in the Field of Commerce, Business, Tourism, Science & Technology, Medicine and Journalism

Module -III: Basic Skills in Communicative Arabic

Versatile Occasions: Greetings, At the Airport, in the Hotel, in the College, in the Office, At a walk-in- Interview, on the telephone, in the Bank, At the Hospital, In the Market

Module -IV: Basic Skills in Written Arabic

An Introduction to Written Arabic: Fundamental Arabic Structure and Usages in Written Arabic

Asil Kalathingal
Course Coordinator

Dr. Najmuddeen. P
HoD



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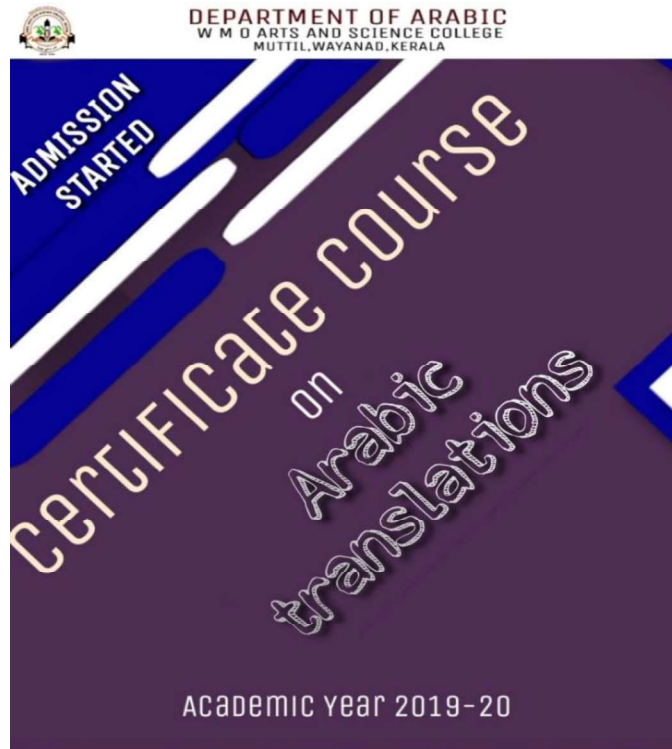
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Details of Certificate Course- 2019-20

(Translation in Arabic)

1. Brochure





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2. Syllabus

Department of Arabic
WMO Arts & Science College
Muttil, Wayanad, Kerala

Syllabus of

Certificate Course

Course Name:

ARABIC TRANSLATION

Academic Year:2019-20



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This course designed to ensure that, graduates who pass out after completing this course would have knowledge, skills and aptitude for gainful employment in translation Fields, the wage sector in Arabian Gulf countries and for self-employment. As Arabic is an International language, the non-Arabic learning students can also take benefit from this course. The course has introduced a flexible system of certificate programme; which run parallel to the conventional B.A., B. Com and B.Sc. degrees. The authority has given consent to offer good facilities to run this course.

Objectives

- ❖ To Improve Translation skills
- ❖ To introduce Arabic language to non-Arabic students
- ❖ To introduce career and market-oriented, skill enhancing capacity in the field of competitive IT world.



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- ❖ To introduce the basic knowledge on translation from Arabic to English and vice versa
- ❖ This course has utility for job, self-employment and empowerment of the students.

Course Outline

MODULE -I

Unit- I

Introduction of Translation, Translation and Its Definition, Types of Translation, Problems of Translation

Unit-II

Practical Approach, Common Words, Phrases and Usages, Types of Sentence

Unit-III

Advanced Translation, Normal Translation, Legal Translation, Business Translation

Unit-IV

Communication Skill in Arabic, Correspondence, Greetings and Wishes, SMS and E- mail, News Reports

MODULE-II

Unit-I

Common Terms and Expressions

Unit-II

Commercial and Business Terms

Unit-III

Political and Economic Terms



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Unit-IV

Health and Sports Terms

MODULE-III

Unit-I

Common Technics and Strategies in Translation

Unit-II

Model of Various Certificates Translation

Unit-III

Model of Legal Documents Translation

Unit-IV

Model of Literary Translation

Dr. Muhammed Sayeed MK

Course Coordinator

Dr. Najmuddeen. P

HoD



CERTIFICATE COURSE IN V.A.T.

ELIGIBILITY:
Final year B.Com student

ADMISSION PROCEDURE:
Interested students has to apply offline via Department

CERTIFICATION:
The candidates successfully completing the Course shall be awarded a Certificate in the appropriate form by SSI

COURSE DURATION:
30 Hours

EXAMINATION ASSESSMENT:
Offline practical examination in campus

STUDY MATERIAL:
The candidates after registration shall be provided study material in soft copy.

The course gives a comprehensive insight about principles of VAT as well as other nuances of the indirect tax regime. It enables the candidate to gain an understanding of VAT concept and its implementation and apprise them about the current developments with respect to VAT.

DATE:
01/10/2018



**FOR MORE
DETAILS CONTACT:
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9947115642**

BCOMCA83@GMAIL.COM

Value Added Tax

Course Syllabus and details

COURSE DETAILS		
<i>Study program</i>	Accounting and Finance	
<i>Course title</i>	Value Added Tax	
<i>(Number of hours allocated)</i>	30	
<i>Course status</i>	Certificate Course	
<i>Year of study</i>	Third B. Com	
<i>Total lesson hours per semester</i>	Lectures	30
	Practical	30

COURSE DESCRIPTION

<i>Course Objectives:</i>	<ul style="list-style-type: none"> • Explain the concept and role of value added tax in the tax system. • Explain the regulatory framework for value-added tax. • Understand the basic concepts and calculation of tax base and rate • Prepare tax reports.
<i>Learning outcomes</i> <i>On successful completion of this course, student should be able to:</i>	<ol style="list-style-type: none"> 1. Define the subject of taxation the value added tax. 2. Describe ways of applying the basic rules for the application of the VAT system. 3. Applicable tax regulations in determining the tax base distinguish specific calculation of VAT rates. 4. Compare specific calculation for individual business areas. 5. Connect knowledge and prepare tax returns of value added tax.
<i>Course content</i>	<p>Conceptual definition of value added for the purpose of taxation. Subject to taxation. Tax base. Tax rates. Taxpayers. Continued tax liability. Input tax deduction. Settlement of taxes and tax liabilities. Tax return. The basic rules for the application of the VAT system. Exemption from payment of VAT. Example VAT rate of 5% and the rate of 13%. Export liberation. Taxation own consumption.</p> <p>Taxation granted and deposits received. The application of VAT in certain sectors. Filing a value added tax. Keeping records and monitoring. Books outgoing invoices. Book entry accounts.</p> <p>Fundamental instrument in the VAT system.</p>

Valuation Methods

Indicators checks - final exam (first and second examination date)	Performance $A_i(\%)$
Practical exam (written)	60 - 100
Theoretical exam (written and/or oral)	60 - 100
<i>Previous activities</i> <i>(include class attendance and participation, and term work)</i>	60-100
Indicators checks - final exam (third and fourth examination date)	Performance $A_i(\%)$
Practical exam (written)	60 - 100
Theoretical exam (written and/or oral)	60-100
<i>Previous activities</i> <i>(include class attendance and participation, and term work)</i>	60 - 100

PERFORMANCE AND GRADE		
Percentage	Criteria	Grade
60% - 69%	<i>basic criteria met</i>	sufficient (2)
70% - 79%	<i>average performance with some errors</i>	good (3)
80% - 89%	<i>above average performance with a minor errors</i>	very good (4)
90% - 100%	<i>outstanding performance</i>	outstanding (5)



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- Automatic updates based on latest content release
- Learn across multiple devices
- Offline content access on App

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Chapter 1: Fundamentals of Accounting -

- ❖ Introduction
- ❖ Accounting Terms
- ❖ Accounting Assumptions, Concepts and Principles
- ❖ Assumptions
- ❖ Concepts
- ❖ Principles
- ❖ Double Entry System of Accounting
- ❖ Types of Accounts
- ❖ The Golden Rules of Accounting
- ❖ Source Documents for Accounting
- ❖ Recording of Business Transactions
- ❖ The Accounting Equation
- ❖ Recording of Transactions in Books of Original Entry/Journal
- ❖ Use of Debit and Credit
- ❖ Rules of Debit and Credit
- ❖ Recording of Business Transactions in Journal
- ❖ Ledger
- ❖ Need for Ledger
- ❖ Differences between a Journal and a Ledger
- ❖ Classification of Ledger Accounts
- ❖ Posting from Journal
- ❖ Trial Balance
- ❖ Methods of Preparation
- ❖ Subsidiary Books & Control Accounts
- ❖ Cash Book
- ❖ Single Column Cash Book
- ❖ Double Column Cash Book
- ❖ Three Column Cash Book
- ❖ Petty Cash Book
- ❖ Purchase (Journal Book)
- ❖ Purchases Return (Journal Book)
- ❖ Sales (Journal Book)
- ❖ Sales Return (Journal Book)
- ❖ Journal Proper
- ❖ Control Accounts
- ❖ Financial Statements
- ❖ Trading and Profit & Loss Account
- ❖ Trading Account
- ❖ Profit & Loss Account
- ❖ Balance Sheet
- ❖ Types of Assets and Liabilities included in a Balance Sheet
- ❖ Key Takeaways

Chapter 2: Maintaining Chart of Accounts in Tally.ERP

- ❖ Introduction
- ❖ Getting Started with Tally.ERP9
- ❖ Mouse/Keyboard Conventions
- ❖ Company Creation
- ❖ Shut a Company
- ❖ Select a Company

- ❖ Alter Company Details
- ❖ Company Features and Configurations
- ❖ F11: Company Features
- ❖ F12: Configuration
- ❖ Chart of Accounts
- ❖ Ledger
- ❖ Group
- ❖ Ledger Creation
- ❖ Single Ledger Creation
- ❖ Multi Ledger Creation
- ❖ Altering and Displaying Ledgers
- ❖ Group Creation
- ❖ Single Group Creation
- ❖ Multiple Group Creation
- ❖ Displaying Groups and Ledgers
- ❖ Displaying Groups
- ❖ Display of Ledgers
- ❖ Deletion of Groups and Ledgers
- ❖ Key Takeaways

Chapter 3: Maintaining Stock Keeping Units (SKU)

- ❖ Introduction
- ❖ Inventory Masters in Tally.ERP9
- ❖ Creating Inventory Masters
- ❖ Creation of Stock Group
- ❖ Creation of Units of Measure
- ❖ Creation of Stock Item
- ❖ Creation of Godown
- ❖ Defining of Stock Opening Balance in Tally.ERP 9
- ❖ Stock Category
- ❖ Reports
- ❖ Key Takeaways

Chapter 4: Recording Day-to-Day Transactions in Tally.ERP

- ❖ Introduction
- ❖ Business Transactions
- ❖ Source Document for Voucher
- ❖ Recording Transactions in Tally.ERP9
- ❖ Accounting Vouchers
- ❖ Receipt Voucher (F6)
- ❖ Contra Voucher (F4)
- ❖ Payment Voucher (F5)
- ❖ Purchase Voucher (F9)
- ❖ Sales Voucher (F8)
- ❖ Debit Note Voucher
- ❖ Credit Note (Ctrl+F8)
- ❖ Journal Voucher (F7)
- ❖ Key Takeaways

Chapter 5: Accounts Receivable and Payable Management

- ❖ Introduction
- ❖ Accounts Payables and Receivables
- ❖ Maintaining Bill-wise Details
- ❖ Activation of Maintain Bill-wise Details Feature
- ❖ New Reference
- ❖ Against Reference
- ❖ Advance
- ❖ On Account
- ❖ Stock Category Report
- ❖ Changing the Financial Year in Tally.ERP 9
- ❖ Key Takeaways

Chapter 6: MIS Reports

- ❖ Introduction
- ❖ Advantages of Management Information Systems
- ❖ MIS Reports in Tally.ERP 9
- ❖ Trial Balance
- ❖ Balance Sheet
- ❖ Profit and Loss Account
- ❖ Cash Flow Statement
- ❖ Ratio Analysis
- ❖ Books and Reports
- ❖ Day Book
- ❖ Receipts and Payments
- ❖ Purchase Register
- ❖ Sales Register
- ❖ Bills Receivable and Bills Payable
- ❖ Key Takeaways

Chapter 7: Goods and Services Tax (GST)

- ❖ Introduction
- ❖ Goods and Services tax (GST).
- ❖ Key Takeaways

Chapter 8: Recording Vouchers with TDS (Tax Deducted at Source)

- ❖ Introduction
- ❖ Basic Concepts of TDS
- ❖ TDS in Tally.ERP 9
- ❖ Activation of TDS Feature in Tally.ERP 9
- ❖ TDS Statutory Masters
- ❖ Configuring TDS at Group Level
- ❖ Configuring TDS at Ledger Level
- ❖ Booking of Expenses in Purchase Voucher
- ❖ TDS Report
- ❖ Key Takeaways



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DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE

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WMO ARTS AND SCIENCE COLLEGE, MUTTIL

DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE ON

DETERGENTS AND HAND SANITIZER MAKING

Academic year: 2018-19

No. of Hours: 30

Course Co-ordinator: Nidhisha V

Course Objectives

The objective of this certificate course is to provide students with an overview of the role of chemistry in society, manufacturing processes of soap, detergents, hand wash, and hand sanitizers, introduction to pharmaceutical chemistry, and analytical chemistry. Students will gain an understanding of the scientific principles behind these processes, and the importance of sustainability and quality control in manufacturing and analysis.

Syllabus

Module 1: Chemistry in Service of Humanity

Chemistry and society - Chemistry and sustainable development- Green chemistry and sustainability- Chemistry in energy and environment- Chemistry in health and medicine.

Module 2: Manufacture of Soaps, Detergents, Hand Wash, and Hand Sanitizer

Soap making chemistry and techniques-Types of soap: Hard soap, soft soap, transparent soap- Detergent chemistry and manufacturing processes-Hand wash and hand sanitizer chemistry and formulations- Quality control and analysis of soap, detergent, hand wash, and hand sanitizer.

Module 3: Introduction to Pharmaceutical Chemistry

Introduction to pharmacology and pharmaceutical chemistry-Drug discovery and development-Drug delivery systems and formulations-Pharmacokinetics and pharmacodynamics-Pharmaceutical analytical techniques.

Module 4: Analytical Chemistry in Service of Humanity

Analytical techniques for chemical analysis-Qualitative and quantitative analysis-Instrumental methods of analysis: Spectroscopy, chromatography, mass spectrometry- Quality assurance and quality control in chemical analysis-Applications of analytical chemistry in industry and research.

Course Outcome

- *Understand the role of chemistry in service of humanity*
- *Understand the manufacturing processes of soap, detergents, hand wash, and hand sanitizers*
- *Understand the principles of drug discovery and development, and pharmaceutical analytical techniques*
- *Analyze chemical samples using various analytical techniques*
- *Understand the importance of sustainability and quality control in chemical manufacturing and analysis.*



WMO ARTS AND SCIENCE COLLEGE, MUTTIL
DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE

ENVIRONMENTAL CHEMISTRY

STARTING FROM OCTOBER 2018

Join the Course for a Greener Tomorrow:
Unleash the Power of Environmental Chemistry!

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DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE ON ENVIRONMENTAL CHEMISTRY

Academic year: 2018-19

No. of Hours: 30

Course Co-ordinator: Sonima V

Course Objectives

The objective of this certificate course is to provide students with an understanding of the chemical processes that occur in the environment, and the impact of human activities on the environment. Students will learn about the sources, transport, fate and effects of environmental pollutants. The course will also provide students with an introduction to environmental regulations and policies.

Syllabus

Module 1: Introduction to Environmental Chemistry

Overview of environmental chemistry-Natural and anthropogenic compounds in the environment-Environmental transport and fate of pollutants-Chemical equilibrium and kinetics in the environment-Thermodynamics in environmental systems

Module 2: Sources and Types of Environmental Pollution

Water pollution-Air pollution- Soil pollution Agricultural pollution-Industrial pollution-Noise pollution- Waste disposal and management- Waste management systems-Waste-to-energy technologies-Life-cycle assessment of waste management.

Module 3: Analytical Techniques in Environmental Chemistry

Sampling techniques-Chemical analysis of environmental samples-Interpretation of analytical results.

Module 4: Global Environmental Issues

Climate change and greenhouse gases-Greenhouse effect-Global warming-Carbon cycle-Climate models-Impacts of climate change-Ozone depletion-Montreal Protocol and its amendments-Acid rain chemistry.

Module 5: Environmental Regulations and Policies

International, national and local environmental regulations-Environmental policy and decision making-Case studies of environmental problems and solutions.

Course Outcome

- *Understand the chemistry of natural and anthropogenic compounds in the environment.*
- *Analyze environmental samples and interpret the results.*
- *Identify sources of environmental pollution and evaluate their impact on the environment.*
- *Identify various global environmental issues and impacts.*
- *Evaluate environmental policies and regulations and propose solutions to environmental problems.*



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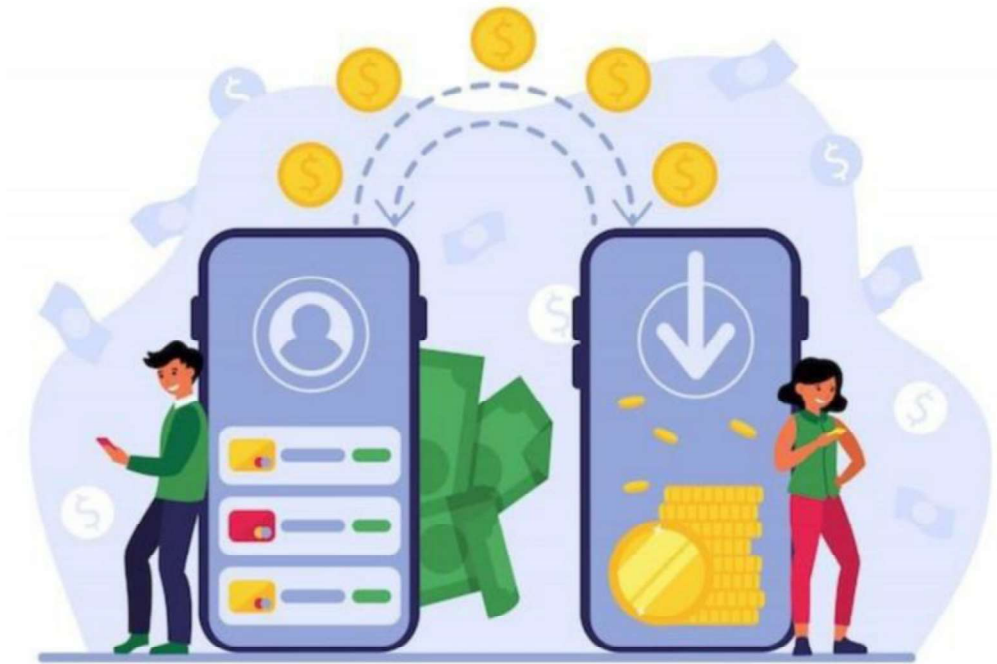
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website: www.wmocollege.ac.in

WMO Arts and Science College, Muttil

PG DEPARTMENT OF COMMERCE

2018 - 2019



CERTIFICATE COURSE ON

E - BANKING



PG Department of Commerce
WMO Arts & Science College, Muttill

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P.O. MUTTIL, WAYANAD, KERALA - 673122

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Certificate Programme 2018-2019

E-banking

Course Objective

To impart knowledge about how to apply the computer-oriented skills in practical banking system

Course Outcome

It provides a comprehensive knowledge about the practical aspects of banking system

SYLLABUS

Module I: Electronic banking: introduction-traditional Vs E-banking- meaning, definition of E-Banking, Nature- Need- Merits and Demerits and constraints in E banking (Hour: 7)

Module II: Modes of E-banking: electronic delivery channels-Automatic Teller Machine (ATM) at home- Electronic Fund transfer (EFT)-Electronic Money Transfer(EMT)- Financial Transaction Terminals (FTT) MICR and Cheque-use of mobile technology in Banking system –modes – Google Pay-Paytm-Phone pay-Crypto system (Hour:15)

Module III: E banking security-introduction- need for security- security concepts- findings on security – Attack- legislation for E banking (cyber laws) (Hour: 8)

WMO Arts & science College, Muttil
Department Of Computer Science
Certificate Course - 2018-19

Brochure



WMO Arts and Science College

Hardware Assembling and Installation
Certificate course 2018-2019



Course Objective

1. Understand the Fundamentals: Gain a solid understanding of computer hardware components, their functions, and how they interact with each other to form a computer system.
2. Develop Assembly Skills: Learn the practical skills required to assemble and disassemble computer hardware components, including safely handling sensitive parts, using appropriate tools, and following proper installation procedures.
3. Demonstrate Troubleshooting Abilities: Develop the ability to diagnose and troubleshoot common hardware issues that may arise during assembly or while operating a computer system. Learn how to identify faulty components, resolve hardware conflicts, and implement effective troubleshooting strategies.

Course outcome

1. Knowledge of Hardware Components: Students should gain a solid understanding of the various hardware components that make up a computer system, including the CPU, motherboard, memory, storage devices, power supply, and peripherals.

2. Assembly Skills: Students should develop the skills necessary to assemble a computer system from scratch. This includes learning how to properly install and connect hardware components, such as attaching the CPU to the motherboard, inserting RAM modules, connecting storage devices, and configuring peripheral devices.

3. Troubleshooting and Problem-Solving: Students should acquire problem-solving skills to diagnose and resolve hardware-related issues. This involves identifying common hardware problems, such as loose connections or faulty components, and applying appropriate troubleshooting techniques to rectify them.

SYLLABUS

1. Introduction about Computer

- 1.1. Basics of computer
- 1.2. Organization of computer.
- 1.3. Software and hardware.
- 1.4. Input/output devices.

2. Basic networking concepts,

- 2.1 Network topologies:
 - 2.1.1 LAN, WAN, MAN, PAN, CAN.
- 2.2 Networking Model
 - 2.2.1. The OSI model
 - 2.2.2. TCP/ IP Model
- 2.3 Network adapters.
- 2.4 Introducing protocols.
- 2.5 Cabling and troubleshooting.
3. Introduction to various networking devices:
 - 3.1. Routers.
 - 3.2. Switches.
 - 3.3. Modems.
 - 3.4. Hubs etc.
 - 3.5. Wired and Wireless technology.

4. Inside the PC:

- 4.1. Opening the PC and identification.
- 4.2. Study of different blocks,
- 4.3. Assembling and disassembling.

5. Network basic and configuration:

- 5.1. Setting IP addresses,
- 5.2. Sharing files and folders.
- 5.3. Network troubleshooting.
- 5.4. PING test, ipconfig etc.

6. Introduction to Operating Systems

6.1. Types of Operating Systems

6.1.1. Microsoft Window

6.1.2. UNIX, Linux, Mac OS,



DEPARTMENT OF ELECTRONICS WMO ARTS & SCIENCE COLLEGE

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website: WWW.wmocollege.ac.in

SYLLABUS FOR HOUSE WIRING TECHNIQUES

Academic Year : 2018-19

Course coordinator: Abdul Rasheed

Estimated Duration : 30 Hrs.

Aim & Objective of the Course: To make understand the students on electrical wiring and house hold equipment's preliminary maintenance and precautions.

- Properties of popular conductors & Insulators.
- Voltage Current Power Energy concepts & relations.
- Basic principles of generation of electricity.
- Various Techniques of electrical energy Generation.
- Measuring Equipment's in the electrical Field in Brief Wireman safety and equipment safety
- Commercial Distribution of electric energy.
- Transformer, Electrical distribution methods brief ideas.
- Types of wiring in brief
- Wires and cables selection in house wiring.
- Load, watts , safety measures
- Simple drawing concepts on house wiring
- Boq preparation
- Main switch boards, sub switch boards ,
- Permissible load, MCB, MCCB ISOLATOR
- Conduits (Open and concealed) , and earthing ; need of earthing
- Earthing techniques and measurements
- Different kind of wiring connections, 1 way 2 way series parallel etc. and testing of wiring.
- Familiarisation of various house hold equipment's
- Iron Box, Mixer, Grinder, Fan, Fridge, electrical specifications
- Primary testing of coils and other components like capacitor, ignition, and overload protection switches etc.
- Over all testing of equipment using Multi meter.
- Self-assessment on the training and experience sharing.

Course Coordinator : Abdul Rasheed

Head of the Department : Siby Joseph



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SYLLABUS FOR STRUCTURED CABLING TECHNIQUES

Academic Year:2019-20

Course coordinator: Abdul Rasheed

Estimated Duration: 30hrs.

Aim & Objective of the Course: To make understand the students on Computer network cabling and connectivity basics and preliminary maintenance techniques and aspects to support an office while installation and maintenance of computer related technical problems.

1.Introduction (4 topics)

- What structured cabling is ■ Networks ■ Definitions ■ Why cabling is important

2.Evolution (5 topics)

- Older systems ■ ,Insulated cables ■ , Computer systems ■ ,Topologies ■ , Ethernet ■

3.Testing (5 topics)

- Testing to standards ,Using Cat 5/6 testers ,Setting up ■ Test parameters ,Interpretation of results.

-

4.Voice Systems (5 topics)

- ■ Components of a network ■ Telephone cables ■ Colour codes ■ DPs ■

Integration of voice over data

5.Practical exercises (3 topics)

- ■ Terminating RJ45 connectors ■ Terminating into patch panels ■ Testing installed cabling

6.Shielded Systems (4 topics)

- ■ Shielded cables ■ FTP and shielded connectors ■ EMC and EMI ■ Earth and bonding

7.Cables (8 topics)

- ■ Copper cables ■ UTP ■ Cable categories ■ Cat 5 ■ Cat 5e ■ Cat 6 ■ Link classes ■ Shielded cables ■

8.Components (5 topics)

- ■ Datacomms components ■ RJ45 connectors ■ Cabinets ■ Patch panels ■ Voice components

9.Standards and Generic Cabling (7 topics)

- ■ Evolution of standards ■ Template for structured cabling ■ Cabling sub-systems ■ Links Channels ■ Benefits and drawbacks ■ Philosophy

10.Installation and Termination (6 topics)

- ■ Safety considerations ■ Installation guide lines ■ Cable containment ■ Termination ■ Wiring schemes ■ Termination in patch panels

Course Coordinator : Abdul rasheed

Head of the Department : Siby Joseph



DEPARTMENT OF ENGLISH
WMO ARTS & SCIENCE COLLEGE

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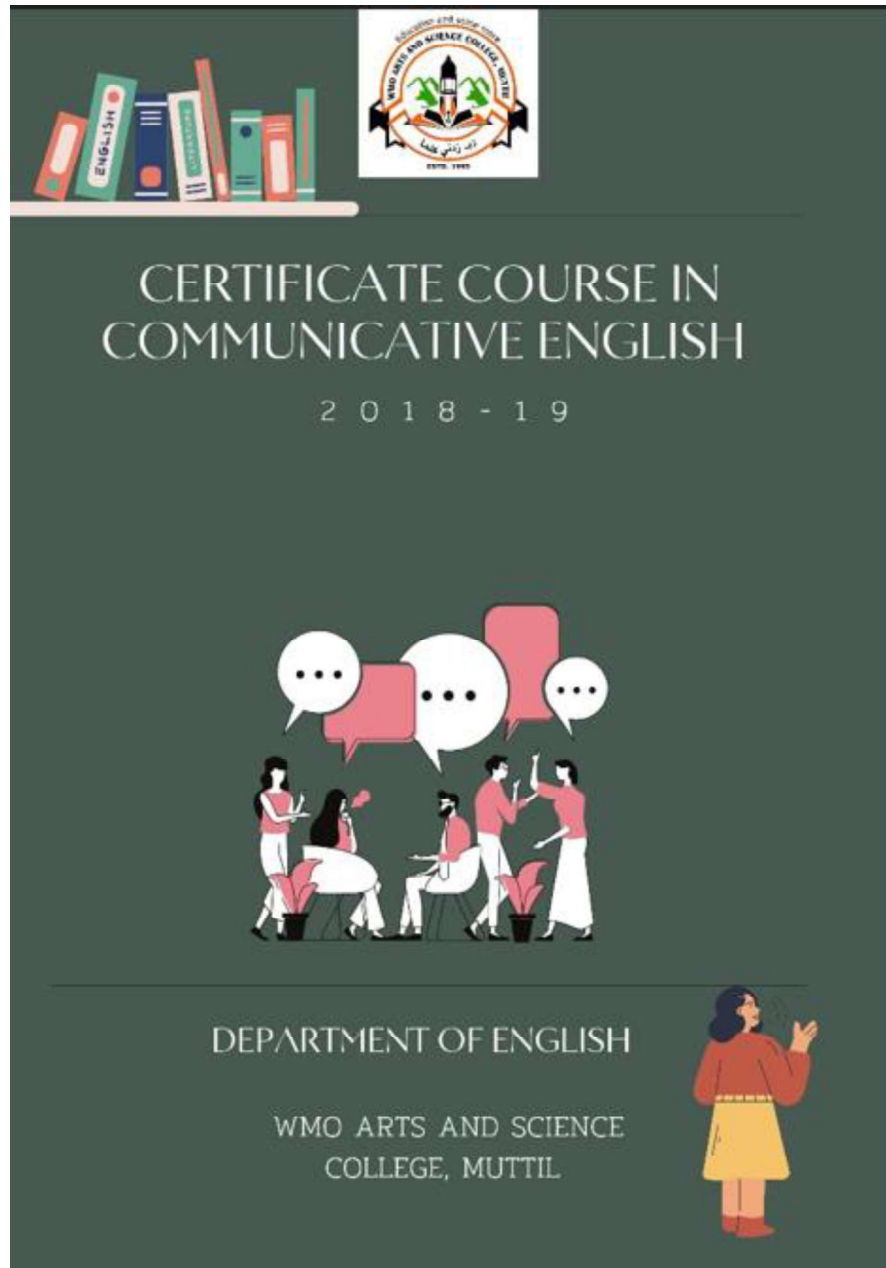
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Communicative English Certificate Course

Department of English

WMO College, Muttil

2018-19 Batch

SYLLABUS

Department Of English conducted certificate Course to the first-year students in order to assimilate with higher education system. It primarily focuses on communication skills, soft skills and basic awareness of collegiate education. This course is designed for 30 hours in which three modules have to be covered.

Total: 30 Hours

Aims and Objectives

- To develop students' sense of understanding, appreciation and ability of expression
- To understand the basics of higher education system and modes of communication
- To develop soft skill and personality traits among students

Module 1 (Basic Grammar)

- Parts of speech and sentence
- Fundamentals of Verb
- Tense, Tense forms and applications
- Subject Verb agreement (Concord)
- Vocabulary Building
- Phrasal verb
- Question Tag
- Active and Passive Voice

Module 2 (Soft Skills)

- Inter Personal Skills, Emotional Skill and Public Skills
- Critical Thinking and Problem Solving
- Interviews and Group Discussion

Module 3 (Higher Education)

- Modes of Higher Education
- Basic Awareness of Collegiate Education

DEPARTMENT OF
MASS COMMUNICATION

2018-19

**CERTIFICATE COURSE ON
PAGE MAKEUP**

Powered by

ADOBE INDESIGN





DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

WMO Arts & Science College

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04936-207532 (Principal)

Phone: 04936-203382 (office)

PAGE MAKEUP-INDESIGN

30 Hours

Objectives and syllabus

A newspaper design course is a program that teaches students the skills and techniques involved in designing newspapers. It focuses on various aspects of newspaper layout, typography, graphic design, and visual storytelling. The course aims to train individuals to create visually appealing and effective newspaper designs that enhance the overall reading experience.

Module 01

History of print media and traditional page makeup – Press concept

Module 02

Types of print media –Newspaper- Magazine- Yearbook- Posters and leaflets etc.

Module 03

Pagination software's- Principles of Design – Dummy preparation- Layout design and style book

Greeshma John MJ
Course Coordinator

Anu Ann Varghese
Head of the Department



**DEPARTMENT OF PHYSICAL EDUCATION
WMO ARTS & SCIENCE COLLEGE**

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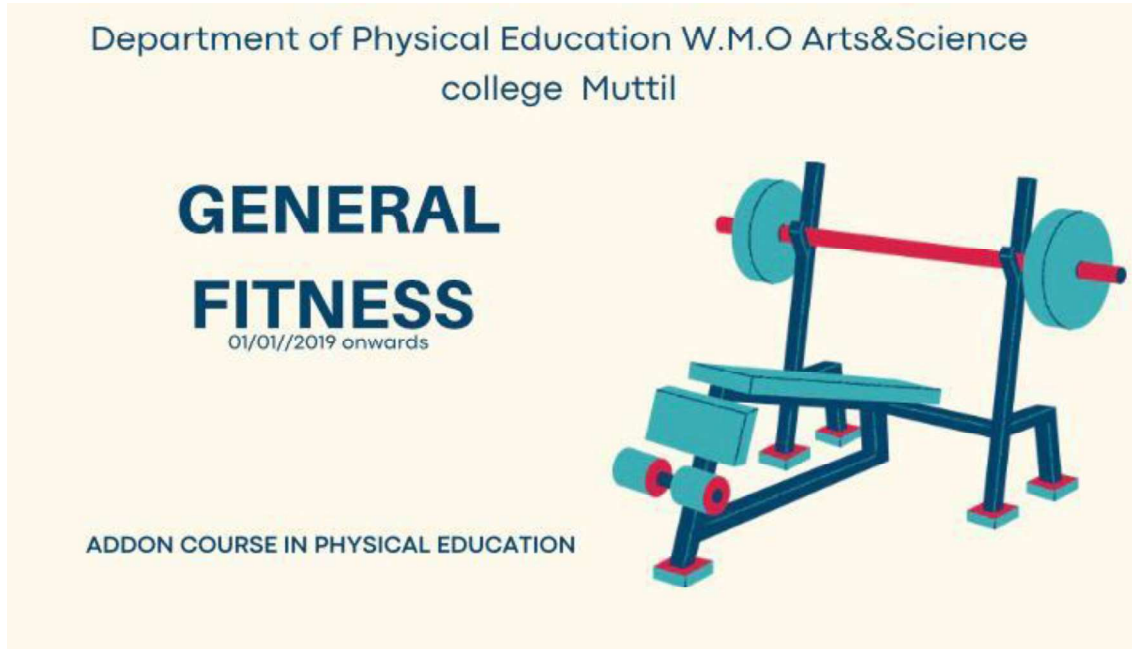
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BROCHURE

GENERAL FITNESS DEVELOPMENT

SYLLABUS:

Day -1

Warming up 15 minutes (push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 3 sets
- Push ups 5 repetition of 3 sets
- Pull ups 4 repetition of 3 sets

Warming down exercises for 15 minutes

Day-2

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 2 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 3 sets

Warming down exercises for 15 minutes

Day-3

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 3 sets
- prone shoulder raise 10 repetition of 3 sets
- plank 30 seconds of 3 sets

Warming down exercises for 15 minutes

Day-4

Jogging (15 MINUTES) for warming up

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Prisoner squat 10 repetitions of 3 sets
- Side squat 5 repetitions of each leg
- Jumping jacks for 10 minutes continuously

Warming down exercises for 15 minutes

Day-5

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Russian twists 30 second 3 sets
- Leg raise 25 repetition 3 sets
- Crunch 10 repetition 3 sets

Warming down exercises for 15 minutes

Day-6

Warming up :(15 minutes) push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 3 sets
- Single leg squat 8 repetitions for each leg
- Heel raise 20 repetition for 3 sets

Warming down exercises for 15 minutes

Day-7

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 3 sets
- prone shoulder raise 10 repetition of 3 sets
- plank 30 seconds of 3 sets

Warming down exercises for 15 minutes

Day-8

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Shuttle run
- zig zag run
- Ball passing relay game

Warming down exercises for 15 minutes

Day -9

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 15 repetition of 3 sets
- Push ups 10 repetition of 3 sets
- Pull ups 6 repetition of 3 sets

Warming down exercises for 15 minutes

Day-10

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 2 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 3 sets

Warming down exercises for 15 minutes

Day -11

Warming up 15 minutes (push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 4 sets
- Push ups 5 repetition of 4 sets
- Pull ups 4 repetition of 4 sets

Warming down exercises for 15 minutes

Day-12

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 3 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 4 sets

Warming down exercises for 15 minutes

Day-13

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 10 repetition of 4 sets
- prone shoulder raise 10 repetition of 4 sets
- plank 30 seconds of 4 sets

Warming down exercises for 15 minutes

Day-14

Jogging (15 MINUTES) for warming up

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Prisoner squat 10 repetitions of 4 sets
- Side squat 5 repetitions of each leg
- Jumping jacks for 10 minutes continuously

Warming down exercises for 15 minutes

Day-15

Minor game for warming up (15 minutes)

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Russian twists 30 second 4 sets
- Leg raise 25 repetition 3 sets
- Crunch 10 repetition 4 sets

Warming down exercises for 15 minutes

Day-16

Warming up :(15 minutes) push ups 5 repetition and 3 sets. burpee 3 repetition and 2 sets

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 4 sets
- Single leg squat 8 repetitions for each leg
- Heel raise 20 repetition for 3 sets

Warming down exercises for 15 minutes

Day-17

Warming up :-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- sit ups 10 repetition of 4 sets
- Prone shoulder raise 10 repetition of 4 sets
- plank 30 seconds of 3 sets

Warming down exercises for 15 minutes

Day-18

Warming up :-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Shuttle run
- zig zag run
- ball passing relay game

Warming down exercises for 15 minutes

Day -19

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Sit ups 15 repetition of 4 sets
- Push ups 10 repetition of 4 sets
- Pull ups 6 repetition of 4 sets

Warming down exercises for 15 minutes

Day-20

Warming up:-jogging for 15 minutes and light stretching

(20 minute for each exercise and 30 second to 1 minute rest between each set)

- Squat 10 repetition of 4 sets
- Single leg squat 5 repetitions for each leg
- Heel raise 10 repetition for 4 sets

Warming down exercises for 15 minutes

COURSE COMMENCEMENT DATE

5/10/2018

CERTIFICATE COURSE IN BASICS OF ASTRONOMY

Certificate Course on Basics of Astronomy (WMPHY2) was designed as a 37-hour certificate course. The course involves studying the vastness of the Universe, the complexity of galaxies, and the incredible distances between celestial objects.

The study of astronomy requires a high level of attention to detail, critical thinking, and problem-solving skills. These skills can be transferable to other areas of life and work and can help individuals become more responsible in their personal and professional lives.

SYLLABUS: [HTTPS://WMO COLLEGE.AC.IN/UPLOADS/BASICS_OF_ASTRONOMY2.PDF](https://wmo college.ac.in/uploads/basics_of_astronomy2.pdf)

COURSE COORDINATOR: DR. BIJU KG



DEPARTMENT OF PHYSICS
WMO ARTS AND SCIENCE COLLEGE, MUTTIL
KALPETTA, WAYAND, KERALA, 673122
PHONE: 04936 203382



W M O Arts & Science College, Muttil
DEPARTMENT OF PHYSICS

CERTIFICATE COURSE IN BASIC ASTRONOMY

Syllabus

Teacher: Biju KG

Total Hours required:37

1. Introduction to naked eye Astronomy (8)

* The constellations and their identification * Identification of some individual stars * A historical perspective and Copernican revolution * Earth's rotation and other motions * Age calculation from the movement of planets. * Eclipses * Interesting objects in the night sky * Contents of the Universe: A general perspective

2. The celestial sphere and the coordinate systems (8)

*Geometry of the sphere * Celestial sphere, Celestial equator, Ecliptic. *The alt-azimuth coordinate system *The equatorial coordinate system * Other coordinate systems. * Sunset and sunrise and Sidereal time * The seasons

3. Sun and solar system (8)

*Basic structure of the Sun *The solar constant *Solar energy for Earth * Origin of the solar system *The planets and their origins *The Moon *Solar system* Comets, meteors and asteroids

4. Formation and structure of stars , Galaxies. (8)

*Stars in formation * Interstellar medium * Stellar energy generation * Stellar structure * Dying stars * Nebulae and supernovae remnants * Pulsars, neutron stars and black holes * Milky Way, Spiral structure of the Galaxy *other types of Galaxies. *Types of galaxies – Hubble's classification.

5. Origin of the Universe. (5)

*The Big Bang theory *The Steady State theory *The primordial background radiation 6. Major Observing Facilities. * Major observing facilities in the world. * Major Facilities in India.



**WMO ARTS AND
SCIENCE COLLEGE
MUTTIL.**

Department of Physics



CERTIFICATE COURSE IN NON-CONVENTIONAL ENERGY SOURCES

This course will help the students explore alternative energy sources that are renewable, sustainable, and have a lower environmental impact. Nonconventional energy sources include solar, wind, hydro, geothermal, and biomass.

As these sources have a lower impact on the environment than traditional energy sources like coal, oil, and natural gas, which produce greenhouse gas emissions and contribute to climate change, learning about nonconventional energy sources is crucial for building a more sustainable future.

This course is designed for 30 hours, including online sessions, YouTube classes, assignments and examinations.

Commencement date
10/01/2019

Syllabus:
https://wmocollege.ac.in/uploads/Non-Conventional_Energy_Sources1.pdf

Syllabus:
https://wmocollege.ac.in/uploads/Non-Conventional_Energy_Sources1.pdf

Course coordinator :
Dr. Biju K.G



W M O Arts & Science College, Muttil
DEPARTMENT OF PHYSICS
CERTIFICATE COURSE
NON-CONVENTIONAL ENERGY SOURCES

Syllabus :30 Hours

Faculty coordinator : Dr. BIJU KG

Module-I: (2 Hours) Energy Resources-Non Conventional Energy Sources-Renewable and Non-Renewable energy sources.

Module-II: Solar Energy : (8 Hours) Solar Constant, Solar radiation measurements, Solar energy collectors, solar air heaters and drying, solar cookers, solar distillation, solar furnaces, solar greenhouses, solar power plants, solar photovoltaic cells

Module-III: Wind energy and Geothermal energy. : (12 Hours) Utilisation aspects of wind energy, Advantages and Disadvantages of wind energy, Environmental impact of wind energy, Sources/Origins of wind, Principle of wind energy conversion and wind power, Basic components of wind energy conversion system(WECS), Advantages and Disadvantages of WECS. Introduction to Geothermal energy, Important aspects of Geothermal Energy, Structure of Earth's interior. Geothermal Resources. Advantages and disadvantages of geothermal energy over other energy forms.

Module-IV: Energy from Oceans: (4 Hours) Ocean Energy, Ocean Energy Sources, Tidal energy, Wave energy, Advantages and disadvantages, Factors affecting Wave energy, Ocean Thermal Energy Conversion (OTEC), Working principle of OTEC. Module- V: Fusion energy. : (4 Hours)



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Department of Statistics
CAERTIFICATE COURSE
ACADEMIC WRITING USING LATEX



COORDINATOR
DR.K K HAMSA
VISITNG PROFESSOR
Department of Statistics

2 JULY

2018

WMO Arts and Science College
Muttill,Wayanad



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CERTIFICATE COURSE

ACADEMIC WRITING USING LaTeX

Academic year:2018-19

No. of Hours: 30

Course Co-ordinator: Dr.KK.Hamsa

Course Description:

This course is designed to help students in document preparation using LaTeX. LaTeX is a document preparation system for high-quality typesetting. It is most often used for medium-to-large technical or scientific documents but it can be used for almost any form of publishing.

LaTeX contain a variety of font styles, such as serif, typewriter, and a set of mathematical functions. It is an open-source and powerful document preparation system. It is high-quality typesetting, which can be used for any publishing. It is often used for scientific publications and medium to large technical documents. It is not a word processor or any word document, but it is an efficient way for the publishers and the authors to organize their materials. It gives a unique appearance to the system. It saves the time for designing as well as the efforts used for the documents.

Objectives : To introduce students with a software that is being widely used for typesetting especially in Mathematics field. To make students know importance of this software for publishing research articles,papers ,project reports and books and thereby help them to be comfortable with the software .

Syllabus

Unit I : Installation of LaTeX

- i) Installation of Kile and MikeTeX.
- ii) Class and packages
- iii) Latex programming and commands,sample packages
- iv) Error messages : Some sample errors,list of LaTeX error messages

Unit II : Formating of output document :

- i) Fonts,symbols,indenting,paragraphs,line spacing,word spacing,titles and subtitles
- ii) Document class,page style,parts of the documents,table of contents
- iii) Command names and arguments,environments,declarations
- iv) Theorem like declarations,comments within text

Unit –III : Mathematical formulae :

- i) Mathematical environments,math mode ,mathematical symbols
- ii) Graphic package,multivalued functions,drawing matrices
- iii) Tables,tables with captions
- iv) References to figures and tables in text

Unit –IV : Drawing with LaTeX

- i) picture environments



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**Department of Statistics
CERTIFICATE COURSE
STATISTICAL PACKAGES
FOR SOCIAL SCIENCES
(SPSS)**



**COORDINATOR
ATHIRA JOSE
Visiting Professor
Department of Statistics**

10 DECEMBER

2018

**WMO Arts and Science College
Muttill, Wayanad**



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WMO ARTS & SCIENCE COLLEGE**

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CERTIFICATE COURSE

On Statistical Package for Social Sciences (SPSS)

Academic year:2018-19

Course Co-Ordinator: Ms.Athira Jose

No. of hours: 30

Course Description:

This course is designed for students to get knowledge about SPSS (Statistical Package for Social Sciences).The course is useful to develop skill in programming in SPSS.

Course objectives:

On successful completion of the course, students will achieve the following

- Descriptive statistics, including methodologies such as frequencies, cross-tabulation, and descriptive ratio statistics.
- Bivariate statistics, including methodologies such as analysis of variance (ANOVA), means, correlation, and nonparametric tests.
- Numeral outcome prediction such as linear regression, Prediction for identifying groups, including methodologies such as cluster_analysis and factor_analysis.

Syllabus

Module 1:

1. Introduction to SPSS
2. Descriptive statistics
3. Frequencies
4. Cross-tabulation
5. Descriptive ratio statistics

Module 2:

- 2.1 Bivariate statistics
- 2.2 Analysis of variance (ANOVA)
- 2.3 Means
- 2.4 Correlation
- 2.5 Nonparametric tests

Module 3

- 3.1 Outcome prediction-linear regression
- 3.2 Prediction for identifying groups-cluster analysis
- 3.3 Prediction for identifying groups-factor analysis



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**Department of Statistics
CAERTIFICATE COURSE
R PROGRAMMING**



**COORDINATOR
SHAKKEELURAHMAN OP C**

**Assistant Professor
Department of Statistics**

3 JANUARY | 2019

**WMO Arts and Science College
Muttill, Wayanad**



**DEPARTMENT OF STATISTICS
WMO ARTS & SCIENCE COLLEGE**

"education and some more"

**Affiliated to University of Calicut
(Aided by Govt. of Kerala)**

P.O. MUTTIL, WAYANAD, KERALA - 673122

Phone : 04936-203382 (Office)

04936-207532 (Principal)

e-mail : wmocollege@gmail.com

website: WWW.wmocollege.ac.in

CERTIFICATE COURSE

ON R PROGRAMMING

Academic year:2018-19

No. of Hours: 30

Course Co-ordinator: Mr. Shakkeelurahman OPC

Course Description:

This course is designed to help students to understand more about probability, sampling methods, inferential statistics and data analytics. The course includes activities related to various topics from probability theory, sampling methods, hypothesis tests and linear regression including problem-solving strategies.

The course is useful to develop skill in programming in R.

Course objectives:

On successful completion of the course, students will achieve the following

- Have confidence in their ability to explain probability
- Understand sampling methods
- Develop skills in Inferential statistics
- Understand exploratory data analytic techniques

Syllabus

Module I :Data Analysis With R- Introduction to probability and data with R:

- Sampling methods :Simple random sampling(SRS), Systematic sampling, stratified sampling and cluster sampling.
- Basic probability theory and Bayes' rule
- Exploratory data analytics techniques: Numeric summary statistics data visualization- lattice system and gg-plot.

Module II : Data Analysis With R- Inferential statistics

- Hypothesis tests, formulate an analysis plan and set the criteria for decision
- Interpretation p-value and finalizing the reports

Module III : Data Analysis With R- linear regression and modeling

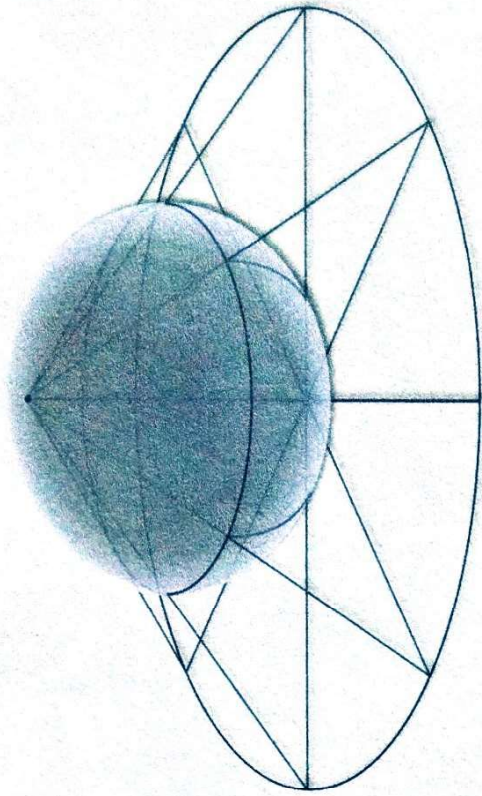
- Simple and multiple linear regression models
- Fitting of linear regression
- Utilization of regression models

Course Coordinator : Mr.Shakkeelurahman

Department of Statistics



WMO Arts and Science College ,Muttil
Department of Mathematics



The Mathematical Circle
Empowering

Recreational Mathematics
Certificate Course in Recreational Mathematics
2018-19



DEPARTMENT OF MATHEMATICS
WMO ARTS & SCIENCE COLLEGE

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Certificate Course on Recreational Mathematics (WMMAT1)

Academic year:2018-19

No. of Hours: 30

Course Co-ordinator: Mini C

Course Description:

Recreational mathematics is an engaging branch of mathematics that focuses on solving puzzles, playing with numbers, and exploring mathematical concepts in a playful and entertaining way. It is an effective means of motivating students of any grade or ability level. It can be an integral part of daily lessons, to promote discovery, or just for fun. The use of mathematical recreations can serve as a means of convincing students that mathematics can be exciting. This enthusiasm will be transferred to other mathematical topics in the traditional curriculum.

This course is designed to help students, to use recreational mathematics in their activities in meaningful and worthwhile ways. Participants will learn to appreciate what is available within the world of recreational mathematics. They will understand how this can capture the interest and motivation of people who find mathematics dull and uninteresting.

The course includes activities related to various topics from mathematics including problem-solving strategies, logic, and number theory.

Course objectives:

On successful completion of the course, students will achieve the following

- Have confidence in their ability to explain mathematics.
- Understand how to break down advanced topics.
- Develop logical thinking and problem-solving skills.
- Understand recreational math research as a discipline.
- Understand methods of communicating math with non-mathematical audiences
- Get the opportunity to know the history and culture of the discipline

Syllabus

Module 1

1.1 Problem-solving techniques

Students will be exposed to the Pólya-style problem-solving process. They start by explaining to themselves the meaning of a problem and looking for entry points to its solution. They analyze givens, constraints, relationships, and goals.

1.2 Reasoning

Students make sense of quantities and their relationships in situations of problems and find solutions

Module 2

2.1 Mathematical puzzles

It includes logical, number-theoretic, analytical, and graphical puzzles of various levels

2.2 Mathematical games

It includes solitaire games like instant insanity, May blox, soma cubes, brain vita, and group games

Module 3

3.1 Modelling

Students learn to apply the mathematics they know, to solve problems arising in everyday life, society, and the workplace.

3.2 History of Mathematics

Students learn the history of some mathematical discoveries and learn to appreciate the effort behind each discovery.

Course outcomes:

- Students will enjoy doing mathematics after exposing to several recreational type activities.
- Students will be able to talk about the beauty of doing mathematics
- Students will be able to communicate math with non-mathematical audiences.
- Creative thinking and logical reasoning will be developed.
- Students learn to appreciate others for their achievements.
- Students become able to apply mathematics to real-life problems.

Course Co-ordinator : Mini C
Assistant Professor
Department of Mathematics

Head
Dept. of Mathematics



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**Department of Economics
CAERTIFICATE COURSE
STATISTICAL DATA PROCESSING
AND ANALYSIS USING
SOFTWARE**



**COORDINATOR
GREESHMA V S**

**ASSISTANT PROFESSOR
Department of Economics**

2018-2019

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CERTIFICATE COURSE 2018-19

Statistical Data Processing and Analysis Using Software

Academic Year : 2018-19

No. of Hours : 30

Course Coordinator : Greeshma V S

Course Description :

This course is designed to help students to acquire more about statistical tools and methods of data analysis. Also facilitates them to develop skills in using software for data processing. This programme will make them more confident and interest in statistical data analysis

Course Objectives :

On successful completion of the course, students will achieve the following

- Have got more idea in statistical data processing and analysis
- Understand statistical tools and methods
- Develop skills in using statistical packages/software
- Have confidence and interest in statistical data analysis

Syllabus:

Module I : Introduction of Software

Introducing application software like MS office spreadsheet/ Open Office Calc. Also introduce software/packages like R, SPSS,SAS. Module II :
Advanced diagrams

Bar diagrams- simple, multiple, subdivided and percentage. Pie charts.

Module III : Advanced graphs

Histogram, scatter plots.



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Module IV : Descriptive statistics , Construction of frequency table, mean, median, mode, quartiles, skewness kurtosis.

Module V : Correlation and regression

Karl Pearson cleft. Of correlation. Regression equations, forecasting using Regression equations.

Module VI : Regression equations, forecasting using Regression equations.

Module VII :Time series Analysis

Trend line fitting, estimation of trend values, moving averages (odd and even)

Course Outcomes:

- More acquainted with theoretical aspects like diagrams, graphs, correlation, regression and time series etc.
- Learned more about statistical analysis
- Familiarized software like R,SPSS besides the application software like MS Office spreadsheet/Open Office Calc
- Acquire skills in statistical data processing and analysis

Course Coordinator: Greeshma V S
Assistant Professor
Department of Economics



DEPARTMENT OF ELECTRONICS WMO ARTS & SCIENCE COLLEGE

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SYLLABUS FOR HOUSE WIRING /EQUIPMENT

Academic Year : 2018-19

Course coordinator: Abdul Rasheed

Estimated Duration : 30 Hrs.

Aim & Objective of the Course: To make understand the students on electrical wiring and house hold equipment's preliminary maintenance and precautions.

- Properties of popular conductors & Insulators.
- Voltage Current Power Energy concepts & relations.
- Basic principles of generation of electricity.
- Various Techniques of electrical energy Generation.
- Measuring Equipment's in the electrical Field in Brief Wireman safety and equipment safety
- Commercial Distribution of electric energy.
- Transformer, Electrical distribution methods brief ideas.
- Types of wiring in brief
- Wires and cables selection in house wiring.
- Load, watts , safety measures
- Simple drawing concepts on house wiring
- Boq preparation
- Main switch boards, sub switch boards ,
- Permissible load, MCB, MCCB ISOLATOR
- Conduits (Open and concealed) , and earthing ; need of earthing
- Earthing techniques and measurements
- Different kind of wiring connections, 1 way 2 way series parallel etc. and testing of wiring.
- Familiarisation of various house hold equipment's
- Iron Box, Mixer, Grinder, Fan, Fridge, electrical specifications
- Primary testing of coils and other components like capacitor, ignition, and overload protection switches etc.
- Over all testing of equipment using Multi meter.
- Self-assessment on the training and experience sharing.

Course Coordinator : Abdul Rasheed

Head of the Department : Siby Joseph



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DEPARTMENT OF MASS COMMUNICATION & JOURNALISM

*Newspaper
Publication*
Value added Course

2018-19

deptmasscomactivity@gmail.com



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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Value Added Course- Newspaper Publication

2018-19

INTRODUCTION

The department of mass communication and journalism, WMO arts and science college, Muttil offered a value added course on News paper Publication, as a regular program since 2018. The program is exclusively structured for second semester BA mass communication students, in order to enable them to become masters in newspaper publication skills, which is supposed to be a prerequisite while entering into the field of Journalism. It is a 10 days certificate course comprising two modules taking three hours daily.

SYLLABUS

BA Mass communication and Journalism

Semester V Code: JOUNP01

Newspaper Publication

Contact Hours 30

Objectives

To make them understand basic writing styles for newspapers-To train them to acquire the skills of headline writing. -To inculcate the skills of designing different pages. -To make them understand the basic structure/ essential knowledge for various beats. -To make them responsible reporters and the face of the media.

Course outcome: 1. Prepare students with basic newspaper publication skills 2. Provide students with practical experience in pagination

Module 1

Newspaper Writing styles,-writing for broadsheet and tabloids, e papers. Familiarizing national, international abbreviations, local usages etc. Beat specialty in writing news. Art of writing headlines. Types of headlines. Difference between Headline writing for broadsheets and tabloids.

Module 2

Layout and design. Different types of layouts. Requirements of copy (sub) editor. Vocabulary, changing usages and guidelines for writing according to stylebooks. Designing of different pages: front page, inside news pages, sports page, edit page –Concept of news package - Lifestyle pages – Feature pages – Sunday pages – Supplement pages



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Recommended references:

1. Modern Newspaper Editing, Gene Gilmore
2. Modern News Editing, Mark Ludwig
3. Newspaper Writing and Editing, Willard Grosvenor
4. Newspaper Layout and Editing, Ole Munk and Major Ribergard
5. Daryl R Moen. Newspaper Layout and Design.
6. The Society for News Design. The Best of Newspaper Design, Rockport Publishers
7. John D. Berry (Ed.). Contemporary Newspaper Design,

Continuous Assessment (CA)

The CA shall be a combination of a variety of tools such as class test, assignment, seminars, and viva-voce that would be suitable to the course. The CA shall be done based on the performance on (i) test by the middle of the course and (ii) seminar/assignment/viva-voce as may be the case. The break-up of marks shall be as follows:

Item	Marks
CA Tests	5
Seminar/Assignments/Viva-voce	5
Total	10

Course Coordinator
Greeshma John MJ

Head of the Department
Anu Ann Varghese