



CRITERIA-1
1. CURRICULAR ASPECTS

1.2.1: Certificate Courses: Brochures, Syllabus and Outcomes.

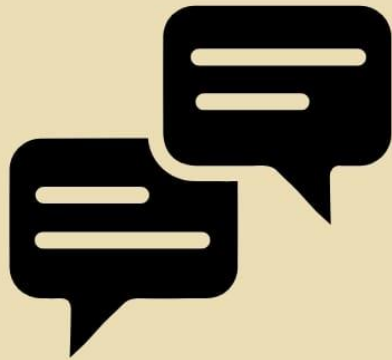
2021-22

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CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

2021-22



Organised by:

DEPARTMENT OF ENGLISH

WMO ARTS AND SCIENCE
COLLEGE, MUTTIL



Communicative English
Certificate Course
Department of English
WMO College, Muttil
2021-22 Batch

Department Of English conducted certificate Course to the first-year students in order to assimilate with higher education system. It primely 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)

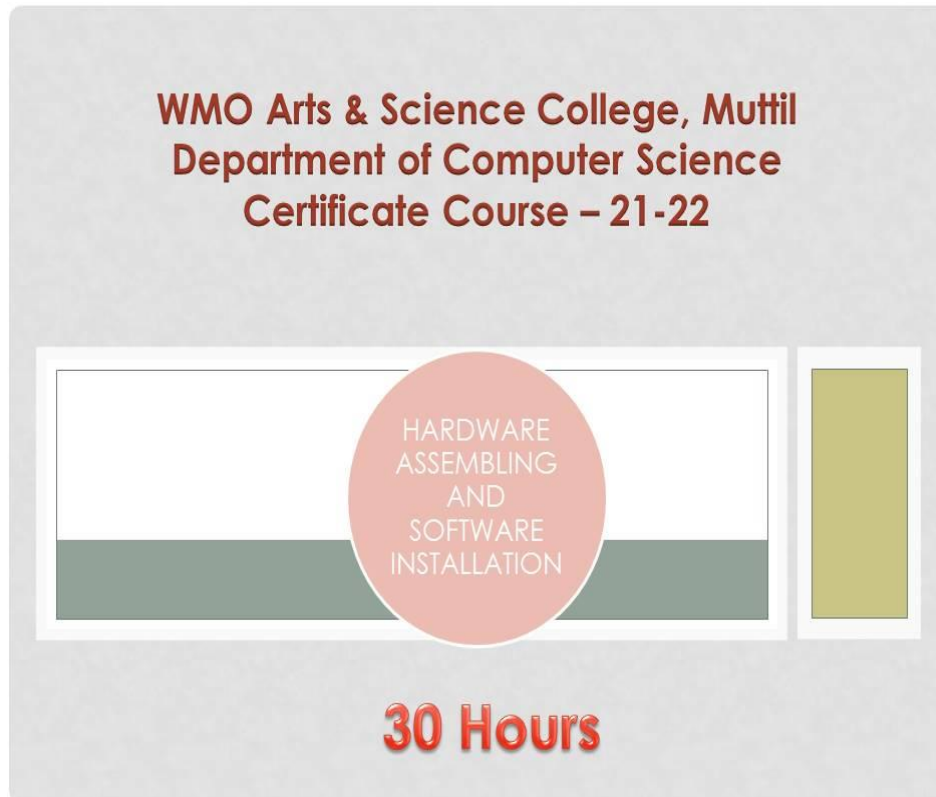
- Modes of Higher Education
- Basic Awareness of Collegiate Education

**WMO Arts & science College, Muttill
Department Of Computer Science
Certificate Course - 2021-22**

Add on Course: Hardware Assembling & Software Installation

Course Duration – 30 hours

Brochure



COURSE OBJECTIVE

The course empowers students to construct, configure, and enhance personal computer systems.

COURSE OUTCOME

- 1.The objective is to equip students with the ability to construct, configure, and enhance personal computer systems.
- 2.Students will learn to identify and isolate defective components, as well as troubleshoot related issues.
- 3.The goal is to optimize the performance of computer systems and effectively install or connect peripheral devices.

Syllabus

ALLOCATION OF TOTAL HOURS FOR EACH TOPIC

SlNo	Topic	Theory hrs	Practical hrs
1	Introduction about computer	1	0
2	Basic Networking concepts	2	3
3	Introduction to various networking devices	1	3
4	Inside the PC	2	3
5	Type of Operating Systems	1	4
6	Introduction to Operating Systems, Basic Software & Troubleshooting Problems	2	8
	Total	9	21

DETAILED 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,



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WMO Arts & Science College, Muttil
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PG DEPARTMENT OF COMMERCE

2021 - 2022

CERTIFICATE PROGRAMME

OFFICE MANEAGMENT



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CERTIFICATE COURSE (2021-22)

OFFICE MANAGEMENT

Course Objectives

- 1 To help the students gain understanding of the functions and responsibilities of managers.*
- 2. To provide them tools and techniques to be used in the performance of the managerial job.*
- 3. To enable them to analyse and understand the environment of the organization.*

Learning Outcomes:

- (1) Identify skills and competencies of an office manager.*
- (2) Describe different forms of organizations.*
- (3) Develop processes for office operations.*
- (4) Identify components of office management roles and procedures and team dynamics.*

SYLLABUS

Module I

Introduction: Meaning, functions and importance of office management; office management and organization. Principles of office management and organization.

(Hour:7)

Module II

Office Manager: Qualifications and qualities of office manager. The status of office manager in total organization. The authorities and responsibilities of an office manager.

(Hour:13)

Module III

Office Communication: Various means of communication- Their use, merits and limitations. Selection of means of communication. Correspondence through Internet.

(Hour:13)



DEPARTMENT OF ELECTRONICS WMO ARTS & SCIENCE COLLEGE

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SYLLABUS FOR HOUSE WIRING TECHNIQUES

Academic Year:2021-22

Course coordinator: Abdul Rasheed

Estimated Duration: 30hrs.

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



WMO ARTS AND SCIENCE COLLEGE

DEPARTMENT OF MASS COMMUNICATION

CERTIFICATE COURSE ON

**VIDEO EDITING &
SHOOTING**

2021-22



deptmasscomactivity@gmail.com



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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VIDEO EDITING & SHOOTING- Certificate Course 2021-2022

Objective

The certificate course on video editing is a short-term training program designed to provide students with the skills and knowledge required to edit and manipulate video footage. The Course covers the basic principles of video editing, including concepts such as color correction, sound design, and visual effects. The curriculum typically includes both theoretical and practical components, with students learning the key concepts and principles of video editing through classroom lectures and hands-on training. They may work with a variety of video editing software tools, such as Adobe Premiere Pro, Final Cut Pro, etc.

Module 01

Understanding the video Camera and technology

Module 02

Types of video camera- Handy cam- Camcorders- Dslrs- Action Camera and Television Camera

Module 03

Video editing softwares and basic video editing tools- VFX-Transition and

Coloring

Video Production Practicals

Aswin P
Course Coordinator

Anu Ann Varghese
Head of the Department



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DEPARTMENT OF CHEMISTRY

Join the Course for Chemistry's
Service to Humanity: Acquire
the Skills of Detergents and Hand
Sanitizer Making!

STARTING FROM DECEMBER 2021

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HAND SANITIZER
MAKING**

CERTIFICATE COURSE

 dwmochemistry@gmail.com



WMO ARTS AND SCIENCE COLLEGE, MUTTIL

DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE ON

DETERGENTS AND HAND SANITIZER MAKING

Academic year: 2021-22

No. of Hours: 30

Course Co-ordinator: Fathima Shadin P

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.*



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DEPARTMENT OF CHEMISTRY

Join the Course for a Greener Future:
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Chemistry!

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CHEMISTRY
CERTIFICATE COURSE



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WMO ARTS AND SCIENCE COLLEGE, MUTTIL

DEPARTMENT OF CHEMISTRY

CERTIFICATE COURSE ON

ENVIRONMENTAL CHEMISTRY

Academic year: 2021-22

No. of Hours: 30

Course Co-ordinator: Dr. Thomas Thevara

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.*



**DEPARTMENT OF PHYSICAL EDUCATION
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05/01/2022 ONWARDS

JOIN NOW!

ADDON COURSE
GENERAL FITNESS

**W.M.O ARTS & SCIENCE COLLEGE
MUTTIL
DEPARTMENT OF PHYSICAL EDUCATION**

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

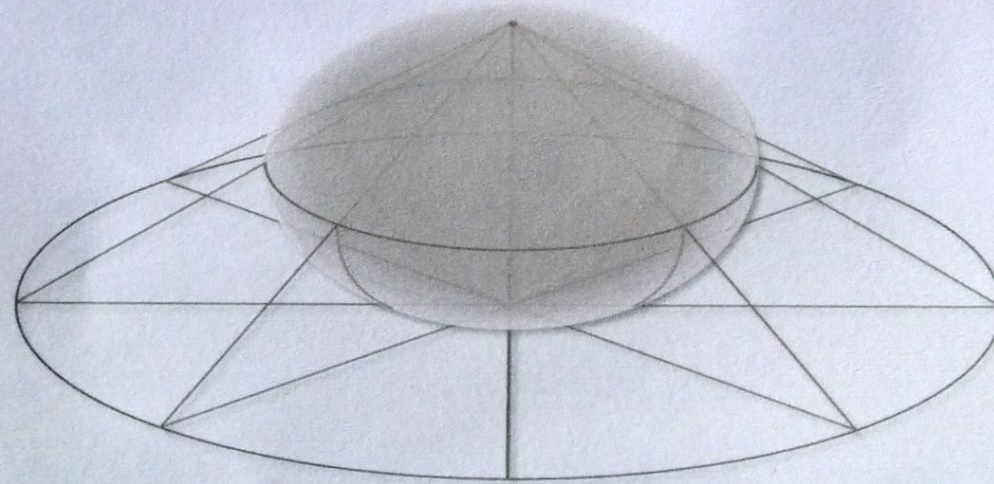
(20 minute for each exercise and 30 second to 1 minute rest between each set)

- 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



WMO Arts and Science College ,Muttil
Department of Mathematics



The Mathematical Circle
Empowering

Recreational Mathematics

Certificate Course in Recreational Mathematics

2021-2022



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Certificate Course on Recreational Mathematics (WMMAT1)

Academic year:2021-22

No. of Hours: 30

Course Co-Ordinator: Afeera M

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.

The curriculum of the certificate course is structured to encourage students to think outside the box and approach mathematical problems with a creative and imaginative mindset. It includes activities related to various topics from mathematics including problem-solving strategies, puzzles, games, logic, number theory, and probability theory.

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.

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.
- Become able to coordinate Mathematics Exhibitions

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.



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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 geometrical puzzles of various levels.

2.2 Mathematical games

It includes solitaire games like instant insanity, May Blox, soma cubes, brain vita, Triangular puzzle peg, 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: Afeera M

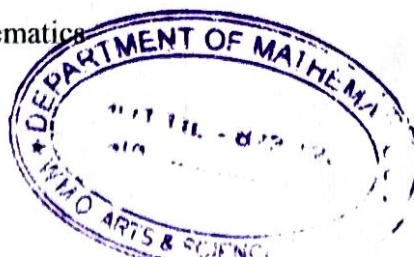
Afeera

Assistant Professor

Dept. of Mathematics

Head

Dept. of Mathematics



Dr. VIJI PAUL
Associate Professor & Head
Department of Mathematics
WMO Arts & Science College
Muttill P.O., Wayanad - 673 122

COURSE COMMENCEMENT DATE

08/06/2021

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



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PHONE: 04936 203382



W M O Arts & Science College, Muttill
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
06/01/2022

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 Economics
CERTIFICATE COURSE**

**STATISTICAL DATA PROCESSING
AND ANALYSIS USING SOFTWARE**



**COORDINATOR
MADHUSOODHANAN KIZHAKKEYPPATH
Assistant Professor(HoD)
Department of Statistics**

16th Aug. to 3rd Sept. | 2021

**WMO Arts and Science College
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CERTIFICATE COURSE

Statistical Data Processing and Analysis Using Software

Academic Year : 2021-22

No.of Hours : 30

Course Coordinator : MadhusoodhananKizhakkeypath

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 softwares 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/softwares**
- **Have confidence and interest in statistical data analysis**

Syllabus:

Module I : Introduction of Softwares



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Introducing application softwares like MS office spreadsheet/ Open OfficeCalc. Also introduce softwares/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.

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

Module V : Correlation and regression

Karl Pearson's coefficient 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

Course Outcomes:

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

Course Coordinator: Madhusoodhanan Kizhakkeppath

**Assistant Professor
Department of Economics**



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Department of Statistics
CERTIFICATE COURSE
ADVANCED PROGRAMMING IN R



COORDINATOR
MADHUSOODHANAN KIZHAKKEYPPATH
Assistant Professor(HoD)
Department of Statistics

10 JANUARY | 2022

WMO Arts and Science College
Muttill, Wayanad



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**CERTIFICATE COURSE ON
ADVANCED PROGRAMMING IN R**

Academic year:2021-22

No. of Hours: 30

Course Co-ordinator: Mr.Madhusoodhanan K

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 1

- 1.1 Introduction to probability and data with R
- 1.2 Sampling methods : Simple Random Sampling(SRS),Systematic Sampling,Stratified sampling and Cluster sampling.
- 1.3 Basic Probability theory and Bayes Theorem
- 1.4 Exploratory data analytics techniques: Numeric summary statistics data visualization -lattice system and gg-plot

Module 2

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

Module 3

- 3.1 Linear regression and modeling
Simple and multiple linear regression models
- 3.2 Fitting of linear regression



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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 Statistics
CAERTIFICATE COURSE
STATISTICAL PACKAGES
FOR SOCIAL SCIENCES
(SPSS)



COORDINATOR
DR. RAJU N
Visiting Professor
Department of Statistics

7 FEBRUARY

2022

WMO Arts and Science College
Muttill, Wayanad



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CERTIFICATE COURSE

On Statistical Package for Social Sciences (SPSS)

Academic year:2021-22

Course Co-Ordinator: Dr.Raju N

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

Course outcomes:



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Details of Certificate Course- 2021-22

(Basic Communication Skills in Arabic)

1. Brochure

DEPARTMENT OF ARABIC
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MUTTIL, WAYANAD, KERALA

ADMISSION
STARTED

**CERTIFICATE
COURSE
ON
BASIC
COMMUNICATION
SKILLS IN ARABIC**

ACADEMIC YEAR 2021-22



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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: **2021 -2022**



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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 acquainted 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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Details of Certificate Course- 2021-22

(Arabic DTP with Translation)

1. Brochure





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2. Syllabus

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

Syllabus of

Certificate Course

Course Name:

ARABIC DTP WITH TRANSLATION

Academic Year: **2021 -2022**



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Introduction

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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 Arabic DTP and translation works, 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 introduce DTP skills in Arabic
- ❖ To introduce Arabic language to non-Arabic students
- ❖ To make familiar with the Arabic enabled MS Office



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- ❖ To introduce career and market-oriented, skill enhancing capacity in the field of competitive IT world.
- ❖ 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.
- ❖ At the end of this course, the students will be equipped with a certificate duly signed by the Head of the Institution
- ❖ the courses could be of inter-disciplinary nature and flexible to enhance non-Arabic students

Course Outline

MODULE -I

Unit- 1

General study of computer: Definition and History

Unit- II

Parts of Computer- Input and Output Devises- Operating System.

MODULE-II

Unit- I

Introduction about DTP: Experience with Arabic Keyboard- Finger Position Methods- Introducing Arabic Symbols.

Unit-II

Concentration on Alphabets, Experience Middle Keys, Upper and Lower Keys, Practicing on Number and Symbols.

Unit-III

Short Key Learning, Word Typing, Page Lay Out and Alignment, Speed Typing



Dr. Najmuddeen P., M.Phil, Ph.D.
Assistant Professor & Head,
Research Guide, R.U.A College, Farook,
University of Calicut
9947786664, najmuwmo@gmail.com

Shaila K.H.
M.A., B.Ed.
Assistant Professor
9947 176764
saailakh@gmail.com

Dr. Yoosuf Nadwi, M.A., Ph.D
Assistant Professor &
Research Guide, R.U.A College,
Farook, University of Calicut
9387806050 dr.ymnadwi@gmail.com

Dr. Muhammed Sayeed M.K.
M.A., Ph.D
Assistant Professor
8281846575
msayeedmk@gmail.com

MODULE-III

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

Dr. Muhammed Sayeed MK

Course Coordinator

Dr. Najmuddeen. P

HoD



W M O Arts & Science College
PG Department of Electronics
Certificate Course on
Circuit Simulation and PCB Designing

No. of Hours : 30 Hrs

Target Group: D2 Electronics

Course Co-ordinator: Abdul Rasheed

Venue: Electronics Lab

Course Objective:

To bridge the gap between industry and academy by providing additional skills to the graduates.

Course Outcome:

On successful completion of the course, the participants shall be able to design circuits and create Printed Circuit Board as per the requirements using professional EDA tools.

Course Outline:

Introduction to Circuit simulation. SPICE, getting started with LT spice. Installation. Transient Analysis. AC analysis. DC Sweep, parametric study

Introduction to PCB, Creating Schematic Symbol. Introduction to Schematic Capture, Creating Foot Print, Generate Netlist. Placing Parts, Board Layout, Generating Gerber, Generating BoM. Etching PCB. Soldering and Testing

Course Co-ordinator : Abdul Rasheed

Head

Dept. of Electronics

**WMO Arts & science College, Muttil
Department Of Computer Science
Certificate Course - 2021-22**

Certificate Course 2 :Basics of Flutter 2021-2022
Brochure



Certificate Course 2021-22
**Department of Computer
Science**
WMO Arts and Science
College



Basics of Flutter

30 hours

Course Objective

By the end of the course the student will be able to develop an app by their own

Course Outcome

- 1.Understand the fundamentals of Flutter: Students should gain a solid understanding of the Flutter framework, its architecture, and its core concepts.
- 2.Learn Dart programming language: Students should become proficient in Dart, the programming language used in Flutter development, and understand its syntax, features, and best practices.
- 3.Build user interfaces: Students should learn how to design and develop visually appealing and responsive user interfaces using Flutter's widget system.

Syllabus (30 Hours)

Unit 1 Dart(9)

- Introduction
- Dartpad
- Data types
- Operators
- Variables
- Control statements
- Loops
- List
- OOP concept

Unit 2 Flutter(22)

- Introduction and Installation
- Android studio setup
- Wireframing
- UI design
- Widgets
- Stateful and Stateless Widgets
- Widget refactoring
- API configuration
- Contact manager app UI

BROCHURE



DEPARTMENT OF SOCIAL WORK

WMO Arts and Science College
Muttill, Wayanad



Invites Application for Certificate Course in RESEARCH METHODOLOGY

COURSE DETAILS

Duration of the Course : 1 Month
Number of Seats : 20
Course fee : ₹100

ABOUT THE COURSE

This program is aimed to provide theoretical and practical exposure to build capacity in Research Methodology.

HOW TO APPLY



1. Send an Application via mail by adding the following details of the candidate

- Name of the candidate
- PG with Year
- Department
- Phone Number

Mail ID:
wmoschoolofsocialwork@gmail.com



Apply Before
1st January 2022

COURSE COORDINATOR

Ms.Rija Rappai
Assistant Professor
Department of Social Work
rijarappai@gmail.com
8495080401



DEPARTMENT OF SOCIAL WORK

W.M.O ARTS AND SCIENCE COLLEGE

PO Muttill, Wayanad, Kerala- 673122

wmoschoolofsocialwork@gmail.com

CERTIFICATE COURSE

RESEARCH

METHODOLOGY

SYLLABUS

Course Name: Certificate Course in Research Methodology
Course Instructors: Ms Rija Rappai
Total hours: 37 hours

Course objectives:

1. To understand the significance and characteristics of scientific research
2. To develop competence in conducting qualitative and quantitative research
3. To develop an understanding about the research process of research
4. To gain an understanding about the application of statistical techniques in social work research

Module

Sl. No:	Topics	Hours
1	Research Problem formulation: - Concepts, Theoretical and operational definition of concepts	2.5
2	Role of theory in research	2
3	Variables- Types, Hypothesis- Definition, types, sources and significance	3
4	Importance and methods of review of literature, Formulation of research proposal	2
5	Pilot study. Ethical considerations in research	3

6	Sampling Techniques- Types, merits and demerits	2.5
7	Research Design: - Meaning, purposes and types: - Exploratory, Descriptive, Diagnostic and experimental. Quasi-experimental design. Single subject designs, group design	3
8	Data collection: - Primary data and Secondary Data-Types. Methods of data collection	3
9	Data analysis and data presentation in quantitative studies	2

Practice

1	Use of software packages in data analysis – SPSS	7
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Presentation:

There will be a report presentation on the basis of theory exposure in use of software packages in data analysis – SPSS

Evaluation:

The course evaluates students performs during Theoretical understanding of Descriptive and Inferential statistics to adapt the professional mannerism.



WMO Arts & Science College, Muttil
Department of Electronics
Certified Course on
LED Assembling and Repairing(30hrs)

Module 1

Basics of Electronics & LED 1.1: Basic of Electronic Components & Electricity 1.2: Surface Mount Components 1.3: Basic Electric Components 1.4: Manual Soldering 1.5: LED Basics 1.6: Basic Parameters of LED 1.7: LED Power Sources 1.8: Thermal management of LED 1.9: LED Configuration

Module 2

LED Luminary Assembly 2.1: LED Luminary Assembly 2.2: Components of LED Luminary 2.3: Product Assembly Instruction Module 3: LED Luminaire Design 3.1: Selection of LED Driver 3.2: Thermal Management Module 4: Diagnose & Repair Fault in LED Light 4.1: Diagnose & Repair Fault in LED Light 4.2: Diagnose and Repair Fault in LED Driver 4.3: Trouble Shooting & Rectification of LED



Certificate Course on Scientific Writing in LaTeX



July 29 - Aug 31, 2022 (2021-22)

Duration: 30 Hours

Department of Physics
WMO College
Muttil

Course Objective

Our primary objective is to equip students with the necessary skills to utilize LaTeX effectively in writing research project reports and classroom-related documentation. By the end of the course, you will have the proficiency required to produce high-quality scientific papers.



For more information and registration

Email: ksiraj022@gmail.com

Phone: +91 9037446632

Join us and unlock the power of LaTeX for scientific writing excellence!

Certificate Course

Scientific Writing in L^AT_EX

Dr. Sirajudheen KK
Department of Physics
WMO Arts and Science College, Muttil

Well, I could go on explaining what L^AT_EX is or get into it right away. I think its a bit late already, so without any further delay here is the plan for the course.

What will you learn?

- Efficient and effective document writing in L^AT_EX
- Inclusion and management of figures
- How to create and format tables
- Management of titles, sections and subsection
- Usage of mathematical equations
- Different way of listing in documents
- Automate creation of table of contents Referencing sections, tables, figures and equations within text

Running outline of the course is as follows. Hopefully we will finish it by 22nd August

Introduction

- Lesson 1: Installation of dependencies
- Lesson 2: Overview of the Integrated Development Interface used in this course
- Lesson 3: My first L^AT_EXdocument

Main Document Title

- Lesson 4: How to include the main title of the document
- Lesson 5: How to modify author name, style and date

Sections and Subsections

- Lesson 6: How to divide text into sections and subsections
- Lesson 7: How to refer to sections within the document

Lists

- Lesson 8: Bullet point list
- Lesson 9: Numbered list

Mathematical Equations

- Lesson 10: How to include external packages
- Lesson 11: Include maths within text
- Lesson 12: Non-inline mathematical equations
- Lesson 13: Fractions
- Lesson 14: Formatting and powers
- Lesson 15: Square root and the sum symbol

Image Figures

- Lesson 16: Adding my first image to the document
- Lesson 17: Modifying size and alignment of the image
- Lesson 18: Caption
- Lesson 19: Referring to figures within text and last adjustments

Tables

- Lesson 20: My first table in \LaTeX and text alignment within table
- Lesson 21: Vertical and horizontal lines of tables
- Lesson 22: Formatting table; captions, labels, centering

Table of Contents

Lesson 23: How to create contents

BROCHURE



DEPARTMENT OF SOCIAL WORK

WMO Arts and Science College

Muttill, Wayanad



Invites Application for Certificate Course in DISASTER MANAGEMENT

For WMO Arts and Science College Students

COURSE DETAILS

Duration of the Course : 1 Month

Number of Seats : 20

Course fee : 00

ABOUT THE COURSE

This program is aimed to provide theoretical and practical exposure to build capacity in Disaster Management.

HOW TO APPLY



1. Register at the department by adding the following details of the candidate

- Name of the candidate
- UG/PG with Year
- Department
- Phone Number

Mail ID:

wmoschoolofsocialwork@gmail.com



Apply Before
30th January 2022

COURSE COORDINATOR

ABDUL NIZAR M M

Assistant Professor

Department of Social Work

abdulnizarmm95@gmail.com

9947357798



DEPARTMENT OF SOCIAL WORK

W.M.O ARTS AND SCIENCE COLLEGE

PO Muttill, Wayanad, Kerala- 673122

wmoschoolofsocialwork@gmail.com

CERTIFICATE COURSE DISASTER MANAGEMENT SYLLABUS

Course Name: Disaster Management

Target Group: Students of Post-Graduation & Under Graduation

Course Instructors: Mr. Abdul Nizar M M

Total hours: 30hours

Theory: 20 hours

Practical: 10 hours

Course objectives:

- To provide basic conceptual understanding on Disasters
- Understand the basic concepts in Disaster Management and its importance
- To gain understanding of Disaster Risk Reduction (DRR)

Modules:

Theory

Topics	Hours
Disaster: Definition, Types of Disasters: Natural and Human made disasters; multiple causes and effects	8
Basic concepts of Disaster Management: Goals, Disaster management cycle –Prevention,	4
Mitigation	3
preparedness,	3
Rehabilitation, Reconstruction	3

Practical

Mock drill and workshop with fire and safety officials	10
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DEPARTMENT OF MATHEMATICS

**WMO ARTS AND SCIENCE COLLEGE
MUTTIL**

**CERTIFICATE COURSE
ON
TECHNICAL WRITING WITH
LATEX**

JUNE 6, 2022 TO JUNE 30, 2022

RESOURCE PERSON

DRISHYA T. DAS

**ASSISTANT PROFESSOR ON CONTRACT
WMO ARTS AND SCIENCE COLLEGE, MUTTIL**



DEPARTMENT OF MATHEMATICS
WMO ARTS & SCIENCE COLLEGE

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04936-207532 (Principal)

e-mail : wmocollege@gmail.com

website: WWW.wmocollege.ac.in

Certificate Course on Technical Writing with LaTeX (WMMAT5)

Academic year:2021-22

No. of Hours: 30

Course Co-Ordinator: Drishya T Das

Course Description:

TEX is a typesetting program that was invented by Donald Knuth "for the creation of beautiful books—and especially for books that contain a lot of mathematics". TEX is especially useful for typesetting mathematical documents and other documents containing complicated symbols and formatting. LaTeX is an easy-to-use version of TEX designed by Leslie Lamport. "Think of LaTeX as a house built with the lumber and nails provided by TEX".

This course is designed to help students to get to know the basics of LaTeX and typesetting in LaTeX. Participants will learn the uses of LaTeX in Mathematical typesetting and will be able to have enough knowledge in LaTeX for their dissertation works. The major aim of this course is to enable students to work on their dissertations with the help of LaTeX.

The course includes information about LaTeX and methods to type a basic mathematical document with the help of it.

Course objectives:

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

- Understanding of mathematical typesetting software
- Basic ideas in markup languages
- Basic software that supports the mathematical research
- Understand the effective use of open-source software to write mathematical articles

Syllabus

SYLLABUS:

Module 1:

- 1.1 Getting Started with LaTeX
- 1.2 What is TeX?
- 1.3 What is LaTeX?

Module 2:

- 2.1 How to create LaTeX files.
- 2.2 How to create and typeset a simple LaTeX document.
- 2.3 Adding basic information to the document.



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2.4 Using packages.

2.5 Defining new environments.

2.5.1 The enumerated environment

2.5.2 The itemized environment

2.6 Including a picture.

2.7 Highlighted text

Module 3

3.1 Elementary mathematical typesetting

3.2 Align environment and cases.

3.3 Math Alphabets

3.4 Mathematical symbols

3.5 Mathematical structures

Module 4

Assignment

Students have to complete two different assignments on basic mathematical typesetting.

COURSE OUTCOMES:

- Understand the basic ideas of how to write a document in LaTeX.
- Understand the effective use of open-source software in the dissertation.
- Understand the need for Free and Open-Source Software in the field of Mathematical research.
- Ability to type a document including mathematical symbols and structures.

Course Co-Ordinator: Drishya T Das

Assistant Professor

Dept. of Mathematics

Head

Dept. of Mathematics

W M O Arts & Science College, Muttill



WMO Arts & Science College Muttill Wayanad

wmocollege@gmail.com | www.wmocollege.ac.in

DEPARTMENT OF MASS COMMUNICATION & JOURNALISM

*Newspaper
Publication*
Value added Course

2021-22

deptmasscomactivity@gmail.com



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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Phone:04936-203382(office)

Value Added Course- Newspaper Publication

2021-22

INTRODUCTION

The department of mass communication and journalism, WMO arts and science college, Muttill 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



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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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

WMO ARTS & SCIENCE COLLEGE
DEPARTMENT OF MASS COMMUNICATION AND
JOURNALISM

BASICS OF
PHOTOGRAPHY

2021-2022

CERTIFICATE
COURSE



deptmasscomctivity@gmail.com



DEPARTMENT OF MASS COMMUNICATION AND JOURNALISM

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Basics of Photography

2021-2022

Objective 30 Hours

The objective of a photography course is to provide students with a solid foundation in the technical aspects of photography, enhance their creativity, develop a strong understanding of composition, expose them to different genres and styles of photography, teach post-processing techniques, assist in building a professional portfolio, and provide business and marketing knowledge to prepare them for a career or hobby in photography.

Module 01

Understanding the Camera, Film based and Digital Photography

Module 02

Camera techniques, ISO, Shutter speed and Aperture, Lenses and Filters

Module 03

Photo Composition-Technique, Types of photography, Indoor and Lighting Photo Editing.

Aswin P
Course Coordinator

Anu Ann Varghese
Head of the Department



WMO Arts & Science College
Muttil Wayanad

DEPARTMENT OF HINDI
CERTIFICATE COURSE

BASIC COMMUNICATION SKILLS, CORRESPONDENCE
AND TRANSLATION

2021-22





Certificate Course on Basic Communication Skills Correspondence & Translation
HIN(BCCT)1

Academic Year : 2021-22

Course Coordinator : Rasitha Sahadevan.

No.of hours : 30

Aim & Objectives of the course

1. To make students able to use Hindi language correctly and efficiently.
2. To make them understand various types of letters and to make them proficient to prepare certain basic kinds of letters independently in their personal and professional life
3. Familiarising the technology of translation with its possibilities

Course Outline

Module 1

Hindi language- Correct usage of Hindi words and sentences, vocabulary.

Module 2

Hindi pronunciation and communication skills in different stages of life

Module 3

Selected letters and technical terminology

Module 4

Translation passage from Malayalam to Hindi and vice versa

Hour Distribution

Module 1 : 6 hrs

Module 2 : 10 hrs

Module 3 : 8 hrs

Module 4 : 6 hrs

DEPARTMENT OF HINDI

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04936-207532 (Principal)



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- Understand the factors that influence use of vocabulary in speech and writing
- Understand the importance of correspondence and basic terminology
- Understand the importance of translation

Rasitha Sahadevan
Course Coordinator

Dr. Hemalatha C P
Head of the Department



WMO Arts & Science College Muttil Wayanad

DEPARTMENT OF MALAYALAM

CERTIFICATE COURSE

Translation Study in Malayalam

2021-2022

"Language is the road map of a culture. It tells you where its people come from and where they are going."



WMO ARTS AND SCIENCE COLLEGE
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DEPARTMENT OF MALAYALAM

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website: WWW.wmocollege.ac

CERTIFICATE COURSE 2021-22 TRANSLATION STUDIES IN MALAYALAM

SYLLABUS

വിവർത്തനത്തിന്റെ അടിസ്ഥാന തത്വങ്ങളെ മനസ്സിലാക്കിയെടുക്കുക എന്നതാണ് ഈ കോഴ്സിന്റെ ലക്ഷ്യം.

module :01


വിവർത്തനം: പ്രസക്തിയും പ്രയോജനവും

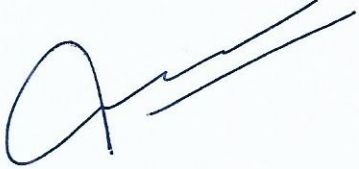
module :02

മലയാളത്തിൽ നിന്നും ഇംഗ്ലീഷിലേക്കും ഇംഗ്ലീഷിൽ നിന്നും മലയാളത്തിലേക്കും വിവർത്തന പരിചയം

module :03

വിവർത്തനത്തിന്റെ സ്വാധീനം മലയാള സാഹിത്യത്തിൽ


Shyju Pk
Course coordinator


Dr: Mohamed Safeeq t
Head of the Department.