Curriculum of Certificate Courses for the Year 2020-2021

Curriculum of Certificate course in Seasonal Diseases

VISVODAYA GOVERNMENT DEGREE COLLEGE, VENKATAGIRI
Deepartment of Zoology
Certificate course on Seasonal Diseases
01-11-2021 to 30-11-2021

UNIT I
SUMMER DISEASES-Types symptoms and prevention

Common summerdiseases

Typhoid Chickenpox

Hyperthermia

Meseals and Mumps

UNIT II
WINTER DISEASES-Types symptoms and prevention

Common cold and Fever

Tonsils

Ear infection Joint pains and Bronchities

UNIT III
MANSOON DISEASES-Types symptoms and prevention

Influenza

Cholera

Typhoid

Dengue and Malaria

Signature of lecturers

1. Dr. D. Sujatha

R. Nirupama

D. Sujatha

INCHARGE
Department of Zoology
Visvodaya Govt. Degree College
Venkatagiri, SPSR Nellore Dist.

Curriculum of Certificate course in Python

Syllabus for Python Course

UNIT I

Introduction: Introduction to Python , Program Development Cycle , Input , Processing , and Output , Displaying Output with the Print Function , Comments , Variables , Reading Input from the Keyboard , Performing Calculations , Operators. Type conversions, Expressions , More about Data Output. Data Types, and Expression: Strings Assignment , and Comment , Numeric Data Types and Character Sets , Using functions and Modules. Decision Structures and Boolean Logic: if , if-else , if-elif-else Statements , Nested Decision Structures , Comparing Strings , Logical Operators , Boolean Variables. Repetition Structures: Introduction , while loop , for loop , Calculating a Running Total , Input Validation Loops , Nested Loops.

UNIT II

Control Statement: Definite iteration for Loop Formatting Text for output , Selection if and if else Statement Conditional Iteration The While Loop Strings and Text Files: Accessing Character and Substring in Strings , Data Encryption , Strings and Number Systems , String Methods Text Files.

UNIT III

List and Dictionaries: Lists , Defining Simple Functions , Dictionaries Design with Function: Functions as Abstraction Mechanisms , Problem Solving with Top Down Design , Design with Recursive Functions , Case Study Gathering Information from a File System , Managing a Program's Namespace , Higher Order Function. Modules: Modules , Standard Modules , Packages.

UNIT IV

File Operations: Reading config files in python , Writing log files in python , Understanding read functions , read() , readline() and readlines() , Understanding write functions , write() and writelines() , Manipulating file pointer using seek , Programming using file operations Object Oriented Programming: Concept of class , object and instances , Constructor , class attributes and destructors , Real time use of class in live projects , Inheritance , overlapping and overloading operators , Adding and retrieving dynamic attributes of classes , Programming using Oops support Design with Classes: Objects and Classes , Data modeling Examples , Case Study An ATM , Structuring Classes with Inheritance and Polymorphism

UNIT V

Errors and Exceptions: Syntax Errors , Exceptions , Handling Exceptions , Raising Exceptions , User-defined Exceptions , Defining Clean-up Actions , Redefined Clean-up Actions. Graphical User Interfaces: The Behavior of Terminal Based Programs and GUI -Based , Programs , Coding Simple GUI-Based Programs , Other Useful GUI Resources. Programming: Introduction to Programming Concepts with Scratch.

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Curriculum of Certificate course in Tally ERP

Syllabus of the Course

S.No	TOPIC	HOURS REQUIRED
1.	Introduction to Tally ERP 9- Accounting Information	2
2.	Ledger accounts and its subgroup	2
3.	Inventory accounting	2
4.	Stock Groups, Stock Items,	1
5.	Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers	4
6.	Date Management- More than one year company creation, Change Period Payroll System,	4
7.	Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore	4
8.	Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports	4
9.	List of Accounts Exception Reports, Print Management GST- CGST, SGST, IGST transactions management and Printout Management	4
10.	GST- CGST, SGST, IGST transactions management and Printout Management	3
	Total	30

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Curriculum of Certificate course in Communication skills

Syllabus of the Course

S.No	Topic	Hours Required
1.	Greetings & Wishes	2
2.	Making Requests	2
3.	Seeking Permission	2
4.	Offering	1
5.	Making Suggestions	2
6.	Giving Advice	2
7.	Giving Instructions	2
8.	Expressing Gratitude	1
9.	Apologizing	2
10.	Presenting One's Skills	3
11.	Classroom Conversation	5
12.	Telephone Communication	4
13.	Seeking Information	4
14.	Role-Plays	5
15.	Test	2

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