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| logoblack1 | **KONGU ARTS AND SCIENCE COLLEGE** |
| **(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)** |
| **ERODE – 638 107** |

**SYLLABUS**

1.3.2 OF VALUE ADDED COURSES OFFERED

BY THE INSTITUTION

ACADEMIC YEAR (2017-2018)

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| **S.NO** | **VALUE ADDED COURSES OFFERED** | **DEPARTMENT** | **DURATION IN HRS** | **LINK TO REVELANT DOCUMENT** |
| **1.** | **Communicative Hindi** | **Hindi and Other Languages** | **40 Hrs** |  |
| **2.** | **Communicative Skills** | **English** | **40 Hrs** |  |
| **3.** | **Folklore** | **Tamil** | **40 Hrs** |  |
| **4.** | **Journalism** | **Tamil** | **40 Hrs** |  |
| **5.** | **Interactive Mathematics** | **Mathematics** | **40 Hrs** |  |
| **6.** | **Foundations of Mathematics** | **Mathematics** | **40 Hrs** |  |
| **7.** | **Basic Software Tools for Business** | **Commerce (CA)** | **40 Hrs** |  |
| **8.** | **Career Guidance in Banking and Insurance** | **Commerce (CA)** | **40 Hrs** |  |
| **9.** | **e-Marketing** | **Commerce** | **40 Hrs** |  |
| **10.** | **Taxation Practices (Personal & Commercial)** | **Commerce** | **40 Hrs** |  |
| **11.** | **Tally** | **Commerce** | **40 Hrs** |  |
| **12.** | **Office Management Systems** | **Commerce** | **40 Hrs** |  |

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| **S.NO** | **VALUE ADDED COURSES OFFERED** | **DEPARTMENT** | **DURATION IN HRS** | **LINK TO REVELANT DOCUMENT** |
| **13.** | **Financial Instruments** | **Corporate Secretaryship (CA)** | **40 Hrs** |  |
| **14.** | **Consumer Laws** | **Corporate Secretaryship (CA)** | **40 Hrs** |  |
| **15.** | **Inter Personal Skills for Corporates** | **Corporate Secretaryship (CA)** | **40 Hrs** |  |
| **16.** | **Agro Economics** | **Corporate Secretaryship (CA)** | **40 Hrs** |  |
| **17.** | **Basics of Entrepreneurship** | **Business Administration** | **40 Hrs** |  |
| **18.** | **Art of Public Speaking** | **Business Administration** | **40 Hrs** |  |
| **19.** | **Stress Management** | **Business Administration** | **40 Hrs** |  |
| **20.** | **Investment Planning** | **Business Administration** | **40 Hrs** |  |
| **21.** | **Soft Skills for Managers** | **Business Administration (CA)** | **40 Hrs** |  |
| **22.** | **Export and Import Management** | **Business Administration (CA)** | **40 Hrs** |  |
| **23.** | **Event Management** | **Management Science (PG)** | **40 Hrs** |  |
| **24.** | **Network Administration** | **Computer Applications (UG)** | **40 Hrs** |  |
| **25.** | **Interpersonal Skills for IT Professionals** | **Computer Applications (UG)** | **40 Hrs** |  |
| **26.** | **Career Enhancement for IT Professionals** | **Computer Science (PG)** | **40 Hrs** |  |
| **27.** | **Website Designing & Multimedia** | **Computer Science (UG)** | **40 Hrs** |  |

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| **S.NO** | **VALUE ADDED COURSES OFFERED** | **DEPARTMENT** | **DURATION IN HRS** | **LINK TO REVELANT DOCUMENT** |
| **28.** | **Animation and Web Technology** | **Computer Science (UG)** | **40 Hrs** |  |
| **29.** | **Cloud Computing and Big Data Processing** | **Computer Science (UG)** | **40 Hrs** |  |
| **30.** | **The Art of C Programming** | **Computer and Information Technology** | **40 Hrs** |  |
| **31.** | **Corel Draw** | **Computer and Information Technology** | **40 Hrs** |  |
| **32.** | **Organic Terrace Farming** | **Biochemistry** | **40 Hrs** |  |
| **33.** | **Basics in Biotechnology** | **Biotechnology** | **40 Hrs** |  |
| **34.** | **Biomedical Instrumentation** | **Physics** | **40 Hrs** |  |
| **35.** | **Basic Beauty Care** | **Costume Design and Fashion** | **40 Hrs** |  |
| **36.** | **E-Designing** | **Costume Design and Fashion** | **40 Hrs** |  |
| **37.** | **Hand Embroidery** | **Costume Design and Fashion** | **40 Hrs** |  |
| **38.** | **Travel and Tourism Management** | **Catering Science and Hotel Management** | **40 Hrs** |  |
| **39.** | **Basic Cookery** | **Catering Science and Hotel Management** | **40 Hrs** |  |
| **40.** | **Advanced Cookery** | **Catering Science and Hotel Management** | **40 Hrs** |  |
| **41.** | **E-Libraries** | **Library and Information Science** | **40 Hrs** |  |
| **42.** | **Global Business Foundation Skills (Infosys)** | **Placement Cell** | **50 Hrs** |  |

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| **S.NO** | **VALUE ADDED COURSES OFFERED** | **DEPARTMENT** | **DURATION IN HRS** | **LINK TO REVELANT DOCUMENT** |
| **43.** | **Finance and Accounting in BPS (TCS)** | **Placement Cell** | **50 Hrs** |  |
| **44.** | **Associate Transactional F & A in Business Process Management (Infosys)** | **Placement Cell** | **48 Hrs** |  |
| **45.** | **Health and Fitness Management** | **Physical Education** | **40 Hrs** |  |