



ESTD. 1987

ANNAI VELANKANNI COLLEGE

THOLAYAVATTAM


(Accredited with B++ by NAAC & Approved under section 2(f) of UGC Act, 1956)

CAREER ORIENTED COURSES (C.O.C)

2016 – 2017

Courses


1. Spoken English
2. MS Office
3. Embroidery
4. Tailoring
5. Tally
6. Tourism
7. Referee Coaching
8. Art & Craft



Happy
Learning



Classes are
handled by
highly talented
and dedicated
staff members



Spent your time
for valuable
courses

COMMUNICATIVE ENGLISH SYLLABUS

UNIT – I :Phrases for Conversation - Low Beginning

Greetings
Introduce Yourself
Introduce People
Identify People and Things
Classroom Questions
Ask for Information
Giving Information
Simple Sentences
Simple Questions
Number and Counting
Talking about Family
Talking about Favourite Things
Talking about here and now
Describing People
Talking about Feelings/Health Issues
Telling Time
Talking about Past Actions
Talking about the Future
Talking about Life Events
Expressing Likes and Dislikes
Contraction
Simple Shopping
Short Questions and Answers
Closing a Conversation
Expressing Thanks
At a Store
Describing a Picture
Talking about Occupations

UNIT – II :Phrases for Conversation - High Beginning

Introducing others
Encouraging words
Buying and selling
American numbers and prices
Making suggestions
Making plans for the weekend
Asking for favors
Asking for repetition
Requesting
Inviting
Offering
Talking about abilities
Expressing possibility

Talking about locations
Asking for directions
Giving directions
Asking about place/location
Talking about travel
Descriptions
Like / would like / look like / be like
Comparing things
Questions and expressions with time
Count and non-count nouns in context
Using measure words
Telephone talk
Narrating

UNIT – III :Phrases for Conversation - Low Intermediate

Conversation starters
Rejoinders
Giving opinions
Agreeing/disagreeing
Asking for details
Asking permission
Asking for and Giving Advice
Sequencing
Speaking hypothetically
Discussing Sensitive Topics
Accepting and Refusing
Expressions for Description
Indirect Requests
Tag Questions

UNIT – IV :Phrases for Conversation - High Intermediate

Supporting opinions
Exploring options
Contrasting
Classifying
Discussion techniques
Elaborating
Clarifying
Interrupting
Giving instructions
Simple presentations
Checking for Understanding
Conceding to Make a Point
Analyzing Problems

UNIT – V :Phrases for Conversation - Advanced

Commenting
Paraphrasing

Web pages - <http://www.eslgold.com/speaking/phrases.html>
http://www.myenglishpages.com/site_php_files/speaking.php

1. Hi.
Hello.

2. Good morning.
Good afternoon.
Good evening.

3. How are you?
How are you doing?

4. Fine. How about you?

5. Okay. Thanks.


Ref. Books

1. **Book: Interchange Intro
English for International Communication**

Author: Jack C. Richards
Publisher: Cambridge Press

FUNCTIONAL ENGLISH

1. Rules of sentences
2. Understand and construct
declarative, interrogative, imperative,
exclamatory and optative sentences
3. Understand and construct
simple, compound, complex, multiple
and conditional sentences.
4. Phrases and idioms
Construct meaningful sentences using commonly used



PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

phrases and idioms.

5. Tenses

Understand and apply rules of tenses in sentences.

6. Direct and indirect speech

Change sentences from direct to indirect and from indirect to direct speech.

7. Active and passive voice

Change the active voice to passive voice and passive voice to active voice.

8. Composition and Comprehension (General)

Essay Writing - Write essays on topics of general interest.

Précis Writing - Write meaningful and effective précis.

Comprehension

Book: Diamond Functional English Class 12 - Complete Study Material

Author: Mm Sharma, RkNayak,

ISBN-13: 9788173350153

Binding: Paper Back

Publisher: New Saraswati House Pvt Ltd

Language: English



PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 507
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM

COC - MS OFFICE SYLLABUS

ODD SEMESTER

(2016-2017)

Objectives:

- To create and edit documents
- To Access and manipulate data

UNIT - I

Microsoft word: Word processor Basics – Opening Microsoft Word – Closing the Document and Quitting Word – Starting Microsoft Word XP - Introduction to word – Saving the Document – Previewing – Printing – Closing – Changing the size of a document. Editing the Document: Moving the cursor – Making changes in your document– Automatic correction of errors – Printing the file – Saving and Closing the Document.

UNIT - II

Designing your Document: Creating a well formatted Document – Setting the Left , Right Top and Bottom Margins –Specifying text at the top and the Bottom of each page. Creating Tables : Selecting Text using the mouse – Inserting Rows – Inserting Columns – Deleting a Row – Deleting a Column – Formatting the Text – Mail Merge.

UNIT - III

Microsoft Excel: Introduction to Spreadsheets – Use of Spreadsheet – Spreadsheet Basics – Formatting a Spreadsheet – Graphs –Cell and Cell Address – Standard Toolbar – Formatting toolbar – the Formula bar – Status bar – Components of an Excel Workbook. Working in Excel : Entering data in cell address – Making changes to an entry – Mathematical Calculations – Formulas using numbers – Formula using Cell address.

UNIT - IV

Microsoft Access: Introduction to Databases – Defining a Database – Understanding RDBMS – objects of a Relational Database – Macros – Creating database - Creating a Table – Working on Tables – Saving the Table– Closing the Table.

UNIT - V

Microsoft Powerpoint: Starting Powerpoint – Creating a presentation – Saving a Presentation – working with views – Adding Graphics, Charts and Tables – Masters – Using Slide TransitionPrinting – Closing the Slides – Quitting Microsoft Powerpoint.

in

Handwritten signature
H.O.D.

Handwritten signature
PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM
EMBROIDERING - SYLLABUS (75 Hours)
2016- 2017

Objectives:

- Understand Embroidery and Hand Embroider.
- Identify various hand embroidery techniques done in India.
- Know about the Apparel Sector in India.
- Understand and follow roles and responsibilities of a Hand Embroiderer.

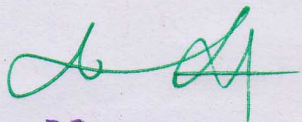
UNIT: I Introduction and Orientation

UNIT: II Carry out different types of embroidery stitches – Flat, loop and knotted stitches.

UNIT: III Embroider decorative designs using a combination of stitches and work styles.

UNIT: IV Contribute to achieve quality in embroidery work.

UNIT: V Maintaining work premises and tools Maintain health, safety and security at workplace


PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

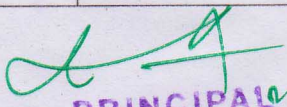
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM
TAILORING - SYLLABUS (75 Hours)
2016- 2017

Objectives:

- To provide knowledge & training in
- Use of tools & equipment used in tailoring trade
- Sewing terminology
- Taking correct body measurements
- Basic hand & machine stitches
- Designing, drafting & pattern making
- Layout & fabric estimation
- Cutting, tailoring & finishing of garments for children, ladies & gents.
- Alteration, defects & remedies to fitting problems.
- Processes of quality control, packaging, labeling, marking, costing & promotion.
- Sourcing of fabrics, trends & relating so servicing process.
- Skill to construct professional looking garments.
- Enhancing employability & entrepreneur skills.

Unit	Contents	Theory	Practical
1.	Introduction to Sewing Machine	<ul style="list-style-type: none"> - Machine Operation - Different parts of machine and their functions. - Safety precautions - Proper maintenance and oiling 	<ul style="list-style-type: none"> - Operating machine - Removing parts and practice in refixing - Adjusting the parts for proper functioning - Practice in cleaning and oiling
2.	Tools and Equipments used in tailoring	Description of various tools used in tailoring <ul style="list-style-type: none"> - Drafting tools: - Cutting Tools: - Stitching tools: 	Practice in using <ul style="list-style-type: none"> - Different Scissors - Shapper, L Scale, Art Curve, Tracing wheel - Thimble etc.
3.	Trade Terminology	<ul style="list-style-type: none"> - Specific terms used in drafting, cutting & stitching 	<ul style="list-style-type: none"> - Practice in using proper terms.

4.	Measurement Taking	<ul style="list-style-type: none"> - Use of tape for measurement - Proper / correct measurement taking, Precautions - Use of L scale for measurement - Sequence of measurement 	<ul style="list-style-type: none"> - Practice in using tape - Taking measurement - Sequencing of measurement. - Use of L scale
5.	Drafting / Pattern Making	<ul style="list-style-type: none"> - Need for drafting and pattern making - Method of preparing draft - Preparing pattern cutting 	<ul style="list-style-type: none"> - Simple drafting - Pattern making - Paper pattern cutting
6.	Basic Stitching	<ul style="list-style-type: none"> - Hand stitches - Machine stitches - Decorative stitches 	<ul style="list-style-type: none"> - Preparation of sample pieces of stitches
7.	Construction Skills	<ul style="list-style-type: none"> - Knowledge about: - Seams, Drafts, Tucks, Pleats, Buttons Hole, Buttons Hooks and snage, Eye, Titch buttons 	<ul style="list-style-type: none"> - Preparation of sample pieces using all construction skills.
8.	Selection of Cloth	<ul style="list-style-type: none"> - Selection of right type of fabric for a particular garment 	<ul style="list-style-type: none"> - Identification of different types of fabric
9.	Estimation of Cloth	<ul style="list-style-type: none"> - How to estimate cloth for garments 	<ul style="list-style-type: none"> - Estimation by giving various measurements
10.	Colour concept	Colour combination for buttons, thread & cloth	<ul style="list-style-type: none"> - Practicals in selection of colour combination (contrast & harmony)
11.	Simple Cutting and Stitching	<ul style="list-style-type: none"> - How to mark the measurements on cloth before cutting - Leaving margin for inlays and turnings - Skills in Stitching 	<ul style="list-style-type: none"> - Marking with different measurement - Cutting the cloth as per marking, leaving margin for inlays and turnings. - Practice in stitching on paper for straight zig-zig, round etc. - Stitching of - Handkerchief / Bib / Pillow cover / Bags / Underwear / Quilting


PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

SYLLABUS

Tally ERP9

Duration - 3 Months

Introduction to Tally

Principles of Accounting – tally Fundamentals – Maintaining Company data- F11 Features – F12 Configure

Tally Vouchers

Accounting Vouchers – Inventory – Accounting and Item invoicing

Reports

Balance sheet – P & L A/c – Ration Analysis – Cash Flow – Fundamentals of flow statements – Ageing Analysis – Movement Analysis.

Advanced Accounting

Bill wise Details – Cost centers and Cost categories – Voucher classes and cost center classes – Multiple currencies – Bank reconciliation- Interest calculation – Budgets and Scenario – Job Costing.

Advanced Inventory

Order Processing – Reorder levels – Tracking Numbers – Batch wise Details – Additional cost Details – Bill of materials – price list.

System Administration and other utilities

Consolidation of accounts – Tally vault – Security Control – Tally Audit – backup and Restore – Split Company data – Export and Import company data – ODBC Compliance.

Point of Sales

Predetermination of Invoice- Multi payment modes – Small and smart bills – POS Sales Register

Multilanguage

Supporting OS – Translation or Transliteration – System or Phonetic Keyboard – Sourcing from other software.

TDS & TCS

Entry – Calculator – Reports – e Returns

Goods and Service Tax

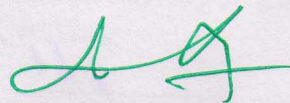
Accounting of Purchase or Sales, Inter State Trade Accounting – Accounting of Exempted Items – Accounting Purchases from Unregistered Dealers- Accounting input Credit on Capital Goods – GST – Computation & Forms

Payroll

Introduction to payroll – Configuring Tally for Payroll – Creation of Payroll masters – recording of attendance – Preparation of payroll Vouchers based an attendance – Preparation of a salary – Disbursement Voucher – payroll Reports (Pay slip, Pay sheet , Payroll Statement – payment Advice – Payroll Register – Attendance sheet – Attendance Register – Introduction to Provident Fund.

Project

Live simulated projects are given to students.



PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 107
KANYAKUMARI DISTRICT



TALLY COURSE DAY WISE

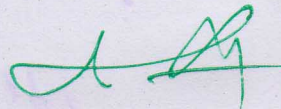
SCHEDULE

DAY 1 & 2	Introduction of Tally	Principles of Accounting- Tally Fundamentals- Maintaining Company Data- F11 Features- F12 Configure
Day 3, 4 & 5	Tally Vouchers	Accounting Vouchers and Inventory Vouchers, and Item Invoicing
Day 6	Reports	Trial Balance, Balance Sheet, Profit & Loss A/c- Day Book, Ledgers, Stock Summary etc
Day 7 to 15	Advanced Accounting	Bill Wise Detail, Cost Centre and Cost Categories, Voucher Classes, and Cost Centre Class, Multiple Currencies, Bank Reconciliation, Interest Calculation, Budget and Control, Job Costing
Day 16 to 22	Advanced Inventory	Order Processing, Tracking Numbers, Batch wise Details, Additional Cost Detail, Bill of Material, Price List
Day 23	Point of Sales	Predetermination of Invoice, Multi Payment Modes, Small and smart Bills, POS Sales Register

Day 24	Multi Language	Translation System & Phonetic Keyboard, Sourcing from other Software
Day 25	Payroll	Introduction to Payroll, Configuring Tally to Payroll, Creation of PayRoll Masters, Recording of Attendance, Preparation of Payroll vouchers Based on attendance, preparation of salary disbursement voucher, Payroll Reports.
Day 26	TDS	Entry – Calculator – Reports – e Returns
Day 27	TCS	Entry – Calculator – Reports – e Returns
Day 28 - 30	GST	About GST Details. All Purchase and sales entry GST Return GSTR-1,GSTR-2 and GSTR-3

ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM
ARTS AND CRAFT - SYLLABUS (75 Hours)
2017- 2018

- UNIT: I** Color Concept - Movement of Pencil- How to Color-Creative Art -Photo Frame.
- UNIT: II** Flower Making -Origami Puppet -Pot Making -Face Mask- Paper Machine Candle.
- UNIT: III** Making-Handicraft-Tie and Die Hand Embroidery Paper Work/Crafts
Puppets-Painting-Sand
- UNIT: IV** Painting Velvet- Painting Emboss- Painting Stick Painting -Mosaic Painting
Fabric Painting
- UNIT: V** Stick Art Foil Painting-Sketching-Landscapes Hill Scapes Seascape Creating
Scenes Cityscape



PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

**ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM
TOURISM - SYLLABUS (75 Hours)
2016- 2017**

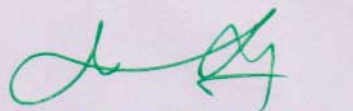
UNIT: I History of Tourism

UNIT: II Fundamentals of Tourism.

UNIT: III Tourism Principles Practices and Ethics- Air Fares & Ticketing

**UNIT: IV Tourism in Kerala and Tourism in India- Travel Agency and Tour
Operation Management**

UNIT: V Travel Geography- Aviation Management- Innovative Practices in Tourism

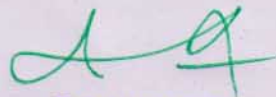


PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM
REFEREE COACHING - SYLLABUS (75 Hours)
2016- 2017

Structure of the Laws - emphasise the basic structure of the Laws, in particular the four key sections (4 to 21, explaining the basic rules of the game; 22 to 35, dealing with errors and irregularities; 47 to 55, explaining the customs of the game and the role of the players as the principal referees; and the Regulations - especially R1 to R8, dealing with what a referee can do, and T2, on time limits).

- Law 1 - An Outline of the Game
- Law 2 - The Court
- Law 3 - Equipment and Accessories
- Law 4 - Start and End of a Game and Turn
- Law 5 - A Stroke and Striking Period
- Law 6 - States of a Ball
- Law 7 - Outside Agencies
- Law 8 - The Start of the Game
- Law 9 - Election of Striker's Ball
- Law 10 - Ball off the Court
- Law 11 - Balls in the Yard Line Area
- Law 12 - Replacement of a Ball off the Lawn or within the Yard Line Area
- Law 13 - Wiring Lift
- Law 14 - Hoop Point



PRINCIPAL
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

Annai Velankanni College, Tholayavattam

Summary Report of Career Oriented Courses

2016-2017

1. Spoken English (COSE01)

- ✓ Students will heighten their awareness of correct usage of English grammar in writing and speaking.
- ✓ Students will improve their speaking ability in English both in terms of fluency and comprehensibility.
- ✓ Students will improve their reading fluency skills through extensive reading.
- ✓ Students will enlarge their vocabulary by keeping a vocabulary journal.
- ✓ Students will enlarge their vocabulary by keeping a vocabulary journal.

2. MS-Office (COCL02)

- ✓ Students will get knowledge to create documents and format text in Microsoft Word.
- ✓ Students will be able to use Microsoft Word tools to improve workflow, change page layout, and add advanced formatting.
- ✓ Students will create documents with tables, images, hyperlinks, and watermarks in Microsoft Word.
- ✓ Students will create workbooks and format text in Microsoft Excel
- ✓ Students will get knowledge to add worksheets, organize data, and create charts in Microsoft Excel
- ✓ Students will know to add basic objects and design elements to presentation
- ✓ Students can create presentations with images and videos.

3. Embroidery(COEM03)

- ✓ Student will get basic insight of psychological aspects of clothing and fashion
- ✓ Students will develop understanding regarding the fashion movement and consumer behaviour.
- ✓ Student can understand the basic terminology used in hand embroidery
- ✓ Student can trace the designs neatly
- ✓ Students can handle the tools properly and safely
- ✓ Students are aware of the do's and don'ts of embroidery work.

4. Tailoring(COTA04)

- ✓ Students can draft and cut the fabric
- ✓ Students can carry out the process of sewing for dress materials and common household items of textiles
- ✓ Students can carry out inspections and alterations to adjust corrections for fittings

5. Tally (COTY05)

- ✓ Students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- ✓ Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- ✓ Students do possess required skill and can also be employed as Tally data entry operator.

6. Tourism (COTU06)

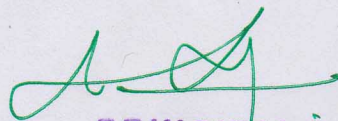
- ✓ Students will understand the concept of tourism industry.
- ✓ Students will access and appropriately disseminate accurate and detailed product knowledge and destination information about different types of tourists.
- ✓ Students get knowledge to evaluate about the different stakeholders and relevant agencies in the tourism industry and how these stakeholder plays their functions.
- ✓ Students know about the professional ethical manner and practice industry-defined work ethics.

7. Referee Coaching (CORC07)

- ✓ Students have idea about officiate at sporting events, games, or competitions, to maintain standards of play and to ensure that game rules are observed.
- ✓ Students get the skill to judge performances in sporting competitions in order to award points, impose scoring penalties, and determine results.
- ✓ Students get knowledge to inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.
- ✓ Students get the knowledge to take decisions to resolve claims of rule infractions or complaints by participants and assess any necessary penalties, according to regulations.
- ✓ Students get the skill to verify scoring calculations before competition winners are announced.

8. Art & Craft (COAC08)

- ✓ Students will be able to use a variety of brainstorming techniques to generate novel ideas of value to solve problems.
- ✓ Students will have sufficient mastery of one or more media to complete the technical and formal challenges pertinent to a body of original work.
- ✓ Students will be able to develop ideas that are relevant and responsive to the world around them.
- ✓ Students will be able to clearly communicate the content, context, and process of their work visually, orally and in writing.



PRINCIPAL i/c
ANNAI VELANKANNI COLLEGE
THOLAYAVATTAM - 629 157
KANYAKUMARI DISTRICT

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate SPOKEN ENGLISH

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. ASMI L.B.

..... I BSc ZOOLOGY

has Successfully Completed the Spoken English Course during the academic
year June 2016 - March 2017.


Convener


Principal

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate MS-OFFICE

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. Aswathy R.

..... I. B.Sc. Bio-technology

has Successfully Completed the **MS-OFFICE** Course during the academic
year June 2016 - March 2017.

Apin
Convener

Principal

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate EMBROIDERY

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. L. LATHISHA

..... III BSc CHEMISTRY

has Successfully Completed the Embroidery Course during the academic year

June 2016 - March 2017.

Spingh
Convener

Principal

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate TAILORING

CAREER ORIENTED COURSE

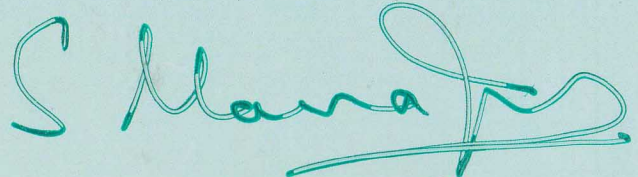
This is to Certify that Mr. / Ms. ANISHA S

..... III BSc CHEMISTRY

has Successfully Completed the Tailoring Course during the academic year

June 2016 - March 2017.


Convener


Principal

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate

TALLY

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. Y. SUBITHA

II B.Com

has Successfully Completed the Tally Course during the academic year

June 2016 - March 2017.

Apinck
Convener

S. Manoj
Principal

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate TOURISM

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms.Berla.J.....

.....B.A... English.....

has Successfully Completed the Tourism Course during the academic year June

2016 - March 2017.

Apinigh
Convener

S. Manoj
Principal

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate REFEREE COACHING

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. Anandh. C.

..... III. B.Sc. Chemistry

*has Successfully Completed the Referee Coaching Course during the academic
year June 2016 - March 2017.*

Spingh
Convener

S. Manoj
Principal

ANNAI VELANKANNI COLLEGE



THOLAYAVATTOM - 629 157

Certificate ART & CRAFT

CAREER ORIENTED COURSE

This is to Certify that Mr. / Ms. ABISHA A.V.

III BA ENGLISH

has Successfully Completed the Art & Craft Course during the academic year

June 2016 - March 2017.

Ap Singh
Convener

S. Manoj
Principal

ANNAI VELANKANNI COLLEGE



(Accredited by NAAC with B++ grade)

(Approved by UGC under section 2(f) status)

THOLAYAVATTOM - 629 157

Certificate

SPOKEN ENGLISH

CAREER ORIENTED COURSE

This is to Certify that ~~Mr.~~ / Ms. Anbo Nibe. J.

..... P. B.Sc. Chemistry has Successfully Completed the

Spoken English Course during the academic year June 2017-March 2018.


Convener


Principal