

ETHIRAJ COLLEGE FOR WOMEN
DEPARTMENT OF BUSINESS ADMINISTRATION
VALUE ADDED COURSE SYLLABUS

COURSE TITLE: EMPLOYABILITY SKILLS TRAINING

COURSE DURATION: 30 HOURS

UNIT I : Quantitative Ability- 1

Indices and Surds- Logarithms- Simple Equations- Ratio–Proportion–Variation- Percentages– Profit & Loss–Partnerships- Simple & Compound Interest- Numbers- Averages– Mixtures– Alligations- Quadratic Equations.

Unit II: Quantitative Ability-2

Progressions- Time and Work – Pipes and Cisterns- Time and Distance- Probability- Permutations & Combinations and Number System and exercises related to the topic.

Unit III: Verbal and Reasoning

The puzzles and games test -Logical reasoning skills - Verbal ability – Vocabulary (antonyms and analogies and synonyms, Sentence completion, Reading comprehension)-Deductions- Analytical Reasoning- Non Verbal Reasoning- Pattern completions.

Unit IV: Qualitative Ability – 1

Grooming Standards- Being Market Ready- Levels of Communication- Team working- Public speaking- Decision Making Skills.

Unit V: Qualitative Ability -2

Self branding- Self- SWOT- Sessions on Group Discussion- Personal Interviews and Career orientation.

S. Kothari

Principal

ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8

VALUE ADDED COURSE

HERBAL REMEDIES

Course Duration: 45 hours

1. Herbal remedies for facial problems (1+3 hrs)
2. Herbal remedies for hair problems (1+3hrs)
3. Herbal remedies for management of Diabetes Mellitus(1+2hrs)
4. Herbs for Skin care(1+2hrs)
5. Herbal remedies for management of joint pain(1+3hrs)
6. Herbal remedies for management of respiratory illness(1+2hrs)
7. Herbal remedies for management of menstrual problems and nutritional anaemia(1+3hrs)
8. Herbal remedies for management of GI tract disorders(1+3hrs)
9. Herbal remedies for management of obesity(1+3hrs)
10. Herbs used during pregnancy and lactation(1+3hrs)
11. Herbal medicines for healthy liver and kidney(1+3hrs)
12. Herbs as Immunostimulants (1+3hrs)

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Chennai - 8

STATISTICAL PACKAGE FOR SOCIAL SCIENCES (SPSS)

Teaching Hours:40

Credits:2

COURSE OBJECTIVES:

1. To enable the students to tabulate and code data using SPSS.
2. To equip students to apply statistical tools to test the relationship between variables and interpret the results graphically.

COURSE OUTLINE:

UNIT I:

Introduction Type of Scale of Measurements - Choosing appropriate scale and measurement to the data - Preparing codebook. Getting to Know SPSS: Starting SPSS- Working with data file - SPSS windows- Menus - Dialogue boxes. Preparing the Data file: Creating data file and entering data - Defining the variables - Entering data - modifying data file- import file. Screening and cleaning data - Manipulation of data.

(10 hours)

UNIT II:

Preliminary Analysis Descriptive statistics - Statistical techniques: Correlation: Pearson product moment correlation - Spearman rank correlation - Partial correlation - Simple linear regression - Multiple Linear Regression - Factor Analysis.

(10 hours)

UNIT III:

Statistical techniques: Compare means One sample and two independent sample t test Paired sample t test - One way Analysis of variance - Two way - Non-Parametric Statistics Independent Chi square Test - Mann-Whitney test - Wilcoxon signed rank test – Kluskal Wallis test- Submission of Live Project Report.

(20 hours)

RECOMMENDED TEXTBOOKS:

1. Darren George & Paul Mallery, IBM SPSS Statistics 23 Step by Step: A Simple Guide and Reference 2016
2. Van Den Berg RG 201 S, I .2.1 SPSS Combining data with syntax and output, SPSS Tutorials, 2016

WEB RESOURCES:

1. <https://www.uvm.edu/ftstatdhtx/fundamentals9/SPSSManual/SPSSLongerManual/SPSSChapterJ.pdf>
2. <https://www.slideshare.net/davidmbwiga1990/spss-lecture-notes>

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ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

PG & RESEARCH DEPARTMENT OF COMMERCE

FINANCIAL MARKET PROFESSIONAL PROGRAM

CERTIFICATE COURSE – “CAPITAL MARKETS”

Duration of the Course: 45 hours comprising of 3 modules of 15 hours each

1. Module I : Fundamentals of Capital Markets
No. of Hours : 15 hours
Fees : Rs. 1000/student
Certification : NSE, Finmark & Ethiraj College
2. Module II : Securities Market and Risk Management
No. of Hours : 15 hours
Fees : Rs. 1000/student
Certification : NSE, Finmark & Ethiraj College
3. Module III : Mutual Fund Distributors
No. of Hours : 15 Hours
Fees : Rs. 1000/student
Certification : NSE, Finmark & Ethiraj College

FUNDAMENTALS OF CAPITAL MARKETS

TOTAL HOURS: 45
CREDITS : 2

LTP: 15 5 25

COURSE OUTLINE

UNIT I

Structure of the financial markets in India-Problems of the unorganized sector-Role of the various Regulators-Demonetization, Digitalization & Transformation of Indian Economy into a Cashless society-Role of Payment Banks-NBFCs-Importance of CASA for a bank-Difference between Savings and Investment-Appreciating Risk-Importance of the Time Value of Money-Evolution of the Indian Financial Markets **(8 hrs)**

UNIT II

Primary Markets: Understand the nature and functions of the primary market-Difference between various types of public issues-Categories of issuers in the primary market-Regulatory framework for primary markets-Types of investors in the primary market-Types of public issues of equity shares-Pricing process in a public issue of shares-Public issue process-Features of a prospectus-Process of applying to a public issue-Process of listing of public issues-Process of rights issues in equity-Process and concepts in public issue of debt securities-Private placement process in equity and debt. Secondary Markets: Role and functions of the secondary markets-Market structure and participants in the secondary markets-Role of brokers and processes for client acquisition-Process of trade execution in the secondary market-Process of trade settlement-Market information available **(12 hrs)**

UNIT III

Types of Capital: Difference between equity and debt securities-Features of equity capital-Features of debt capital-Factors that influence the choice between equity and debt capital for issuers-Various aspects of investing in equity-Concepts and elements of financial analysis and valuation-Commonly used terms in equity investing-Risk and return from investing in equity-Basic features of debt instrument-Types and structure of debt instruments-Concepts and terms relating to debt securities-Benefits and risks of investing in debt securities-Factors that influence the choice between equity and debt for investors-Concepts of hybrid instruments and their features **(8 hrs)**

UNIT IV

Introduction to Market Indices. Introduction to Mutual Funds. The OTC Market. Depositories and their Role. Methods of Analyzing the Share Market. Importance of Ratios. Credit Rating and its Role. Mutual Funds: Understand the meaning and features of a mutual fund-Key terms and concepts associated with mutual funds-Functioning of a mutual fund and roles of constituents in the mutual fund-Regulatory framework for mutual funds-Types of open-ended mutual fund products-Types of close-ended mutual fund products-Processes associated with investing in

mutual funds-Uses and process of conducting systematic transactions-Information available on mutual funds for investment decision making-Costs and benefits of investing in mutual funds-ETFs (12 hrs)

UNIT V

Introduction to Derivatives Markets. Introduction to Financial Planning and Securities Markets: Financial planning framework for investing in securities-Steps in financial planning-Asset allocation process and diversification-Allocation of securities in the financial planning process.

(5 hrs)

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PG & RESEARCH DEPARTMENT OF COMMERCE

FINANCIAL MARKET - PROFESSIONAL PROGRAM

TOTAL HOURS: 45

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COURSE OUTLINE

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CERTIFICATE COURSE IN LABORATORY TECHNIQUES

DURATION : 6 MONTHS

UNIT I : INSTRUMENTATION

- a) Microscopy - Principles, types of microscopes – micrometry.
- b) Colorimetry - Principles and working methods of colorimeter and spectrophotometer.
- c) Chromatography - Principles and working methods – paper and thin layer chromatography.
- d) Electrophoresis - Principles and applications – Agarose and polyacrylamide gel electrophoresis.
- e) Centrifuge - Principles and applications – Types – simple and ultra centrifuge.

UNIT II : HAEMATOLOGY AND IMMUNOLOGY

- a) Blood cell count - Total RBC, WBC, D.C. – Estimation of Hb, ESR, Blood grouping.
- b) Widal test, Latex agglutination, ASO, CRP, RA factor, pregnancy test.
- c) Estimation of sugar – blood and urine sample.
- d) ELISA and Western blot.

UNIT III : BACTERIOLOGY

- a) Aseptic techniques.
- b) Culture media preparation – agar slants, agar plates and agar deeps.
- c) Isolation of bacteria – serial dilution, pure culture techniques – pour plate, spread plate and streak plate.

UNIT IV: PATHOLOGY

- a) Identification of pathogenic bacteria.
 - i) Staining – simple and differential.
 - ii) Biochemical tests for identification of pathogens.
 - iii) Test for antibiotic sensitivity.
- b) Identification of pathogenic fungi.
 - i) Mold study, slide culture method.
 - ii) Staining method

UNIT V : QUALITY ANALYSIS

Bacteriological examination of

- a) Water
- b) Soft drinks *Alin*
- c) Food products */curt. products*

Eligibility : Undergraduates – Biology, Chemistry, Physics, Biochemistry and Microbiology / Plus two with Biology and Chemistry.

4000/-

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ETHIRAJ COLLEGE FOR WOMEN
Chennai - 8

20 students / Batch

ETHIRAJ COLLEGE FOR WOMEN (Autonomous), CHENNAI-8
DEPARTMENT OF MATHEMATICS (AIDED)
VALUE ADDED COURSE

HIGHER LEVEL MATHEMATICS FOR COMPETITIVE EXAMINATIONS

Maximum number of students : 40

HOURS : 40 Hrs

CREDITS : 2

OBJECTIVES :

To enable the students to

- **Develop logical reasoning**
- **Develop analytical skills**
- **Face competitive examinations**

COURSE CONTENT :

UNIT- 1 :

NON – VERBAL REASONING :

Non-Verbal Series, Non – Verbal Analogy

VERBAL REASONING :

Blood Relation, Direction Sense, Sitting Arrangements

UNIT- 2 :

LOGICAL REASONING :

Syllogism, Logical Reasoning Using Venn Diagram

Odd Man Out, Series Classification.

UNIT- 3 :

ARITHMETICAL ABILITY :

Ranking, Averages , Ratio & Proportion, Clocks and Calendar, Profit & Loss.

UNIT- 4 :

DATA INTERPRETATION :

Bar Graphs, Pie Charts, Coding & De- Coding

RECOMMENDED TEXT :

1. A New approach to Reasoning , Verbal and Non- Verbal Reasoning , B.S. Sijwali & Indu Sijwali , Arihant Publications (I) Pvt,Ltd, Meerut.
2. Popular Master Guide Ibps-Cwe, R.Gupta's Ramesh Publishing House, New Delhi.

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Chennai - 8

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI
DEPARTMENT OF BUSINESS ECONOMICS
BASICS OF SPSS- VALUE ADDED COURSE

UNIT: I Introduction

Population and Sample – Observations and Variables – Variables and Scales – Sampling Methods – Types of Data – Framing of Questionnaire: Through literature and objectives of research – Likert scale – Testing of Hypothesis: One-tailed & Two-tailed Hypothesis – Level of Significance

UNIT: II SPSS Data File

Opening of a Data file in SPSS – SPSS Data Editor: Variable View – Data View – Entering Data into Data Editor – Saving the Data file – Entering and Manipulating Data: Inserting a new variable – Rearranging the order of variables in variable view – Deleting & Rearranging items – Missing values – Copying SPSS output – Importing Data from Excel File.

UNIT: III Descriptive Statistics

Comparing Averages – Chi-Square test with SPSS - Frequency Distribution and Cross Tabulation – Measures of Dispersion: Standard Deviation – Descriptive Statistics with Quantitative Data and Qualitative Data – Independent Sample – t-test - Chi-square test.

UNIT: IV ANOVA, Correlation and Regression with SPSS

ANOVA: One factor between subjects

Correlation: Simple and Multiple

Regression: Simple and Multiple

Reference

SPSS for You – Rajathi A & P Chandran

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Chennai - 8

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

DEPARTMENT OF MATHEMATICS (SS)

VALUE ADDED COURSE

Course Title : Common Aptitude Mathematics

Total Hours : 40 Hours

Credits : 1

Course Objectives :

Enable the students to

- enhance the problem solving skills.
- improve the basic Mathematical skills.
- train to face competitive examinations.

UNIT – I LOGICAL REASONING

Logical reasoning using Venn diagram, Series classification, Odd man out.

UNIT – II VERBAL REASONING

Blood relations, Direction sense, Sitting arrangements.

UNIT – III ARITHMETICAL ABILITY

Averages, Ratio and Proportions, Permutations and Combinations .

Recommended Textbook :

Quantitative Aptitude by R.S.Agarwal , S.Chand & Co Ltd .,2007.

Course Outcomes :

Upon Completion of this course the students will be able to

- detect, identify and evaluate the aptitude problems.
- solve mathematical logic based problems easily.
- crack competitive exams

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ETHIRAJ COLLEGE FOR WOMEN
DEPARTMENT OF MICROBIOLOGY
VALUE ADDED COURSE

TEACHING HOURS: 30 HOURS (ONLINE)
MEDICAL LABORATORY TECHNOLOGY

COURSE CONTENT

- UNIT I** **5 Hrs**
Phlebotomy- Personal protective equipments. Basic steps for drawing blood specimen by vein puncture. Complications of vein puncture. Specimen rejection criteria. Measurement of pulse and blood pressure. Characteristics of a good technician.
- UNIT II** **10 Hrs**
Hematology and coagulation studies. WBC total count and differential count. Determination of ESR by Wintrobe method. Estimation of hemoglobin and Peripheral smear study.
- UNIT III** **10 Hrs**
Serology and Pathology. ABO grouping, RA, CRP, ASO and Pregnancy test. Basic steps for tissue processing - fixing, embedding, microtome, staining (Hematoxylin eosin stain) and mounting methods. Faeces occult blood test, Estimation of bleeding time, clotting time, Prothrombin time and Activated partial thromboplastin time(APTT)
- UNIT IV** **5 Hrs**
Laboratory Quality assessment- Laboratory Standard Accreditation Boards - NABL, ISO and CAP. Errors - Pre analytical, Analytical and post analytical. List of automated equipments. Precautions to prevent hemolysis. Storage of blood specimens.

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Ethiraj College for Women (Autonomous), Chennai -08

Department of Physics

Value Added Course - Maintenance of Modern Equipments

L-T-P: 2 - 0 - 0

Total Hours: 30 hours

Credits: 2

Course Objective:

1. The Course helps students across disciplines to understand the fundamentals of electricity.
2. The students would be able to demonstrate the applications of Physics and Electrical Sciences in daily lives.
3. This discourse imparts to the students the prerequisite knowledge to maintain home appliances by troubleshooting minor errors; whilst still being aware of precautionary measures.

Unit 1: Basic Concepts of Electricity

Classification of electrical materials – conductor, semiconductor and insulators – (relation between electrical resistivity and conductivity – properties of electrical heating materials – ohm's law – voltage, current (direct and alternating). 10 hours

Unit 2: Simple Electric Circuits and Components

Battery – electric circuits – wattles current – electronic choke – transformer – switches – fuses – polarity test in DC – grounding – neutral and earth – circuit breaker – relay – stabilizer – inverters - UPS (ON line and OFF line) – soldering practice – types of solders – flux and methods. 10 hours

Unit 3: Home Appliances and Safety Measures - An Overview

Fundamental theories, working and fault detection of electrical gadgets – electric iron – electric kettle – electric cooking range (multi-range heat control) – microwave – refrigerators – hair dryers – washing machine – live wire – precautions. 10 hours

Books for Study

1. Fundamentals Of Physics, Alan Giambattista, Betty Richardson, Robert C. Richardson, Special Indian Edition, 2008, McGraw-Hill Education (India) Pvt Limited, 2010.
2. Repair of home appliance, sector: electrical, for modular employable skills, No. 1,2, and 3 developed by National Instructional Media Institute, CTI Campus, Chennai.
3. Handbook Of Repair And Maintenance Of Domestic Electronics Appliances, Shashi Bhushan Sinha (Author), BPB Publications, 2016.

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Chennai - 8

VALUE ADDED COURSE

Android Programming and Web designing

Enable the students to

1. Understand the basic android development tools and the clear vision about Android manifest files and user interface.
2. Understand the principles of creating an effective web page
3. Describe the use of various tags in an HTML document.
4. Develop Web pages that incorporate a variety of features found in web applications

Course Outline:

Unit - I:

Introduction to Android – Creating the First Android Project - Using the Text View Control - Using the Android Emulator - Limitations of the Android Emulator Basic Widgets - Understanding the Role of Android Application Components - Understanding Activities - Role of the Android Manifest File - Creating the User Interface - Commonly Used Layouts and Controls- Displaying Messages Through Toast -Creating and Starting an Activity - Using the Edit Text Control .- Choosing Options with Checkbox Choosing Mutually Exclusive Items Using Radio Buttons. Frame Layout - Table Layout - Operations Applicable to Table Layout Grid Layout - Specifying Row and Column Position - Adapting to Screen Orientation - Anchoring Controls Defining Layout Utilizing Resources and Media Resources

[20 hours]

Unit - II:

Internet Basics – Introduction to HTML and HTML 5 – Basic structure – Creating and saving HTML document – Viewing a web page – Basic HTML tags: Heading tags – Paragraph and break tags – Bold and Italics – HTML Lists: Ordered - Unordered list and Definition list – Working with Image: Insert – Border - Align – Alternate text. HTML Form: Create and adding controls to HTML form – Email - Frame: Introduction to frames – Frame tag – Frameset tag

[15 hours]

Unit - III:

HTML 4 and HTML 5 Tables – Creation – Caption – Heading – Border – Align – Width – Background colour – Cell padding – cell spacing – Row and column span - Hyperlink: Internal and External - Using image as links – Creating Images Maps – Multimedia: Audio and Video – Embedding Multimedia on web page – Creating a link to a Multimedia file - Using the < object > tag to insert objects.

[15 hours]

Recommended Text Books

S. No	Title of the book	Authors	Publishers / Edition	Year of publications
1.	Android Programming Unleashed	B.M. Harwani	Pearson Education	2013
2.	Web Enabled Commercial Application Development Using HTML, JavaScript, DHTML and PHP	Ivan Bayross	BPB Publications, Fourth Revised Edition	2010
3.	HTML 5 in Simple Steps	KogentLearning Solutions Inc	Dreamtech Press	2014

E-Learning Resources:

S.No.	URL
1	https://developer.android.com/training/basics/firstapp
2	https://www.javatpoint.com/android-tutorial
3	https://www.w3schools.com/html
4	https://www.tutorialspoint.com/html5
5	https://html.com

Teaching Methodology:

Chalk and Talk, OHP, LCD, Seminar, Practical Demonstrations, Discussion, Program writing.

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**VALUE ADDED COURSE
DYSLEXIA - SYLLABUS**

No of Hours: 40

Credits: 1

Course objectives:

1. To identify children with learning difficulties in the normal classroom.
2. To understand teaching methods to overcome learning problems.
3. To help the parent to move in the positive direction.

Course Outcomes:

1. Students will be able to assess children with learning difficulties in the normal classroom
2. Students will be able to teach remedial sessions for children with dyslexia and counsel parents of such children

Unit 1

4hours

Timeline of Learning Disabilities, History of Dyslexia, -Specific Language Disability, Definition of Dyslexia. – Characteristics and Symptoms related to age of the child and category, Types of Dyslexia - based on brain areas and functions.

Unit 2.

6 hours

Dyslexia- Reading difficulty – specific symptoms, Stages of reading, steps in remedial teaching. Spelling difficulty –symptoms, teaching methods. Dysgraphia – writing difficulty, specific symptoms and instructional activities in remedial teaching. Dyscalculia- math difficulty, specific symptoms, activities and steps in remedial teaching

Unit 3

4 hours

Attention Deficit Hyperactivity Disorder- Types, symptoms, positive traits, handling methods at school and home. Psychological Tests – History of Intelligence tests, Intelligence Scales and Classification of IQ.

Unit 4

6 hours

Teaching Methods - Multisensory teaching - Phonics methods - Multiple Intelligences. Parent Counseling – Psychosocial problems, Counseling, Family centered approach, Family centered care. Behaviour Management – Analysis of Problem behavior (ABC method), Management strategies.

Unit 5 Practicals Teaching Practice

20 hours

Case History - Informal Learning Assessment of -.Concept -.Phonics-.English – Reading -English Writing -Second Language Reading and Writing –Numbers and ADHD. **Remedial teaching** for Concept -.Phonics-.English – Reading -English Writing -Second Language Reading and Writing –Numbers and ADHD. Submission of Project

EVALUATION

Total		100 marks
Theory	50	
External		30 +
Internal		20
Practical	50	
External		40 +
Internal		10

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**VALUE ADDED COURSE
INTRODUCTION TO GENDER STUDIES**

Course objective

This course will introduce concepts related to gender ideology and the social construction of gender in Indian context. It will highlight the role of social institutions in upholding the gender ideology and have a critical analysis of social reality in the fields of health, economy, media and governance. Further it gives a brief picture of gender mainstreaming by international and national actors to promote gender parity.

Unit 1

Social construction of gender- Sex and Gender- Nature versus Culture Gender roles- Gender discrimination- Gender equity- Gender equality-and Empowerment. Patriarchy- Caste- Class- interlink of issues in Indian context

Unit 2

Role of Social Institutions- Family- School- Media- Religion and Legal concerns. Socialization process- Control of social norms – Society – Women the vanguard of culture. Gender violence in private and public sphere-legal measures to curb these social evils Family and

Unit 3

Women and Health :

Health a gender issue- status of women's health in India- health care services in India- food and nutrition- reproductive health- occupational health health policy in India- maternity benefit act – debates around Pre Natal Diagnostic Test Act-promotion of women's health in international measures

Unit 4

Women and Economy :

Gender role expectations and work- Women's representation in the workforce unorganized organized-women's contribution through unpaid work- Impact of globalization on women's work. New economic policy and its impact on women's employment- training, skills, income Generation- migration of women...

Unit 5

Women and Media :

Portrait of women in media- women as major consumers- cosmetics- body health-beauty concepts- toys for different sex- objectification of women. Women and Governance International conferences- Changes in development approaches – Beijing Platform for Action- Women as change agents- India's inclusive strategy and women in decision making bodies opportunities and challenges.

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