PROVIDENCE SKILL DEVELOPMENT CENTER
PROVIDENCE COLLEGE FOR WOMEN (AUTONOMOUS),COONOOR

CERTIFICATE COURSES ADMISSION 2022-23

LIST OF COURSES OFFERED

- HOSPITALITY MANAGEMENT
- TOURISM
- TALLY ERP
- COMMUNICATIVE SKILL
- ORGANIC FARMING
- LATEX
- INTERIOR DECORATION
- COMPUTER OFFICE MANAGEMENT
- HARDWARE & NET WORK DESIGN

BEAUTICIAN
TAILORING
PALLIATIVE CARE
EVENT MANAGEMENT
SILAMBAM
SPOKEN HINDI

PROVIDENCE SKILL DEVELOPMENT CENTRE

PROVIDENCE COLLEGE FOR WOMEN, (AUTONOMOUS), COONOOR

REPORT OF THE CERTIFICATE COURSES CONDUCTED DURING 2022-2023

COMMITTEE MEMBERS:

1. Dr. Jacqueline Martin : Co-ordinator
   Assistant Professor in Commerce
2. Mrs. Karunambigai : Member
   Assistant Professor in Economics
3. Mrs. Shalini : Member
   Assistant Professor in Maths
4. Mrs. Revathi : Member
   Assistant Professor in History

CERTIFICATE/VALUE ADDED COURSES CONDUCTED DURING 2022-2023:

1. Beautician
2. Interior Decoration
3. Event Management
4. Tailoring
5. Travel and Tourism
6. Computer Office Management
7. Hardware & Net Working
8. Spoken Hindi
9. Communicative Skill
10. Tally
11. Organic Farming

COMMENCEMENT OF COURSES:

An Orientation for all Certificate Courses was given to the students on 14/12/2022. The Course Instructors spoke about the usefulness and benefit of studying the course. They briefly mentioned the syllabus that would be covered and the pattern that would be followed. Placement opportunities, career and possibility of earning were also discussed.

DURATION OF THE COURSES:

All the above courses (except Tally) were conducted for 30 hours duration, for 3 months. Tally Course

was conducted for 50 hours

BEAUTICIAN COURSE:

Name of Instructor : **Mrs. B. GANGA**

No. of students who attended the course : 85

The course comprised of

Threading, waxing, beauty care, skin disorders – causes and its remedies, bleaching, facial, manicure, pedicure, make-up, henna, wig-making, hair sculpture, long hair designing, back-comb styling etc.

INTERIOR DECORATION:

Name of Instructor : **Mrs. DEEPA**

No. of students who attended the course : 35

The course comprised of

Plumbing systems, cost estimations, autocad, paintings, flower arrangements, bed-making, table arrangements, hand drawings, pencil sketches, shading etc.

EVENT MANAGEMENT:

Name of Instructor : **Ms. SHAFNA A.,** Assistant Professor in Commerce, Providence College

No. of students who attended the course : 31

The course comprised of

Conceptual knowledge, top trending careers, planning events – birthday parties, weddings, corporate events, baby showers, award functions, movie premiere etc.
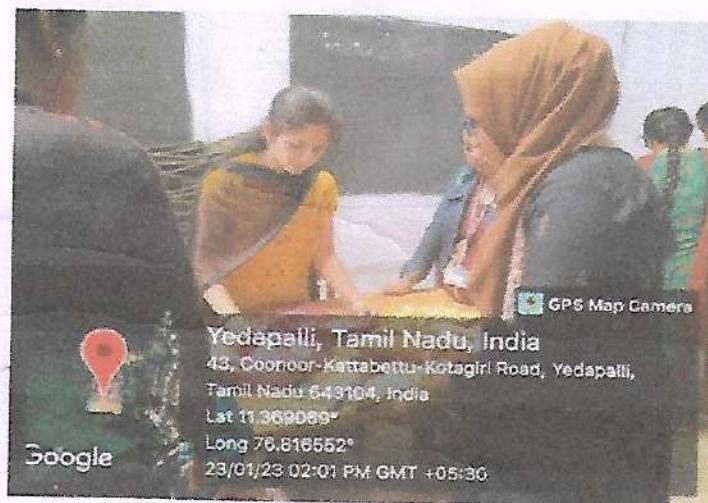

TAILORING:

Name of Instructor : **Mrs. MEGALA J.**

No. of students who attended the course : 50

The course comprised of

Taking body measurements, draft drawings, paper cuttings, fabric cutting, stitching garments, basic hand embroidery stitches, operate sewing machine, cleaning, oiling etc., cut and stitch blouse and salwar suits.

TRAVEL AND TOURISM:

Name of Instructor : **DR. DANISH FATHIMA**, Assistant Professor in History, Providence College

No. of students who attended the course : 94

The course comprised of

The elements of Tourism, transportation facilities, types of tourism, tourism places in Tamilnadu and India, Tourism Organisations, Travel Agencies, Guide, Accommodation and hotel arrangements, tourism planning, ticketing – IRCTC, SETC, Passport and Visa.

COMPUTER OFFICE MANAGEMENT:

Name of Instructor : **MR. H. SIVALINGAN**, Assistant Professor in B.C.A. Dept., Providence College

No. of students who attended the course : 50

The course comprised of

Working with Word Files, presentations, Excel sheets, Data bases.

HARDWARE AND NET WORKING:

Name of Instructor : **DR. K. SANTHOSH KUMAR & MS. KEERTHANA SUNDERRAJ**, Assistant Professors in B.C.A. Dept., Providence College

No. of students who attended the course : 57

The course comprised of

- Configure & apply BIOS settings, Motherboard components, RAM, Storage devices, types of cables, peripheral devices
- Overview of Networking, transmission media & topologies
- install and configuring lap top hard ware and components
- Microsoft Operating Systems, tools, control panel utilities, configuration of Windows networking - Trouble shooting

SPOKEN HINDI:

Name of Instructor : **MRS. AMINA SIMONIS**

No. of students who attended the course : 49

The course comprised of Basic Hindi knowledge, words, sentences, situational speakingss

COMMUNICATIVE SKILL (ENGLISH):

Name of Instructor : **DR. CLEMENCIA MARY** Assistant Professor in English, Providence College No.

of students who attended the course : 15 The course comprised of

e-learning environment – to acquire listening, speaking, reading & writing skills, vocabulary and speaking proficiency

TALLY :

Name of Instructor : **MR. R. KARTHIKEYAN,** Assistant Professor in Economics, Providence College

No. of students who attended the course : 77

The course comprised of

Basic accounts – Systematic accounts handing, Preparation outstanding statement , Simple recording of transaction- budget preparation- job work process.
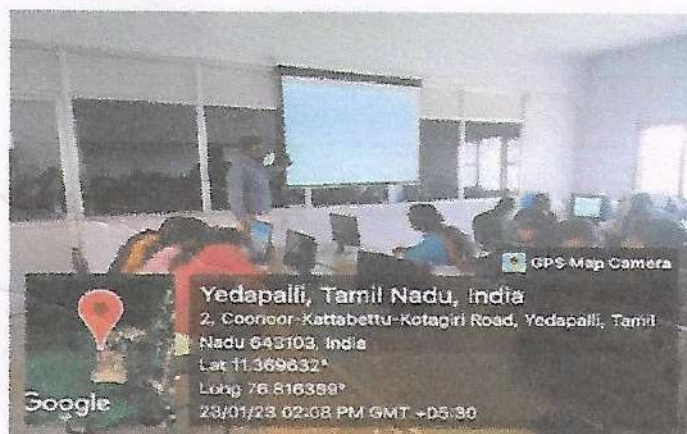
ORGANIC FARMING

Name of Instructors : MS.SAJITHA & MS.SARANYA.C, Assistant Professors in Botany, Providence College.
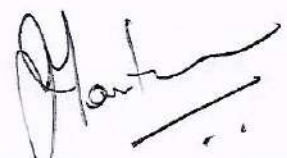
No. of students who attended the course : 56

The course comprised of

Organic farming- Vermi composing , organic manure preparation and Recycling of waste.

Signature of the Principal

Signature of the Co-ordinator

Providence College for Women (AUTONOMOUS)

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Hardware and Networking

2022-2023

- Students should possess critical thinking skills, creative problem-solving abilities, computer assembly skills, effective communication skills and hardware troubleshooting and repair.

How is Hardware and Networking Technology Course Beneficial?

- After passing the course they can go for further Master's Degree and then for research studies such as M.Phil. And Ph.D.
- They can have jobs mainly in professional, scientific and technical services, public administration and safety and financial and insurance services.

Hardware and Networking Technology Employment Areas

- Hardware Manufacturing Companies
- Telecom Companies
- Colleges & Universities
- Hardware Repair Shops
- Banks
- Call Centers
- System Design Companies
- Hospitals
- Software Companies

Hardware and Networking Technology Job Types

- Router Operator
- Hardware Executive
- Network Engineer
- System Engineer
- Cabling Designer
- Network Designer
- Back up Operator

OBJECTIVES

1. To establish the self employed Society.

2. To generate the Computer Hardware Professionals.

3. To Train the lower order Technicians.

4. To generate man power at different level to unable the country to face the challenge of world modern I.T. and Instrumentation.

SCOPE

Large use of computers, laptops, mobiles, desktops and internet in private and government organizations increases the requirement of hardware and networking professionals.

Huge career opportunities and jobs are there in the field of computer hardware and networking. There is extensive use of computers in colleges, schools, organizations, hospitals, banks, etc. Companies in hardware manufacturing, system design, software development requires professionals who are well-versed in this field.

Unit I

PC Hardware

- Configure and apply BIOS settings.
- Differentiate between motherboard components, their purposes, and properties.
- Compare and contrast RAM types and features.
- Install and configure storage devices and use appropriate media.
- Install an appropriate power supply based on a given scenario.
- Evaluate and select appropriate components for a custom configuration, to meet customer specifications or needs.
- Given a scenario, evaluate types and features of display devices.
- Identify connector types and associated cables.
- Install and configure various peripheral devices

Unit II Networking

- Overview of Networking
- Network Hardware and Components
- Transmission Media and Topologies
- Protocols and Services

Unit III' Laptops

- Install and configure laptop hardware and components.
- Compare and contrast the components within the display of a laptop.
- Compare and contrast laptop features.

Unit IV

Operating Systems

- Compare and contrast the features and requirements of various Microsoft Operating Systems.
- Given a scenario, install, and configure the operating system using the most appropriate method.
- Given a scenario, use appropriate operating system features and tools.
- Given a scenario, use Control Panel utilities
- Setup and configure Windows networking on a client/desktop.
- Explain the differences among basic OS security settings.

Unit V

Troubleshooting

- Given a scenario, explain the troubleshooting theory.
- Given a scenario, troubleshoot common problems related to motherboards, RAM, CPU and power with appropriate tools.
- Given a scenario, troubleshoot hard drives
- Given a scenario, troubleshoot common video and display issues.
- Given a scenario, troubleshoot wired and wireless networks with appropriate tools.
- Given a scenario, troubleshoot printers with appropriate tools

Duration: 30 Hours

- Approach to clients
- Hygiene in the Parlour
- Threading- Safety rules for eye brows, Archingthree methods, Threading Tweezers
- Waxing-Preparation of Wax, Methods of Waxing
- Beauty Care- Using Natural ingredients
- Skin Disorders and its causes-Black heads, Acne, White Heads, Under eye dark circles
- Bleaching- Preparation of Bleechand methods of applying it
- Facial- Different facial methods for different skin tone
- Menicure
- Pedicure
- Henna (Black)-Application of Henna

Unit 1 (6 hrs. – 3 days)

Introduction – Meaning - Definition – Objectives – Career opportunities – Event Management (Corporate & Social) - Event Manager – functions

Practical : Prepare Work sheet, Check Sheet

Unit 2 (6 hrs. – 3 days)

Event Planning & Venue Management, Advertising –Campaigning - Hospitality – Communication and Presentation skills

Practical: Plan an event

Unit 3 (6 hrs. – 3 days)

Event Resource Management – budgeting – Quality Management:

Practical : Preparing a budget for an event

Unit 4 (6 hrs. – 3 days)

Event Safety and Risk Management

Practical : Alternative arrangements

Unit 5 (6 hrs. – 3 days)

Public Relations – Media Management – Permissions

Practical : Public Relations/Media contact list

Syllabus

Certificate Course in Tourism & Travel Management

Unit	Theory	Training method	Hrs
I	**Introduction of Tourism and Travel:** Meaning & Definition of Tourism & Travel. **Elements of Tourism** — Factors promoting Tourism: Hospitality, Travel Agency – Tour operator	Lecture PPT	7
II	**Infra structure for Tourism & Travel Management** Transport & Communication: Road, Rail, and Water. **Tourism Organizations:** - Travel Agencies ,Guide , Accommodations & Hotels	Lecture, PPT, Group Discussion , Video Clips	8
III	**Types of Tourism:** Pleasure Tourism, Religious Tourism, Sports Tourism, Medical Tourism & Eco – Tourism ect...	PPT	5
	Practical		
IV	**Tourism planning** 1)Ticketing – IRCTC, SETC 2) Passport and Visa.	Practical	6
	Field Visit		
V	**Field Trips to** 1) Hotel (one) 2) Railway station (one) 3) Spa(one)	Field Trip	9
		Total Hr	35

References:-
1) Tourism Development – Bhatia A. K.
2) Tourism in India – Gupta V. N.
3) Tourism in India, History & Development – Bhatia A.K.
4) India – A Tourist Paradise – Das Manoj
5) Travel & Tourism Management – Foster Douglars
6) Basics of Tourism -Kamra Krishna k.

Spoken Hindi

SYLLABUS

UNIT I - INTRODUCTION

Example: My name is rani .

Monkey is sitting on tree .

UNIT II –NAMES AND NUMBERS

Name of flowers, fruits, vegetables, birds, days, months,

Directions, opposites and genders.

UNIT III – Relationship

Greetings and family relations.

UNIT IV –Conversation

Conversation in various situations, dailyroutine, market,

Train, hotel, interviews.

UNIT V – Group discussion-practical

Advantage and disadvantage of phone.

Value of languages.

Duration : 30 hrs

PROVIDENCE COLLEGE FOR WOMEN   (AUTONOMOUS) , COONOOR

CAREER ORIENTED PROGRAMME (Tailoring)

SYLLABUS

UNIT -I

BASIC CONCEPTS

Introduction to costume designing, parts of sewing machine, tools for clothing construction, trouble shooting.

UNIT -II

ELEMENTARY SKILLS

Hemming, running stitch, seams, tucks, darts, basic embroidery stitches, button holes, hook eye, piping, frills and gathers.

UNIT -III

DESIGNING

Pattern designing and paper cutting, sewing different stitches.

UNIT -IV

BASIC STITCHING

Kerchief, kids napkins, pillow covers and petticoat.

UNIT -V

STITCHING WITH FORMATS

Inskirts, different neck patterns, sleeve patterns, frock, chudidar and blouse.

ZEN I TH
CAREER WINGS
(Professional Tally Trainer)

Course Offerings

Certificate of Computerised Accounting inTally.ERP9-	Duration : 50Hrs

Certificate of Computerised Accounting inTally.ERP9-	Duration : 50Hrs

	Syllabus	Skill Development
Volume–I	**Basic Accounting** Accounting Basic-Book Keeping-Rules and Accounting Nature-Journal and Ledger Posting **Fundamentals of Tally.ERP9:** Introduction of Tally- History of Tally Version – Company Creation- -Function Keys.Tally.ERP9 features-Configuration **Basic Accounting Module:** Ledger Creation- Group Creation-Accounting Voucher-Receivable & Payable Management -Credit Limit -Bank Reconciliation Statement- PracticeExercises **Reports:** Day book Preparation-Trial Balance-Profit and Loss A/c-Income and Expenditure Statement- Balance Sheet-Accounts Book-Cash-Bank-Purchase-Sales books and Statements of Accounts. **Basic Inventory Module:** Stock Group Creation-Stock Category Creation-Unit of Measurement Creation-Stock Item Creation-Godown Management Creation-Inventory Voucher-Stock Summary-Practice Exercises **Reports:** Stock Summary-Ageing Analysis-Inventory Books-Group Summary-Stock Transfers-Statement of inventory-Stock query.	40% theory + 60% practical **Accounts:** • BasicAccounts • SystematicAccounts Handling • Posting Day toDay Transactions • PreparationOutstanding statements • BankReconciliation Processing **Inventory :** • Stock Group andStock ItemHandling • StoreMaintains • Inventory Transactionin Posting • StockReport

ZENITH CAREER WINGS
(Professional Tally Trainer)

Examination Pattern:

Volume	Theory 75%	Practical 25%
All Module	75*1=75(objective type)	Practical-25 mark

Course Syllabus outline

No	Topic
	Fundamentals of Tally.ERP 9
	Accounting Master
	Inventory Master
	Accounting Voucher
	Inventory Voucher
	Receivables & Payables Mgt
	Financial Report
	Advance Accounting Mgt
	Order Voucher
	Sales Mgt
	POS Sales
	Introduction of GST
	GST Master Creation
	GST Invoice Preparation
	GST Reports
	Payroll Master
	Payroll Voucher
	Tally Technologies
	Data Base Management
	Model Exam
	Final Exam

Syllabus	Skill Development
Advanced Accounting module Cost Allocation-Multi Currency(Forex Management)-Interest Payable-Interest Receivable- Export and Import of Data -PracticeExercises. **Advanced Reports :**Accounts Books-Cash Book-Bank Book-Sales Register-Purchase Register-Statement of Accounts-Outstanding-Statistics	40% theory + 60% practical **Accounts:** ➤ Simple Recordingof Transactions ➤ Financialcontrol ➤ Budgetpreparation ➤ InterestStatements ➤ MISReports.
Advanced Inventory Module Order Processing-Batch Wise Details-Expiry Intimation-Zero Value Cost-Actual & Billed Quantity-Price list Creation and Transactions -Point of Sale- Practice Exercises. **Advanced Inventory Reports:** Inventory Books-Sales order-Purchase order-Reorder-Physical Stock- Movement Report-Profitable Cost Report- Inventory Statement.	**Inventory :** ➤ Order ProcessTechnique ➤ ProductionManagement ➤ MaterialManagement ➤ Job WorkProcess
Business Taxation **Goods Service Tax-**Basic Concepts in GST- Configuring GST in Tally.ERP 9- Creating Masters- Entering Transactions-Accounting for Return of Goods- CGST-SGST-IGST with Invoice Transactions -GST Report- E-Filing Steps-Practice Exercises	Tax knowledge in ➤ GST ➤ ServiceTax ➤ Tax invoicePreparation ➤ Tax filereturns
Tally Technologies Tally vault password- security control – Backup & restore-Export-Import –ODBC – Control Center –Support center	Technologies knowledge ➤ Date Configuration ➤ Data Maintenance ➤ Installation

Volume–II&III&IV

COMPUTER FUNDAMENTALS & MS OFFICE

Syllabus

Unit I

MS WINDOWS, COMPUTER BASICS: Computer Basic, Creating Folder, Paint-Directories, input units, Output unit – Central Processing Units, – What is hard ware, what is Soft ware – Windows short cut keys

Unit II

MS Word

New, Open, Close, Save, Save As – Formatting Text: Font Size, Font Style – Font Color, Use the Bold, Italic, and Underline – Change the Text Case – Line spacing, Paragraph spacing – Shading text and paragraph – Working with Tabs and Indents

Shapes, Clipart and Picture, Word Art, Smart Art – Columns and Orderings – To Add Columns to a Document – Change the Order of Objects – Page Number, Date & Time – Inserting Text boxes – Inserting Word art – Inserting symbols – Inserting Chart – Inserting custom Header and Footer – Inserting objects in the header and footer – Add section break to a document.

Unit III

MS Excel

Introduction to Excel interface – Understanding rows and columns, Naming Cells – Working with excel workbook and sheets

New, Open, Close, Save, Save As – Formatting Text: Font Size, Font Style – Font Color, Use the Bold, Italic, and Underline – Wrap text, Merge and Centre – Currency, Accounting and other formats – Modifying Columns, Rows & Cells

Creating Simple Formulas – Setting up your own formula – Date and Time Functions, Financial Functions – Logical Functions, Lookup and Reference – Functions Mathematical Functions – Statistical Functions, Text Functions.

Unit IV

Sort and filtering data - Using number filter, Text filter - Custom filtering - Removing filters from columns - Conditional formatting

Inserting Column, Pie chart etc. - Create an effective chart with Chart Tool - Design, Format, and Layout options - Adding chart title - Changing layouts - Chart styles - Editing chart data range - Editing data series - Changing chart.

MS Power Point

New, Open, Close, Save, Save As - Typing the text, Alignment of text - Formatting Text: Font Size, Font Style - Font Color, Use the Bold, Italic, and Underline - Cut, Copy, Paste, Select All, Clear text - Find & Replace - Working with Tabs and Indents

Unit V

Inserting new slide - Changing layout of slides - Duplicating slides - Copying and pasting slide - Applying themes to the slide layout - Changing theme color - Slide background - Formatting slide background - Using slide views.

Multilevel numbering and Bulleting - Creating List - Page bordering - Page background - Aligning text - Text directions - Columns option.

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Department of Botany & Department of Horticulture, Udhagamandalam

Certificate course on Organic Farming

Syllabus 2022-2023

Unit I: Organic farming – Introduction and methodologies, Need for organic farming, status of organic farming, concepts and Principles, components of organic farming. Organic farming techniques– Fukuoka(Japan), Perma culture, Palekar model, Australian farming(Bill Mollison),Ecological farming, organic transition steps. Crop planning and management- crop rotation, mixed cropping, cover cropping, nursery techniques. Organic cultivation of exotic fruits and vegetables.

Unit II: Organic manures and bio inputs – compost production, vermicompost, VAM compost, Farmyard Manure (FYM)and their uses. Bioformulation production-Panchkaviya, dhaaskaviya, jeevamirudham etc. Biofertilizer production, biocontrol agent production, organic plant production- pest and disease management, weed management.

Unit III Organic vegetable crop management,organic kitchen gardening,organic rooftop gardening (Terrace gardening),organic products-postharvest management Organic certification- organic standard, certification process,marketing.

Unit IV: Livestock management in organic farming- integrated farming (rearing domesticated animals and birds), apiculture, and mushroom cultivation. Value addition in organic produce- vegetables, fruits and flowers. Recycling of farm wastes (Biogas production)

Unit V: Soil- soil parameters, soil testing, soil nutrient, soil reclamation, organic matter, land preparation, soil conservation. Water- water parameters, water testing, water conservation methods (irrigation methods).

Pratical

1. Soil preparation
2. Methods of conservation of soil and water
3. Organic manure preparation
4. Nursery techniques (cutting,layering,grafting,pruning,budding etc)
5. Value addition-organic products(fruit preserves,jam,jelly, pickles,squash, etc)

6. Field visit-mushroom cultivation unit, bio compost unit, bio control agent production, solid waste management unit, pomological station. Fruit preservation and processing unit(Sims park). Exposure visit to Farmers fields.

Outcome of the course

1. Makes opportunity to become a skilled entrepreneur
2. Helps in conserving Natural resources
3. In producing a Good Conservationist and a Naturalist
4. In improving the Immunity and Health of Humankind
5. Bringing awareness about organic farming in rural and urban areas

References

1. Selvaraj et.al.2006.Organic horticulture-creating a more sustainable farming, Horticulture Research Station, Tamil Nadu Agricultural University, Udhagamandalam 525$_{pp}$

Annexure I

Syllabus

- This module consists of one and a half month
- Examination will be conducted at the end of each module

Chapters	Hrs
Lesson maker	10
3000 essential words with graphical evaluation	10
Listening, responding, recording, evaluating	5
Assigning words/ lessons/ exercises	6
Lesson creation in text (html), audio & video Pronunciation practice with the meaning, usage & exercises	4
Total	35 hrs

Examination will be conducted at the end of each modules.