



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

List of Value Added courses conducted in the institution during the academic year 2018-19

S.No	Name of the Programme
1.	Basic Tamil Grammar
2.	Resume Writing
3.	Business Etiquette
4.	Interview Skills
5.	Supply Chain Management
6.	Communicative Skill
7.	Personality Development
8.	Human Rights Studies
9.	Practical Accounting
10.	Digital Marketing
11.	Innovation and Entrepreneurship Management
12.	Quantitative Aptitude
13.	Basic Accounting with Accounting Software
14.	Personality Enhancement
15.	Image Editing using Adobe Photoshop
16.	Web Design
17.	PC Software Lab
18.	Big data analytics
19.	Oracle Database
20.	Presentation with MS PowerPoint
21.	Mathematics for Quantitative Aptitude and Verbal Reasoning
22.	Basic Analytical Techniques
23.	Basic Chemistry for Competitive Examination
24.	Basic Accounting with Accounting Software
25.	R Programming
26.	Net Technology




PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

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List of Value Added courses conducted in the institution during the academic year 2018-19

S.No	Name of the Programme
1.	Basic Tamil Grammar
2.	Resume Writing
3.	Business Etiquette
4.	Interview Skills
5.	Supply Chain Management
6.	Communicative Skill
7.	Personality Development
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9.	Practical Accounting
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20.	Presentation with MS PowerPoint
21.	Mathematics for Quantitative Aptitude and Verbal Reasoning
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23.	Basic Chemistry for Competitive Examination
24.	Basic Accounting with Accounting Software
25.	R Programming
26.	Net Technology



Jan
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RAAK/VAC/18-19/09

05.06.2018

CIRCULAR

It is hereby informed that our Commerce Department is going to conduct the value added course on "PRACTICAL ACCOUNTING " for I BCOM students. Hence the students of our Commerce Department have to enroll their name to the course coordinator on or before 09.06.2018.

II BCOM - PRACTICAL ACCOUNTING

A. M. Howard No 2.

Principal

Copy to

1. Principal
2. Office
3. Department of Commerce



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RAAK ARTS & SCIENCE COLLEGE
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RAAK/VAC/18-19/09

05.06.2018

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II BCOM - PRACTICAL ACCOUNTING

A. M. Harun Nazim

Principal

Copy to

1. Principal
2. Office
3. Department of Commerce



Jam.
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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBALUR.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

ABOUT THE INSTITUTION

RAAK Arts and Science a Co-Education College affiliated to Thiruvalluvar University, Vellore, and Govt. of TN launched in the year 2009. We started with 5 UG courses and 180 students which have now grown up offering 12 UG courses, 7 PG Courses and 2 Ph.D., Courses with an overall strength of around 1500 students. We strive to produce graduates in different streams building strong moral values, well-disciplined with quality education to make them a complete human to face the challenges of the world with courage and commitment and help them lead a successful life building a good society.

ABOUT THE DEPARTMENT

RAAK Arts and Science College offers B. Com. Programmes. The Department of Commerce's mission is to create the conditions for economic growth and opportunity for all communities. Through its 13 bureaus, the Department works to drive U.S. economic competitiveness, strengthen domestic industry, and spur the growth of quality jobs in all communities across the

technologies such as quantum computing and artificial intelligence (AI).

OBJECTIVE OF THE VALUE ADDED COURSE

- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop interdisciplinary skills

ABOUT THE COURSE

The status of women in India is strongly connected to family relations. In India, the family is seen as crucially important, and in most of the country, the family unit is patrilineal. Families are usually multi-generational, with the bride moving to live with the in-laws.

- To familiarize students with the specific cultural contexts of women in India
- To Orient the students regarding Theories of Gender Relations, Position of Women in India



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

Course:
PRACTICAL ACCOUNTING

Venue:
CLASS ROOM
Department of Commerce
RAAK Arts & Science College

Start: 11/06/2018 TO 18/07/2018

Organized by



Department of Commerce
RAAK Arts & Science College
Perambai, Villianur

ALL ARE WELCOME

Jam.

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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

PRACTICAL ACCOUNTING

Unit 1: Introduction to Accounting (6HR)

Overview of accounting principles and concepts Types of business entities (sole proprietorship, partnership, corporation) Basic accounting equation (Assets = Liabilities + Equity) Introduction to financial statements (Income Statement, Balance Sheet, Cash Flow Statement)

Unit 2: Financial Statements and Reporting (6HR)

Preparation and interpretation of financial statements Accrual vs. cash basis accounting

Revenue recognition principles Expense recognition (matching) principles accounting for inventory (FIFO, LIFO, weighted average)

Unit 3: Managerial Accounting (6HR)

Cost concepts and classifications (variable costs, fixed costs, mixed costs) Cost-volume-profit (CVP) analysis Budgeting and variance analysis Decision making using relevant costing techniques Responsibility accounting and performance measurement

Unit 4: Internal Controls and Fraud Prevention (6HR)

Importance of internal controls in accounting systems Types of internal controls (preventive, detective, corrective) Understanding and mitigating fraud risks Sarbanes-Oxley Act (SOX) and its impact on internal controls Ethical considerations in accounting and auditing

Unit 5: Financial Analysis and Interpretation (6HR)

Ratio analysis (liquidity, solvency, profitability, efficiency) Trend analysis and common-size financial statements DuPont analysis and the decomposition of return on equity (ROE) Using financial ratios to evaluate a company's performance and financial health Interpretation of financial statements for decision making purposes



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RAAK ARTS AND SCIENCE COLLEGE

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VALUE ADDED COURSE (2018 -2019) PRACTICAL ACCOUNTING

SUMMARY REPORT

The course aimed to equip participants with foundational knowledge and practical skills in accounting principles and practices. It covered essential topics such as analyzing financial statements, understanding bookkeeping basics, budgeting, and taxation to provide a thorough grasp of essential accounting processes for professional roles. Through practical exercises and case studies mirroring real-world scenarios, participants enhanced their ability to apply theoretical concepts in practical settings. By the course's conclusion, participants demonstrated proficiency in preparing financial statements, managing accounts receivable and payable, and interpreting financial data for decision-making purposes. Overall, the practical accounting course effectively prepared participants to contribute to organizational financial management and compliance, ensuring they acquired valuable insights and practical skills pertinent to careers in accounting and finance.


COURSE COORDINATOR


HOD




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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RAAK/VAC/2018-19/03

20.06.2018

CIRCULAR

It is hereby informed that our English department is going to conduct the value added course on "Business Etiquette" for II BA English students. Hence the students of Literature have to enroll their name to the course coordinator on or before 23.06.2018.

II BA ENGLISH- Business Etiquette

A. M. Harish Na 2.

Principal

Copy to

1. Principal
2. Office
3. English Department



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PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RAAK/VAC/2018-19/03

20.06.2018

CIRCULAR

It is hereby informed that our English department is going to conduct the value added course on "Business Etiquette" for II BA English students. Hence the students of Literature have to enroll their name to the course coordinator on or before 23.06.2018.

II BA ENGLISH- Business Etiquette

A. M. Harand No 2.

Principal

Copy to

1. Principal
2. Office
3. English Department



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PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 119
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

English has become the official business language of the world. It is the most widely used programming, computing and digital language of the virtual world. More than 90 % of the worlds scientific literature including conference proceeding, journals and books are published in English language. It has worldwide acceptance as the commercial language for business, trade, commerce and financial transactions. Apart from the commercial and scientific perception of the English language, it has it's own literary value and aesthetic beauty.

AGENDA

Day 1 to 10

Definition of business etiquette - Importance of business etiquette in professional settings - Overview of the course - Verbal communication skills Active listening - Clear and concise communication - Effective questioning-Nonverbal communication skills - Body language - Facial expressions - Eye contact - Nonverbal communication skills - Business Dining Etiquette

Day 11 to 20

Menu selection and ordering - Table conversation and engagement -Wine and beverage etiquette - Networking and Professionalism-The importance of networking in business - Effective networking strategies - Professional dress and appearance - Business card etiquette-Understanding different cultural norms and customs -Effective communication across cultures-Managing cultural differences in the workplace -Building inclusive teams and organizations.

Day 21 to 30

Preparation and organization for meetings - Effective meeting facilitation and participation - Conflict resolution and negotiation techniques. Social Media and Online Etiquette - Social media etiquette guidelines - Professional online presence and reputation management - Email etiquette and digital communication.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

DEPARTMENT OF
ENGLISH

VALUE ADDED COURSE

Business Etiquette

FROM 27/06/2018

TO 02/08/2018



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SYLLABUS

Course Title: Business Etiquette

Course Description: This course provides students with the knowledge and skills necessary to effectively communicate in a professional business setting. Topics will include business dining etiquette, networking, communication styles, and cultural awareness.

Course Duration:

UNIT 1: Introduction to Business Etiquette

Definition of business etiquette - Importance of business etiquette in professional settings - Overview of the course - Verbal communication skills Active listening - Clear and concise communication - Effective questioning - Nonverbal communication skills - Body language - Facial expressions - Eye contact - Nonverbal communication skills - Business Dining Etiquette

UNIT 2 : Table manners and etiquette

Menu selection and ordering - Table conversation and engagement - Wine and beverage etiquette - Networking and Professionalism - The importance of networking in business - Effective networking strategies - Professional dress and appearance - Business card etiquette

UNIT 3: Cultural Awareness and Diversity

Understanding different cultural norms and customs - Effective communication across cultures - Managing cultural differences in the workplace - Building inclusive teams and organizations

UNIT 4: Business Meeting Etiquette

Preparation and organization for meetings - Effective meeting facilitation and participation - Conflict resolution and negotiation techniques.

UNIT 5: Social media etiquette

Social Media and Online Etiquette - Social media etiquette guidelines - Professional online presence and reputation management - Email etiquette and digital communication.



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REFERENCES

1. "The Art of Business Etiquette" by Rosemary C. Lausberg
2. "Networking Like a Pro" by Ivan R. Misner
3. "Dress for Success" by John T. Molloy



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VILLIANUR POST-695 110
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

Place: Perambai

Date: 28.08.2018

Yours Faithfully

29.08.2018

CIRCULAR

It is hereby informed that our Computer science department is going to conduct the value added course on **“.net technology”** for I&II M.SC(Computer Science) students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 31.08.2018.

I&II M.SC(Computer science)- **“.Net technology”**

A. H. H. No 2.

Principal

Copy to

1. Principal
2. Office
3. CS&BCA



Jam
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VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mrs. D.RAJALAKSHMI
Head & Assistant Professor,
Department of computer science & Applications
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “.NET TECHNOLOGY “for I&II M.SC(Computer Science) students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: “.Net technology”

Name of the Co-ordinator:

Mrs. D.RAJALAKSHMI



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

Place: Perambai

Date: 28.08.2018

Yours Faithfully

29.08.2018

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I&II M.SC(Computer science)- ".Net technology"

A. H. H. No 2.

Principal

Copy to

1. Principal
2. Office
3. CS&BCA



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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

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About the Department

Computer science is a dynamic and rapidly growing area that has become an integral part of the world today. It is an interdisciplinary application and utility of computer programming that has transformed every aspect of human life including biology, businesses, cyber security, economics, engineering, information assurance, languages and linguistics, mathematics, physics, public policy, etc. Today, programming and digitalization are used to address a wider range of complex issues. Technology has made the world better, faster, and more connected. But this didn't happen by magic. It has been achieved to the brilliant minds of IT graduates, who took their passion for technology and used it to create gadgets and computer programs that help the society every single day.

AGENDA

Day 1 to 10

Introduction to .net

Overview of .NET Framework - Common Language Runtime (CLR) and Common Type System (CTS) - Understanding the .NET languages (C#, VB.NET, F#) - Setting up the development environment (Visual Studio).

Day 11 to 20

C# Programming Language(6 hours)

Basic syntax and data types - Control flow and loops - Object-oriented programming concepts (Classes, Objects, Inheritance, Polymorphism) - Exception handling - File I/O operations - Delegates and Events-Generics.

Day 21 to 30

Creating and running console application - Command-line arguments and input/output handling - Basic file manipulation - Understanding Model-View-Controller architecture - Setting up an MVC project - Creating controllers, views, and models - Routing and URL mapping



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DEPARTMENT OF COMPUTER
SCIENCE

VALUE ADDED COURSE

.NET TECHNOLOGY

FROM 4/09/2018

TO 31/10/2018

ALL ARE WELCOME



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VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

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SYLLABUS

Course Title: .net technology

Course Description: This syllabus provides a structured approach to learning .NET technology, covering fundamental concepts, practical applications, and contemporary trends like .NET Core and Web APIs. Adjustments can be made based on the audience's proficiency level and specific learning objectives..

Course Duration: [Insert duration here]

UNIT 1 : Introduction to .net (6 hours)

Overview of .NET Framework - Common Language Runtime (CLR) and Common Type System (CTS) - Understanding the .NET languages (C#, VB.NET, F#) - Setting up the development environment (Visual Studio).

UNIT 2: C# Programming Language(6 hours)

Basic syntax and data types - Control flow and loops - Object-oriented programming concepts (Classes, Objects, Inheritance, Polymorphism) - Exception handling - File I/O operations - Delegates and Events-Generics.

UNIT 3: .NET Framework Basics(6 hours)

Understanding namespaces and assemblies - Working with .NET Collections (Lists, Arrays, Dictionaries) - Introduction to LINQ (Language Integrated Query) - Working with Dates and Times - Introduction to Multithreading.

UNIT 4: Building Console Applications(6 hours)

Creating and running console application - Command-line arguments and input/output handling - Basic file manipulation - Understanding Model-View-Controller architecture - Setting up an MVC project - Creating controllers, views, and models - Routing and URL mapping.

UNIT 5: Introduction to ASP.NET Web (6 hours)




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Overview of web development with ASP.NET - Creating and configuring ASP.NET projects
-Understanding web forms and page lifecycle -Working with server controls and validation controls

REERENCES

Microsoft Docs - The official documentation for .NET technology provided by Microsoft. It covers everything from getting started guides to in-depth technical articles.

BOOK

- "C# 9.0 in a Nutshell: The Definitive Reference" by Joseph Albahari and Ben Albahari.
- "Programming C# 9: Build Windows, Web, and Desktop Applications" by Ian Griffiths.



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VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

DEPARTMENT OF COMPUTER SCIENCE

VALUE ADDED COURSE(2018 -2019)

.NET TECHNOLOGY

SUMMARY REPORT

Technology has become a part our daily life along with growing civilization. In which our education system brings technological changes very fast. These developments in the field of Computer Science will be very useful for Students. In particular, we can easily find various information's easily In . net technology. Through which we can present and share our views and thoughts via Presentation.



CO-ORDINATOR

HOD



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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

28.01.2019

CIRCULAR

It is hereby informed that our Commerce department is going to conduct the value added course on "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE "for I M COM &II M COM students. Hence the students of Commerce have to enroll their name to the course coordinator on or before 01.02.2019.

I M COM - "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE"

II M COM - "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE"

A. H. Howard No 2.

Principal

Copy to

1. Principal
2. Office
3. Department of PG commerce



Jm
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST 675 118
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mr.K. ARUL
Head & Assistant Professor,
Department of commerce
Raak Arts and Science College,
Perambai – 605110

TO:

The Principal,
Raak Arts and Science College,
Perambai – 605110

SUB: Requesting permission for conducting Value Added Course for students - Reg.

Respected Sir,

This is bringing to your kind notice that we have planned to conduct Value Added Course on "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE" for I M COM & II M COM students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE"

Name of the Co-ordinator: ARUL

Place: Perambai

Date: 26.01.2019

Yours Faithfully



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
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Affiliated to Thiruvalluvar University, Vellore.

28.01.2019

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I M COM - "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE"

II M COM - "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE"

A. H. H. No 2.

Principal

Copy to

1. Principal
2. Office
3. Department of PG commerce



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PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

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ABOUT THE INSTITUTION

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ABOUT THE DEPARTMENT

RAAK Arts and Science College offers department of commerce (PG). Programmes and is manned by experienced and resourceful faculties, with a large number of publications including creative writings and translations. M.Com is a two-year full-time post graduate program that deals with studying various aspects of PG commerce along with Commerce. It is a combination of Commerce for commerce disciplines that require knowledge of computers. This course is designed to equip students with integrated knowledge of commerce. In addition, this course offers ample job opportunities in the Commerce industry. Upon completing.

the course, students can work as Business Analyst, Business Consultant, Auditor, Computer Programmer, App Developer, etc.

OBJECTIVE OF THE VALUE ADDED COURSE

- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills

ABOUT THE COURSE

Innovation and entrepreneurship management is a field focused on fostering creativity, developing new ideas, and effectively bringing them to market through entrepreneurial ventures or within existing organizations. It encompasses a range of activities aimed at identifying opportunities, generating novel solutions, and managing the process of turning those ideas into successful businesses or initiatives.

- Analyzing the Current Business Scenario, Innovation and Creativity.
- Experimentation in Innovation Management.
- Marketing of Innovation.
- Sustainability Innovation and Entrepreneurship



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

Course:

**BASIC ACCOUNTING
WITH ACCOUNTING
SOFTWARE**

VENUE: CLASS ROOM

DATE: 04.02.2019.

**Department of Commerce
(PG)
RAAK Arts & Science
College**

Organized by



**Department of Commerce
(PG)**

**RAAK Arts & Science
College
Perambai, Villianur**

ALL ARE WELCOME

Jm.

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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-005 110
PERAMBAL.**



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

Course Title: BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE

COURSE OBJECTIVES

- ❖ To provide an overview of the use of accounting in business
- ❖ To give an understanding of the practical applications of the branches of accounting
- ❖ To enable students to read and understand the basic corporate financial statements and Reports and the implications contained therein.
- ❖ To use accounting software to compile final accounts of business concerns.

UNIT I

Introduction to accounting

Accounting terms, Concepts and convention, Book-keeping and accounting, Branches in Accounting, Accounting equation.

UNIT II

Financial Accounting

Golden Principles of accounting, Transaction - Journal, Ledger, Trial Balance and Final Accounts.

UNIT III

Cost Accounting

Preparation of cost sheet, tenders and quotation, Overhead Apportionment.

UNIT IV

Management Accounting



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RAAK ARTS AND SCIENCE COLLEGE

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Preparation of Budgets

UNIT V

Accounting Software

Computerized accounting- Installing Tally- Features & Procedure for Installing Tally- Changing Default settings, Introduction to Tally - Opening screen of Tally- Creating company- Selecting company- shutting a company- altering company- configuring company, Inventory Information Creation of stock group (Displaying, altering and deleting groups)- Stock item (Displaying, Altering and deleting item)- Units of measure, Accounting Information – Ledger-single and Multiple ledgers (Displaying, altering and deleting ledger), Vouchers in tally –Contra Vouchers – Purchases vouchers- Sales vouchers - Payments - Receipt voucher - Journal Voucher, Display Menu – Trial Balance, Profit & loss account and Balancesheet

COURSE COORDINATOR

HOD



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PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mr. A. Saravanan,
Head & Assistant Professor,
Department of Mathematics,
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “**Mathematics for Quantitative Aptitude and Verbal Reasoning**” for I B.Sc., II B.Sc., and III B.Sc., Mathematics students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: “**Mathematics for Quantitative Aptitude and Verbal Reasoning**”

Name of the Co-ordinator:

Mr. K. VASANTH

Place: Perambai

Date : 28.08.2018

Yours Faithfully



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

Course Title: Mathematics for Quantitative Aptitude and Verbal Reasoning




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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

Course Description: The course will cover fundamental mathematical concepts, including algebra, geometry, trigonometry, and statistics, as well as verbal reasoning techniques, including logical reasoning, analytical reasoning, and verbal ability.

Course Duration: 30 hours

UNIT :1 Algebraic Concepts (6 HOURS)

Introduction to algebra - Equations and inequalities - Functions and graphs - Systems of equations- Geometric Concepts: Introduction to geometry- Points, lines, and planes - Angles and trigonometry- Shapes and solids

UNIT :2 Statistics and Probability (6 HOURS)

Introduction to statistics- Descriptive statistics (mean, median, mode)-Inferential statistics (confidence intervals, hypothesis testing)- Probability theory (basic concepts and formulas)

UNIT :3 Logical Reasoning (6 HOURS)

Introduction to logical reasoning- Basic logic concepts (propositional logic, predicate logic)-Argumentation and logical fallacies-Visual reasoning

UNIT :4 Analytical Reasoning (6 HOURS)

Introduction to analytical reasoning-Analytical thinking techniques (pattern recognition, data analysis)-Problem-solving strategies (flowcharts, decision trees)-Critical thinking exercises

UNIT : 5 Verbal Ability (6 HOURS)

Introduction to verbal ability-Reading comprehension strategies- Vocabulary building (prefixes, suffixes, roots)- Grammar and sentence structure

REFERENCES:

1. "Mathematics for Quantitative Aptitude" by RS Aggarwal
2. "Verbal Reasoning" by Arun Sharma
3. Online resources: Websites like Khan Academy, Coursera, and edX.

DEPARTMENT OF MATHEMATICS

VALUE ADDED COURSE (2018 -2019)

MATHEMATICS FOR QUANTITATIVE APTITUDE AND VERBAL REASONING



Jam

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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SUMMARY REPORT

As technology has become an integral part of our daily lives, our education system has been rapidly embracing technological advancements. This has led to students developing a better understanding of mathematical concepts and enhancing their problem-solving skills. The course has also boosted the confidence of students, enabling them to take up and apply for PSC Tests and other competitive exams for governmental jobs. Furthermore, students appreciated the opportunity to apply mathematical concepts to real-world scenarios, making the learning experience more relevant and engaging.



CO-ORDINATOR

HOD




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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RAAK/VAC/18-19/08

07.08.2018

CIRCULAR

It is hereby informed that our Commerce Department is going to conduct the value added course on "HUMAN RIGHTS STUDIES " for I BCOM students. Hence the students of our Commerce Department have to enroll their name to the course coordinator on or before 10.08.2018.

II BCOM - HUMAN RIGHTS STUDIES

A. M. Harind No 2.

Principal

Copy to

1. Principal
2. Office
3. Department of Commerce



Jam.

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RAAK ARTS & SCIENCE COLLEGE
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

ABOUT THE INSTITUTION

RAAK Arts and Science a Co-Education College affiliated to Thiruvalluvar University, Vellore, and Govt. of TN launched in the year 2009. We started with 5 UG courses and 180 students which have now grown up offering 12 UG courses, 7 PG Courses and 2 Ph.D., Courses with and overall strength of around 1500 students. We strive to produce graduates in different streams building strong moral values, well-disciplined with quality education to make them a complete human to face the challenges of the world with courage and commitment and help them lead a successful life building a good society.

ABOUT THE DEPARTMENT

RAAK Arts and Science College offers B. Com. Programmes. The Department of Commerce's mission is to create the conditions for economic growth and opportunity for all communities. Through its 13 bureaus, the Department works to drive U.S. economic competitiveness, strengthen domestic industry, and spur the growth of quality jobs in all communities across the country. The Department serves as the voice of business in the Federal Government, and at the same time, the Department teaches and serves

technologies such as quantum computing and artificial intelligence (AI).

OBJECTIVE OF THE VALUE ADDED COURSE

- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills

ABOUT THE COURSE

The status of women in India is strongly connected to family relations. In India, the family is seen as crucially important, and in most of the country, the family unit is patrilineal. Families are usually multi-generational, with the bride moving to live with the in-laws..

- To familiarize students with the specific cultural contexts of women in India
- To Orient the students regarding Theories of Gender Relations, Position of Women in India Society
- To Imbibe knowledge about Economic Development, Women



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

Course:
HUMAN RIGHTS STUDIES

Venue:
CLASS ROOM
Department of Commerce
RAAK Arts & Science
College

Start: 13/08/2018 TO
20/09/2018

Organized by



Department of Commerce
RAAK Arts & Science
College
Perambai, Villianur

ALL ARE WELCOME

PRINCIPAL

RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAI.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

HUMAN RIGHTS STUDIES

Unit 1: Introduction to Human Rights

6 HRS

Definition and concept of human rights - Historical development of human rights - Universal Declaration of Human Rights (UDHR) and other foundational documents - Theories of human rights (natural law, positivist, cultural relativist perspectives)

Unit 2: International Human Rights Law

6 HRS

Overview of international human rights instruments (treaties, conventions, declarations) - Principles of international human rights law (universality, indivisibility, interdependence) - Role of international organizations in human rights protection.

Unit 3: Human Rights Institutions and Mechanisms

6 HRS

National human rights institutions (NHRIs) and their role in promoting and protecting human rights at the domestic level Civil society organizations -contributions to human rights advocacy and activism - Transitional justice mechanisms (truth commissions, criminal tribunals) - role in addressing human rights violations.

Unit 4: Contemporary Human Rights Issues

6 HRS

Gender equality and women's rights Rights of refugees, migrants, and internally displaced persons - Economic, social, and cultural rights (right to health, education, housing) - Rights of minorities and marginalized groups - Environmental rights and the intersection of human rights and environmental protection

Unit 5: Human Rights Advocacy and Action

6 HRS

Strategies for human rights advocacy and activism - Role of media and digital technology in advancing human rights causes - Ethical considerations in human rights work - Case studies of successful human rights campaigns and movements.




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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

VALUE ADDED COURSE (2018 -2019)

HUMAN RIGHTS STUDIES


SUMMARY REPORT

The course offered participants an extensive exploration of fundamental human rights principles and issues. It covered topics such as international human rights law, social justice, equality, and humanitarian ethics, with the objective of deepening understanding and awareness of global human rights challenges. Through interactive discussions, case studies, and practical applications, participants gained insights into the complexities of advocating for and implementing human rights. By the course's conclusion, participants had honed critical analytical skills and developed a nuanced perspective on addressing human rights violations and promoting inclusive societies. The course effectively prepared participants to engage in informed discussions, contribute to advocacy initiatives, and uphold human rights principles across various professional and societal contexts.


COURSE COORDINATOR


HOD




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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our Computer science department is going to conduct the value added course on “**Presentation with MS PowerPoint**” for I B.SC (Computer Science) students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 31.08.2018.

I BSC(CS)- “**Presentation with MS PowerPoint**”

A. M. Harish Na 2.

Principal

Copy to

1. Principal
2. Office
3. CS&BCA



Jar
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mrs. R.SAKTHIDEVI
Head & Assistant Professor,
Department of computer science & Applications
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “**Presentation with MS PowerPoint**” for I BSC (CS) students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: “Presentation with MS PowerPoint”

Name of the Co-ordinator:

Mrs. R.SAKTHIDEVI

Place: Perambai

Date: 28.08.2018

R. Saktidevi
Yours Faithfully



Jas.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

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I BSC(CS)- “**Presentation with MS PowerPoint**”

A. M. H. N. S.

Principal

Copy to

1. Principal
2. Office
3. CS&BCA



Jar...
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

Computer science is a dynamic and rapidly growing area that has become an integral part of the world today. It is an interdisciplinary application and utility of computer programming that has transformed every aspect of human life including biology, businesses, cyber security, economics, engineering, information assurance, languages and linguistics, mathematics, physics, public policy, etc. Today, programming and digitalization are used to address a wider range of complex issues. Technology has made the world better, faster, and more connected. But this didn't happen by magic. It has been achieved to the brilliant minds of IT graduates, who took their passion for technology and used it to create gadgets and computer programs that help the society every single day.

AGENDA

Day 1 to 10

Introduction to Microsoft PowerPoint

Overview of PowerPoint Interface -
Understanding Ribbon and Tabs -Creating
New Presentations - Opening and Saving
Presentations- Different Views in PowerPoint
Slide

Creation and Layouts

Adding New Slides -Choosing Slide Layouts
-Inserting and Formatting Text-Using Bullets
and Numbering- Rearranging and Deleting
Slides

Day 11 to 20

Formatting Slides

Applying Themes and Background Styles -
Customizing Slide Backgrounds-Formatting
Text-Using WordArt and Text Effects-
Adding Shapes and SmartArt

Adding Multimedia Elements

Inserting Images and Illustrations-
Incorporating Audio and Video-Creating and
Editing Charts-Using Hyperlinks and Action
Buttons-Inserting Screenshots and Screen
Recordings

Day 21 to 30

Animations and Transitions

Applying Slide Transitions-Adding Entrance,
Exit, and Motion Path Animations-Timing
and Reordering Animations-Using
Animation Pane for Advanced Control-
Applying Slide Show Settings



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

DEPARTMENT OF COMPUTER
SCIENCE

VALUE ADDED COURSE PRESENTATION WITH MS-POWERPOINT

FROM 4/09/2018
TO 31/10/2018

ALL ARE WELCOME




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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

Course Title: Presentation with MS PowerPoint

Course Description: This course is designed to equip participants with essential skills in using Microsoft PowerPoint for creating dynamic presentations. Participants will learn the fundamentals of PowerPoint, including slide creation, formatting, adding multimedia elements, and delivering engaging presentations.

Course Duration: 30 HOURS

- | | | |
|--|---|-----------------|
| UNIT 1 | Introduction to Microsoft PowerPoint | Hours: 6 |
| Overview of PowerPoint Interface - Understanding Ribbon and Tabs -Creating New Presentations - Opening and Saving Presentations- Different Views in PowerPoint | | |
| UNIT 2 | Slide Creation and Layouts | Hours: 6 |
| Adding New Slides -Choosing Slide Layouts -Inserting and Formatting Text-Using Bullets and Numbering- Rearranging and Deleting Slides | | |
| UNIT 3 | Formatting Slides | Hours: 6 |
| Applying Themes and Background Styles -Customizing Slide Backgrounds-Formatting Text-Using WordArt and Text Effects-Adding Shapes and SmartArt | | |
| UNIT 4 | Adding Multimedia Elements | Hours: 6 |
| Inserting Images and Illustrations-Incorporating Audio and Video-Creating and Editing Charts-Using Hyperlinks and Action Buttons-Inserting Screenshots and Screen Recordings | | |
| UNIT 5 | Animations and Transitions | Hours: 6 |
| Applying Slide Transitions-Adding Entrance, Exit, and Motion Path Animations-Timing and Reordering Animations-Using Animation Pane for Advanced Control-Applying Slide Show Settings | | |



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PERAMBAL.



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REFERENCES

- 1 **PowerPoint 2019 For Dummies"** by Doug Lowe:
- 2 **"Microsoft PowerPoint 2019 Step by Step"** by Joan Lambert and Joyce Cox:
Published by Microsoft Press.



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

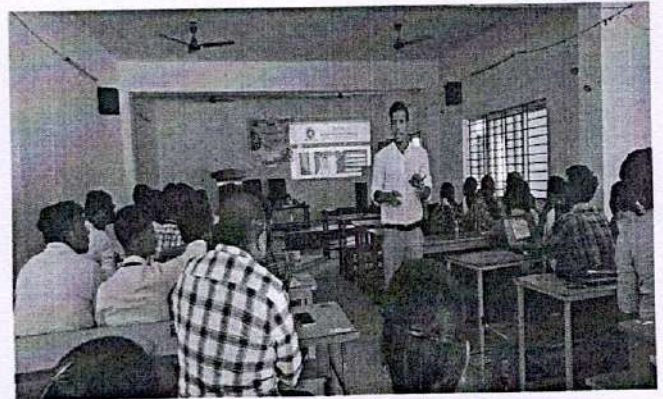
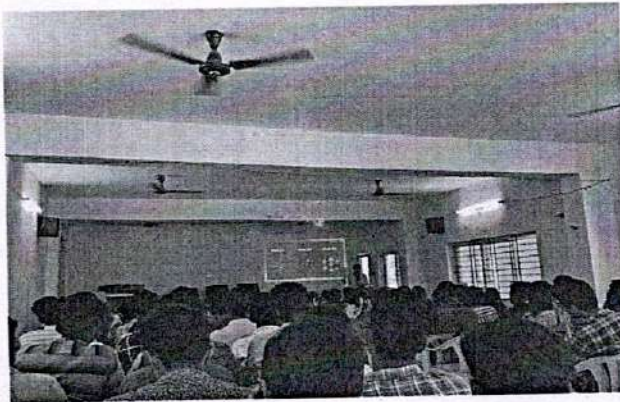
DEPARTMENT OF COMPUTER SCIENCE

VALUE ADDED COURSE(2018 -2019)

PRESENTATION WITH MS-POWERPOINT

SUMMARY REPORT

Technology has become a part our daily life along with growing civilization. In which our education system brings technological changes very fast. These developments in the field of Computer Science will be very useful for Students. In particular, we can easily find various information's easily in MS-PowerPoint. Through which we can present and share our views and thoughts via Presentation.



CO-ORDINATOR

HOD



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 1
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

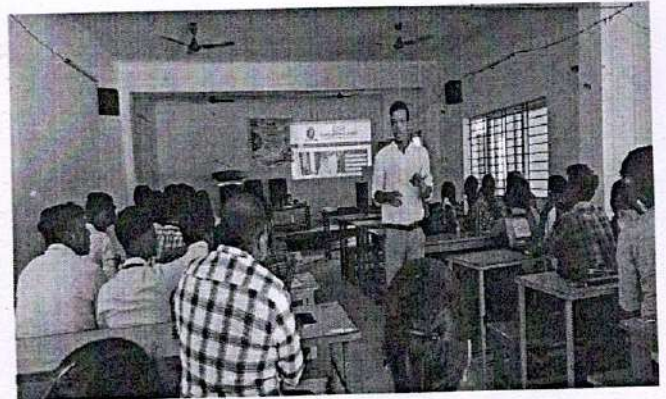
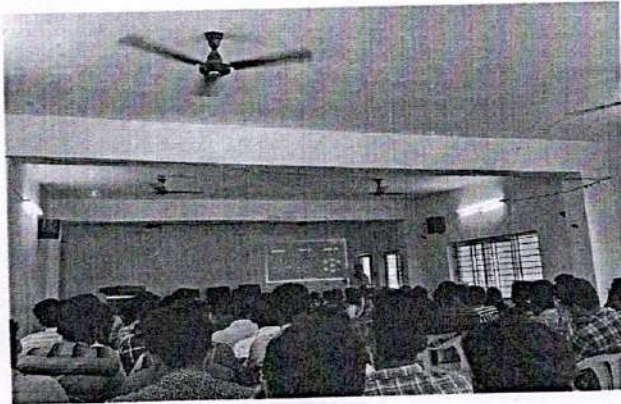
DEPARTMENT OF COMPUTER SCIENCE

VALUE ADDED COURSE(2018 -2019)

PRESENTATION WITH MS-POWERPOINT

SUMMARY REPORT

Technology has become a part our daily life along with growing civilization. In which our education system brings technological changes very fast. These developments in the field of Computer Science will be very useful for Students. In particular, we can easily find various information's easily in ORACLE DATABASE. Through which we can present and share our views and thoughts via DATABASE




CO-ORDINATOR

HOD






PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-505 116
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

21.06.2018

CIRCULAR

It is hereby informed that our Computer science department is going to conduct the value added course on "ORACLE DATABASE "for I B.SC (Computer Science) students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 21.06.2018.

II BSC(CS)- "ORACLE DATABASE

A. M. Harindharan No 2.

Principal

Copy to

1. Principal
2. Office
3. CS&BCA



Jam
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mrs.D.RAJALAKSHMI
Head & Assistant Professor,
Department of computer science & Applications
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “**ORACLE DATABASE**” for II BSC (CS) students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: “ORACLE DATABASE

Name of the Co-ordinator: MRS.D.RAJALAKSHMI

Place: Perambai

Date: 21/06/2018

Yours Faithfully

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

21.06.2018

CIRCULAR

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II BSC(CS)- "ORACLE DATABASE

A. M. Harish No 2.

Principal

Copy to

1. Principal
2. Office
3. CS&BCA



Jan
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
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PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

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AGENDA

Day 1 to 10

Understanding the concepts of relational databases-Overview of SQL (Structured Query Language)-Introduction to Oracle Database architecture.
Oracle Database Installations and Configuration
Installation of Oracle Database software-
Configuration of Oracle Database instances-
Creating and managing database instances.

Day 11 to 20

SQL Basics

Data types and operators-Querying data using SELECT statements-Filtering and sorting data-Joins and sub queries-Grouping and aggregating data.
Data Manipulation

Inserting, updating, and deleting data.-
Transaction control and concurrency.

Day 21 to 30

Data Definition Language (DDL)

Creating, altering, and dropping database objects (tables, views, indexes, sequences, etc.)-



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

DEPARTMENT OF COMPUTER
SCIENCE

VALUE ADDED COURSE

ORACLE DATABASE

FROM 25/06/2018
TO 24/08/2018

ALL ARE WELCOME




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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

Course Title: ORACLE DATABASE SYLLABUS

Course Description: An Oracle Database syllabus typically covers a range of topics related to the administration, development, and management of Oracle databases.

Course Duration: 30 HOURS

- UNIT 1 Introduction to Relational Databases Hrs: 6**
Understanding the concepts of relational databases-Overview of SQL (Structured Query Language)-Introduction to Oracle Database architecture.
- UNIT 2 Oracle Database Installations and Configuration Hrs: 6**
Installation of Oracle Database software- Configuration of Oracle Database instances- Creating and managing database instances.
- UNIT 3 SQL Basics Hrs: 6**
Data types and operators-Querying data using SELECT statements-Filtering and sorting data-Joins and sub queries-Grouping and aggregating data.
- UNIT 4 Data Manipulation Hrs: 6**
Inserting, updating, and deleting data.-Transaction control and concurrency.
- UNIT 5 Data Definition Language (DDL) Hrs: 6**
Creating, altering, and dropping database objects (tables, views, indexes, sequences, etc.)-Managing constraints.

REFERENCES

- 1 Oracle Press Database Books
- 2 Oracle SOA Suite – 12 c.




PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLUPPATTURU - 605 010
PUNJAB



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our Commerce Department is going to conduct the value added course on " for I BCOM students. Hence the students of our Commerce Department have to enroll their name to the course coordinator on or before 31.08.2018.

I BCOM - DIGITAL MARKETING

A. M. H. No 2.

Principal

Copy to

1. Principal
2. Office
- 3..Department of Commerce



Jas
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Dr. S. ANURATHA
Head & Assistant Professor,
Department of Business administration
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on "Digital Marketing" for I B.Com students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: DIGITAL MARKETING

Name of the Co-ordinator:

Dr.S.ANURATHA (I B.COM)

Place: Perambai

Date: 28.08.2018

Yours Faithfully



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

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I BCOM - DIGITAL MARKETING

A. M. Harindha No 2.

Principal

Copy to

1. Principal
2. Office
- 3..Department of Commerce



A. M. Harindha
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

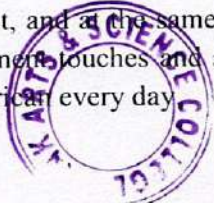
Affiliated to Thiruvalluvar University, Vellore.

ABOUT THE INSTITUTION

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ABOUT THE DEPARTMENT

RAAK Arts and Science College offers B. Com. Programmes. The Department of Commerce's mission is to create the conditions for economic growth and opportunity for all communities. Through its 13 bureaus, the Department works to drive U.S. economic competitiveness, strengthen domestic industry, and spur the growth of quality jobs in all communities across the country. The Department serves as the voice of business in the Federal Government, and at the same time, the Department touches and serves every American every day.



technologies such as quantum computing and artificial intelligence (AI).

OBJECTIVE OF THE VALUE ADDED COURSE

- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills

ABOUT THE COURSE

The status of women in India is strongly connected to family relations. In India, the family is seen as crucially important, and in most of the country, the family unit is patrilineal. Families are usually multi-generational, with the bride moving to live with the in-laws..

- To familiarize students with the specific cultural contexts of women in India
- To Orient the students regarding Theories of Gender Relations, Position of Women in India Society
- To Imbibe knowledge about Economic Development, Women and Work Force Labour



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

Course:
DIGITAL MARKETING

Venue:
CLASS ROOM
Department of Commerce
RAAK Arts & Science
College

Start: 03/09/2018 TO
12/10/2018

Organized by



Department of Commerce
RAAK Arts & Science
College
Perambai, Villianur

ALL ARE
WELCOME

Jam.

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

DIGITAL MARKETING

Unit 1 INTRODUCTION TO DIGITAL MARKETING (5 hrs)

Introduction to Digital Marketing Objective - To understand the basic Concepts of Digital marketing and the road map for successful Digital marketing strategies.

Unit 2 SOCIAL MEDIA MARKETING (7 hrs)

Social Media Marketing Objective- To know the importance of Social media Platforms importance in Digital Marketing

Unit 3 SEO (6 hrs)

Search Engine Optimization Objective- To understand the technological importance of SEO

Unit 4 ADVERTISING TOOLS (7 hrs)

Advertising Tools & Its Optimization Objective- How to creates effective Ad Words campaign & Advertising Positioning with respect to the Digital marketing

Unit 5 WEB ANALYTICS (6 hrs)

Website Hosting using Word Press Objective- How to create web site using Word Press

Web Analytics Objective- Web analytics focuses on optimizing an organization's digital ecosystem by collecting, analyzing and enabling the making of data-informed decisions..

Reference :

1. "DIGITAL MARKETING" - R.C. Bhatia, Ane Books India, 2010
2. "DIGITAL MARKETING AND SERVICE" - Barun K. Mitra



Jan
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.




RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

**DEPARTMENT OF COMMERCE
VALUE ADDED COURSE (2018 -2019)
DIGITAL MARKETING**

SUMMARY REPORT

The technology has become a part of our daily life along with the growing civilization. The Value Added Course in Digital Marketing provided participants with a comprehensive understanding and practical application of essential digital marketing strategies. Covering modules on SEO, PPC advertising, social media marketing, email marketing, and content creation, the course aimed to bridge theoretical knowledge with hands-on skills crucial for effective digital campaigns. Participants gained insights into optimizing websites for search engines, executing PPC campaigns, leveraging social media platforms for marketing goals, and crafting engaging content strategies. The course fostered an environment conducive to learning and applying these skills, equipping participants with the tools needed to excel in today's competitive digital landscape.


COURSE COORDINATOR


HOD




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VILLIANUR POST-605 110
PERAMBAL.**



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

This is to inform you that our Mathematics department is going to conduct the value added course on "R Programming" for I M.Sc., Mathematics students. Hence the students of mathematics have to enroll their name to the course coordinator on or before 31.08.2018.

1. I M.Sc., Mathematics -R Programming

A. M. Howard No 2.

Principal

Copy to

1. Principal
2. Office
3. Mathematics Department



Jm
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mr. A. Saravanan,
Head & Assistant Professor,
Department of Mathematics,
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “R Programming” for I M.Sc., Mathematics students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: “R Programming”

Name of the Co-ordinator:

Mr. N. GURUNATHAN

Place: Perambai

Date : 28.08.2018

Yours Faithfully

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore

29.08.2018

CIRCULAR

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1. I M.Sc., Mathematics -R Programming

A. Mohamed No 2.

Principal

Copy to

1. Principal
2. Office
3. Mathematics Department



Jan.

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

The Mathematics Department is a dynamic and rapidly growing field that has become an integral part of modern society. Mathematics is an interdisciplinary application that has transformed every aspect of human life, from the natural sciences to the social sciences, and has had a profound impact on fields such as biology, computer science, economics, engineering, and physics. Technology has made the world faster, more connected, and more efficient. But this didn't happen by magic. It has been achieved through the brilliant minds of mathematicians who have developed algorithms, models, and statistical methods that power the computer programs and gadgets that we use every day, which are essential for success in today's rapidly changing world.

every single day.

AGENDA

Day 1 to 10

Introduction to R programming-Setting up R and installing packages-Basic data types and variables in R-Basic operators in R-Data Manipulation: Importing and exporting data in R-Data manipulation using dplyr and tidyr-Data merging and joining-Data summarization and aggregation- Creating plots using ggplot2-Customizing plots using ggplot2-Creating interactive plots using shiny

Day 11 to 20

Introduction to statistical analysis in R-Regression analysis using lm()-Hypothesis testing using t.test() and ANOVA()-Confidence intervals using confint()-Introduction to data visualization in R-Creating interactive plots using shiny- Creating dashboards using plotly-Advanced data visualization techniques

Day 21 to 30

Advanced data manipulation techniques using dplyr and tidyr-Advanced statistical analysis techniques using lme4 and glmmadmb-Advanced machine learning techniques using caret and xgboost



RAAK ARTS AND SCIENCE COLLEGE
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DEPARTMENT OF
MATHEMATICS

VALUE ADDED COURSE
R PROGRAMMING

FROM 4/09/2018
TO 30/10/2018

ALL ARE WELCOME



Jana
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VILLIANUR POST-605 110
PERAMBAL.



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SYLLABUS

Course Title: R Programming

Course Duration: 30 Hours

UNIT: 1 Introduction to R (6 Hours)

Introduction to R programming-Setting up R and installing packages-Basic data types and variables in R-Basic operators in R- Data merging and joining-Data summarization and aggregation

UNIT: 2 Data Visualization (6 Hours)

Introduction to data visualization in R- Creating plots using ggplot2-Customizing plots using ggplot2-Creating interactive plots using shiny

UNIT: 3 Statistical Analysis (6 Hours)

Introduction to statistical analysis in R-Regression analysis using lm()-Hypothesis testing using t.test() and ANOVA()-Confidence intervals using confint()

UNIT: 4 Data Visualization (6 Hours)

Introduction to data visualization in R-Creating interactive plots using shiny- Creating dashboards using plotly-Advanced data visualization techniques

UNIT: 5 Advanced Topics (6 Hours)

Advanced data manipulation techniques using dplyr and tidyr-Advanced statistical analysis techniques using lme4 and glmmadmb-Advanced machine learning techniques using caret and xgboost

REFERENCES

1. "R Programming" by John Maindonald
2. "Data Visualization with R" by Hadley Wickham
3. "R for Data Science" by Hadley Wickham and Garrett Grolemund



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

DEPARTMENT OF MATHEMATICS

VALUE ADDED COURSE (2018 -2019)

R PROGRAMMING

SUMMARY REPORT

As technology has become an integral part of our daily lives, our education system has been rapidly embracing technological advancements. This has led to students developing a better understanding of mathematical concepts and enhancing their problem-solving skills. The course has also boosted the confidence of students, enabling them to take up and apply for PSC Tests and other competitive exams for governmental jobs. Furthermore, students appreciated the opportunity to apply mathematical concepts to real-world scenarios, making the learning experience more relevant and engaging.



CO-ORDINATOR

HOD



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-695 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore. .

29.08.2018

CIRCULAR

It is hereby informed that our Commerce (CA) is going to conduct the value added course on "Innovation and Entrepreneurship Management" for III B.COM (CA) students. Hence the students of Business Administration have to enroll their name to the course coordinator on or before 31.08.2018.

III B.COM (CA)., - Innovation and Entrepreneurship Management

A. M. Harand No 2.

Principal

Copy to

1. Principal
2. Office
- 3...Department of Commerce (CA)



Jm.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Dr.UDHAYAKUMAR
Head & Assistant Professor,
Department of Commerce (CA)
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on "INNOVATION AND ENTREPRENEURSHIP MANAGEMENT" for III B.COM (CA) students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: Innovation and Entrepreneurship Management

Name of the Co-ordinator:

Mr.SUGUPRAKASAN (III B.COM (CA)

Place: Perambai

Date: 28.08.2018

Yours Faithfully

Hayahmay



Jaw
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST 605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore

29.08.2018

CIRCULAR

It is hereby informed that our Commerce (CA) is going to conduct the value added course on "Innovation and Entrepreneurship Management" for III B.COM (CA) students. Hence the students of Business Administration have to enroll their name to the course coordinator on or before 31.08.2018.

III B.COM (CA), - Innovation and Entrepreneurship Management

A. M. Hameed No 2.

Principal

Copy to

1. Principal
2. Office
- 3...Department of Commerce (CA)



Jam.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-685 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

ABOUT THE INSTITUTION

RAAK Arts and Science a Co-Education College affiliated to Thiruvalluvar University, Vellore, and Govt of TN launched in the year 2009. We started with 5 UG courses and 180 students which have now grown up offering 12 UG courses, 7 PG Courses and 2 Ph.D., Courses with and overall strength of around 1500 students. We strive to produce graduates in different streams building strong moral values, well-disciplined with quality education to make them a complete human to face the challenges of the world with courage and commitment and help them lead a successful life building a good society.

ABOUT THE DEPARTMENT

RAAK Arts and Science College offers B. Com. (CA), Programmes and is manned by experienced and resourceful faculties, with a large number of publications including creative writings and translations. B.Com Computer Applications is a three-year full-time undergraduate program that deals with studying various aspects of computer science along with Commerce. It is a combination of Commerce and computer applications for commerce disciplines that require knowledge of computers. This course is designed to equip students with integrated knowledge of commerce and computer systems. In addition, this course offers ample job opportunities in the IT and Commerce industry. Upon completing

the course, students can work as Business Analyst, Business Consultant, Auditor, Computer Programmer, App Developer, etc.

OBJECTIVE OF THE VALUE ADDED COURSE

- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop interdisciplinary skills

ABOUT THE COURSE

Innovation and entrepreneurship management is a field focused on fostering creativity, developing new ideas, and effectively bringing them to market through entrepreneurial ventures or within existing organizations. It encompasses a range of activities aimed at identifying opportunities, generating novel solutions, and managing the process of turning those ideas into successful businesses or initiatives.

- Analyzing the Current Business Scenario, Innovation and Creativity.
- Experimentation in Innovation Management.
- Marketing of Innovation.
- Sustainability Innovation and Entrepreneurship



RAAK ARTS AND SCIENCE COLLEGE

(1600-9001) 2015 Certified Institution by the Council for Distance Education, India
Innovation in Entrepreneurship Management

Venue:

CLASS ROOM

Department of Commerce (CA)

RAAK Arts & Science College

Start: 03.9.2018 to 12.10.2018

Organized by

Department of Commerce (CA) RAAK Arts & Science College Perambai, Villianur



Jan
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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST
PERAMBAI.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

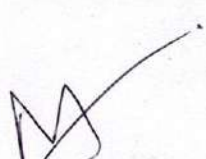
SYLLABUS

INNOVATION AND ENTREPRENEURSHIP MANAGEMENT

- Unit 1** (5 hrs)
Analyzing the Current Business Scenario, Innovation and Creativity. Types of Innovation, School of Innovation. Challenges of Innovation, Steps of Innovation Management, Idea Management System, Divergent V/s Convergent Thinking, Design Thinking and Entrepreneurship
- Unit 2** (7 hrs)
Experimentation in Innovation Management, Idea Championship, Participation for Innovation, Co-creation for Innovation. Brainstorming ideas, reverse Brainstorming, out of the box thinking.
- Unit 3** (6 hrs)
Marketing of Innovation, Technological Innovation Management Planning, Technological Innovation Management Strategies, Technology Forecasting. Disruptive Innovation and Mind Mapping
- Unit 4** (7 hrs)
Sustainability Innovation and Entrepreneurship, Innovation Sustainable Conditions, Innovation: Context and Pattern, SME'S strategic involvement in sustainable development, Reverse Innovation, Central and State Government schemes to foster entrepreneurship
- Unit 5** (6 hrs)
Business Models and value proposition, Why Start-ups Fail: Reasons and Remedies, Role of venture capitalists and angel investors- Incubators: Business Vs Technology, Managing Investor for Innovation.

Reference :

- Hisrich, R. D., & Peters, M. P. (2017). *Entrepreneurship (10th ed.)*. McGraw-Hill Education.
- Jones, C., & Covin, J. G. (2008). *Start-up: Launching new ventures (5th ed.)*. Prentice Hall.


COURSE COORDINATOR


HOD




PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.8.2018

CIRCULAR

It is hereby informed that our Commerce (CA) is going to conduct the value added course on "Quantitative Aptitude" for II B.COM (CA) students. Hence the students of Business Administration have to enroll their name to the course coordinator on or before 31.08.2018.

II B.COM (CA)., - Quantitative Aptitude

A. M. Harindharan No 2.

Principal

Copy to

1. Principal
2. Office
- 3...Department of Commerce (CA)



Jam.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Dr.UDHAYAKUMAR
Head & Assistant Professor,
Department of Commerce (CA)
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on "QUANTITATIVE APTITUDE" for II B.COM (CA) students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: Quantitative Aptitude

Name of the Co-ordinator:

Mr.PREDISH (II B.COM (CA)

Place: Perambai

Date: 28.8.2018

Yours Faithfully

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.8.2018

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II B.COM (CA)., - Quantitative Aptitude

A. M. Howard No 2.

Principal

Copy to

1. Principal
2. Office
- 3...Department of Commerce (CA)



Jan
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

(600-9001 : 2015-Certified Institution) [Recognized under 210 of USC Act - 1956
(Affiliated to Thiruvalluvar University)]

ABOUT THE INSTITUTION

RAAK Arts and Science a Co-Education College affiliated to Thiruvalluvar University, Vellore, and Govt. of TN launched in the year 2009. We started with 5 UG courses and 180 students which have now grown up offering 12 UG courses, 7 PG Courses and 2 Ph.D., Courses with and overall strength of around 1500 students. We strive to produce graduates in different streams building strong moral values, well-disciplined with quality education to make them a complete human to face the challenges of the world with courage and commitment and help them lead a successful life building a good society.

ABOUT THE DEPARTMENT

RAAK Arts and Science College offers B. Com. (CA) Programmes and is manned by experienced and resourceful faculties, with a large number of publications including creative writings and translations. B.Com Computer Applications is a three-year full-time undergraduate program that deals with studying various aspects of computer science along with Commerce. It is a combination of Commerce and computer applications for commerce disciplines that require knowledge of computers. This course is designed to equip students with integrated knowledge of commerce and computer systems. In addition, this course offers ample job opportunities in the IT and Commerce industry. Upon completing

the course, students can work as Business Analyst, Business Consultant, Auditor, Computer Programmer, App Developer, etc.

OBJECTIVE OF THE VALUE ADDED COURSE

- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills

ABOUT THE COURSE

Quantitative Aptitude or QA is an integral section of any competitive exam. It tests a candidate's mathematical skills and analytical ability which is put to use in every step of life and career, no matter which industry you choose. Quantitative Aptitude is all about Mathematics and calculations. Analyzing the Current Business Scenario, Innovation and Creativity.

- Arithmetic Ability
- Data Interpretation
- Coding-Decoding

Course:
QUANTITATIVE APTITUDE

Venue:
CLASS ROOM
Department of Commerce (CA)
RAAK Arts & Science College

Start: **03.09.2018 to 12.10.2018**



Department of Commerce (CA)
RAAK Arts & Science College
Perambai, Villianur
ALL ARE WELCOME

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VILLIANUR POST-605 110
PERAMBAL.**



RAAK ARTS AND SCIENCE COLLEGE

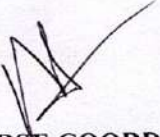
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SYLLABUS QUANTITATIVE APTITUDE

Unit 1		(5 hrs)
	Arithmetic Ability	
	Percentage, Problems on Numbers and ages.	
Unit 2		(7 hrs)
	Arithmetic Ability (contd.,)	
	Time & Work, Time & Distance	
Unit 3		(6 hrs)
	Series Completion	
	Number series, Alphabet series and Alpha-Numeric series.	
Unit 4		(7 hrs)
	Coding- Decoding	
	Letter Coding, Direct Letter Coding, Number/ Symbol coding.	
Unit 5		(6 hrs)
	Data Interpretation	
	Tabulation, Pie chart, Line graph.	

Reference :

- Aggarwal, R. S. (2017). Quantitative aptitude for competitive examinations. New Delhi: S. Chand Publishing.
- Verma, S. K. (2017). Quantitative aptitude quantum CAT. Pearson Education India.
- Khattar, D. (2017). The Pearson guide to quantitative aptitude for competitive examinations. Pearson Education India.


COURSE COORDINATOR


HOD




PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our Computer Application department is going to conduct the value added course on "PC SOFTWARE LAB " for I BCA students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 31.08.2018.

I BCA- "PC SOFTWARE LAB"

Q. M. H. No 2.

Principal

Copy to

1. Principal
2. Office
3. BCA



J. S.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mrs. R.SAKTHIDEVI
Head & Assistant Professor,
Department of computer science & Applications
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on "PC SOFTWARE LAB" for I BCA students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: "PC SOFTWARE LAB"

Name of the Co-ordinator:

Mrs. R.SAKTHIDEVI

Place: Perambai

Date: 28.08.2018

Yours Faithfully

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR ROAD - 605110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our Computer Application department is going to conduct the value added course on "PC SOFTWARE LAB " for I BCA students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 31.08.2018.

I BCA- "PC SOFTWARE LAB"

A. M. Harind No 2.

Principal

Copy to

1. Principal
2. Office
3. BCA



Jana
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

Computer science is a dynamic and rapidly growing area that has become an integral part of the world today. It is an interdisciplinary application and utility of computer programming that has transformed every aspect of human life including biology, businesses, cyber security, economics, engineering, information assurance, languages and linguistics, mathematics, physics, public policy, etc. Today, programming and digitalization are used to address a wider range of complex issues. Technology has made the world better, faster, and more connected. But this didn't happen by magic. It has been achieved to the brilliant minds of IT graduates, who took their passion for technology and used it to create gadgets and computer programs that help the society every single day.

AGENDA

Day 1 to 10

Introduction to Software Development Tools
Overview of Integrated Development Environments (IDEs)-Setting up development environments (e.g., Visual Studio Code, Eclipse, IntelliJ IDEA Git basics-Creating Repositories-Committing Changes-Branching and merging

Day 11 to 20

Basics of a high-level programming language (e.g., Java, C++)-Writing simple programs -Debugging techniques. Introduction to databases-SQL basics-Creating and querying databases

Day 21 to 30

HTML, CSS, and JavaScript Basics-
Building a simple web application



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

DEPARTMENT OF COMPUTER
APPLICATION

VALUE ADDED COURSE
PC SOFTWARE LAB

FROM 4/09/2018
TO 31/10/2018

ALL ARE WELCOME



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RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

Course Title: PC Software Lab Syllabus

Course Overview

The PC Software Lab is designed to provide hands-on experience with various software tools and applications commonly used in the industry. Students will learn practical skills related to software development, testing, and deployment.

Course Duration

Duration: 30 hrs

UNIT 1: Introduction to Software Development Tools HRS: 6

Overview of Integrated Development Environments (IDEs)-Setting up development environments (e.g., Visual Studio Code, Eclipse, IntelliJ IDEA)

UNIT 2: Version Control Systems (VCS) HRS: 6

Git basics-Creating Repositories-Committing Changes-Branching and merging

UNIT 3: Programming Languages HRS: 6

Basics of a high-level programming language (e.g., Java, C++)-Writing simple programs-Debugging techniques

UNIT 4: Database Management Systems (DBMS) HRS: 6

Introduction to databases-SQL basics-Creating and querying databases

UNIT 5: Web Development: HRS: 6

HTML, CSS, and JavaScript Basics-Building a simple web application

Recommended Resources

- Textbooks: Refer to standard textbooks on software engineering, programming languages, and database management.
- Online tutorials: Explore platforms like Coursera, edX, and YouTube for additional learning materials.




PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
WILLIAMSON ROAD, VELLORE
TAMIL NADU, INDIA



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

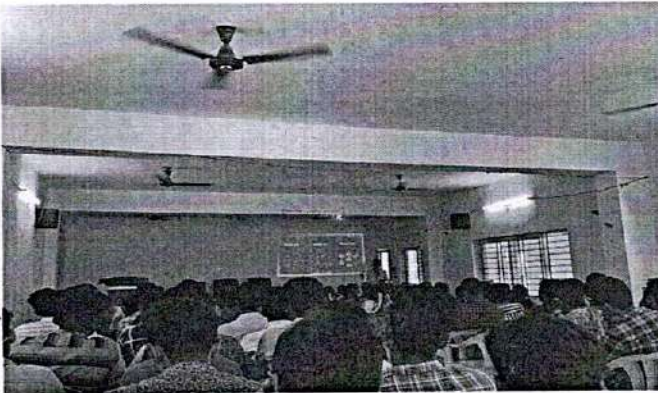
DEPARTMENT OF COMPUTER APPLICATION

VALUE ADDED COURSE(2018 -2019)

PC SOFTWARE LAB

SUMMARY REPORT

Technology has become a part our daily life along with growing civilization. In which our education system brings technological changes very fast. These developments in the field of Computer Science And Technology will be very useful for Students. In particular, we can easily find various information's easily by learning this course. Through which we can enrich our ideas and thoughts in depth.



CO-ORDINATOR

HOD



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mrs.D.RAJALAKSHMI
Head & Assistant Professor,
Department of computer science & Applications
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir;

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “**BIG DATA ANALYTICS**” for III BSC CS students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: “BIG DATA ANALYTICS”

Name of the Co-ordinator:

Place: Perambai

Date: 25.1.2019

Yours Faithfully

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

25 .01.2019

CIRCULAR

It is hereby informed that our Computer science department is going to conduct the value added course on "BIG DATA ANALYTICS" for III BSC CS students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 01.02.2019.

III BSC CS- "BIG DATA ANALYTICS"

A. M. Harand No 2.
Principal

Copy to

1. Principal
2. Office
3. BSC CS



Jar.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

25.01.2019

CIRCULAR

It is hereby informed that our Computer science department is going to conduct the value added course on "BIG DATA ANALYTICS" for III BSC CS students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 01.02.2019.

III BSC CS- "BIG DATA ANALYTICS"

A. M. Howard No 2.
Principal

Copy to

1. Principal
2. Office
3. BSC CS



J. J.

PRINCIPAL
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PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

Computer science is a dynamic and rapidly growing area that has become an integral part of the world today. It is an interdisciplinary application and utility of computer programming that has transformed every aspect of human life including biology, businesses, cyber security, economics, engineering, information assurance, languages and linguistics, mathematics, physics, public policy, etc. Today, programming and digitalization are used to address a wider range of complex issues. Technology has made the world better, faster, and more connected. But this didn't happen by magic. It has been achieved to the brilliant minds of IT graduates, who took their passion for technology and used it to create gadgets and computer programs that help the society every single day.

AGENDA

Day 1 to 10

Introduction to Big Data

Definition and characteristics of Big Data

Big Data Technologies and Tools

:Hadoop Ecosystem (HDFS, MapReduce, YARN)-Apache Spark-NoSQL Databases (Cassandra, MongoDB)-Data Warehousing (Hive, HBase)

Day 11 to 20

Data Processing and Management

Data Ingestion (Flume, Sqoop)-Data Storage and Retrieval-Data Cleaning and Preprocessing

Big Data Analytics Techniques

Descriptive Analytics - Predictive Analytics - Prescriptive Analytics - Real-time Analytics

Day 21 to 30

Machine Learning and Big Data

Machine Learning Algorithms (Supervised, Unsupervised, Reinforcement Learning)-Integrating Machine Learning with Big Data Tools



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

DEPARTMENT OF COMPUTER SCIENCE

VALUE ADDED COURSE BIG DATA ANALYTICS

FROM 4/02/2019

TO 28/03/2019

ALL ARE WELCOME



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RAAK ARTS AND SCIENCE COLLEGE

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SYLLABUS

Course Title: BIG DATA ANALYTICS

Course Overview:

The **Big Data Analytics** is designed to provide hands-on experience with various software tools and applications commonly used in the industry. Students will learn practical skill related to software development, testing, and deployment.

Course Duration

Duration: 30 hrs

UNIT 1 : Introduction to Big Data

HRS 6

Definition and characteristics of Big Data (Volume, Variety, Velocity, Veracity, Value)-Importance and applications of Big Data-Big Data vs. Traditional Data

UNIT 2: Big Data Technologies and Tools

HRS 6

Hadoop Ecosystem (HDFS, MapReduce, YARN)-Apache Spark-NoSQL Databases (Cassandra, MongoDB)-Data Warehousing (Hive, HBase)

UNIT 3: Data Processing and Management

HRS 6

Data Ingestion (Flume, Sqoop)-Data Storage and Retrieval-Data Cleaning and Preprocessing

UNIT 4: Big Data Analytics Techniques

HRS 6

Descriptive Analytics - Predictive Analytics - Prescriptive Analytics - Real-time Analytics

UNIT 5: Machine Learning and Big Data

HRS 6

Machine Learning Algorithms (Supervised, Unsupervised, Reinforcement Learning)- Integrating Machine Learning with Big Data Tools

Recommended Resources

- Textbooks: Refer to standard textbooks on software engineering, programming languages, and database management.
- Online tutorials: Explore platforms like Coursera, edX, and YouTube for additional learning materials.



Jam.

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DEPARTMENT OF COMPUTER SCIENCE

VALUE ADDED COURSE(2018 -2019)

BIG DATA ANALYTICS

SUMMARY REPORT

Technology has become a part our daily life along with growing civilization. In which our education system brings technological changes very fast. These developments in the field of Computer Science And Technology will be very useful for Students. In particular, we can easily find various information's easily by learning this course. Through which we can enrich our ideas and thoughts in depth.



CO-ORDINATOR

HOD



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VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

25.01.2019

CIRCULAR

It is hereby informed that our Computer Application department is going to conduct the value added course on "IMAGE EDITING USING ADOBE PHOTOSHOP" for III BCA students. Hence the students of Computer science have to enroll their name to the course coordinator on or before .08.2018.

III BCA- "IMAGE EDITING USING ADOBE PHOTOSHOP"

Q. M. Hameed No 2.

Principal

Copy to

1. Principal
2. Office
3. BCA



Jam.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Head & Assistant Professor,
Department of computer science & Applications
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on **"IMAGE EDITING USING ADOBE PHOTOSHOP"** for III BCA students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: "IMAGE EDITING USING ADOBE PHOTOSHOP"

Name of the Co-ordinator:

Place: Perambai

Date: 25/01/2019

Yours Faithfully

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

25.01.2019

CIRCULAR

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III BCA- "IMAGE EDITING USING ADOBE PHOTOSHOP"

A. M. Howard No 2.

Principal

Copy to

1. Principal
2. Office
3. BCA



Jar

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

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AGENDA

Day 1 to 10

Understanding the interface -Tools overview
- Workspace customization.

Opening, saving, and exporting images -
Image size and resolution - Cropping and
straightening images.

Day 11 to 20

Layer basics - Layer styles and blending
modes- Grouping and organizing layers-
Selection tools - Refining selections - Layer
masks and clipping masks

Refining selections- Layer masks and
clipping masks-Adjusting brightness,
contrast, and levels-Color correction
techniques -Using adjustment layer- Healing
and cloning tools -Content-aware fill and
scale-Removing blemishes and
imperfections-Appling filters for creative
effects-Using blur, sharpen, and distortion
filters-Creating custom filters.

Day 21 to 30

Adding and formatting text layers- Text
effects and styles -Warping text - Saving for
web and print - File formats and compression
techniques -Batch processing images.



RAAK ARTS AND SCIENCE COLLEGE

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DEPARTMENT OF COMPUTER
APPLICATION

VALUE ADDED COURSE

IMAGE EDITING USING
ADOBE PHOTOSHOP

FROM 4/2/2019

TO 28/03/2018

ALL ARE WELCOME



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VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

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SYLLABUS

Course Overview

The **Image Editing Using Adobe Photoshop** is designed to provide hands-on experience with various software tools and applications commonly used in the industry. Students will learn practical skill related to software development, testing, and deployment.

Course Duration : 30 hrs

UNIT 1: Introduction to Adobe Photoshop **HRS: 6**

Understanding the interface - Tools overview - Workspace customization

UNIT 2: Basic Image Editing **HRS: 6**

Opening, saving, and exporting images - Image size and resolution - Cropping and straightening images

UNIT 3: Working with Layer, Special Effects and Filters **HRS: 6**

Layer basics - Layer styles and blending modes- Grouping and organizing layers- Selection tools - Refining selections - Layer masks and clipping masks

UNIT 4: Selections and Masks Image Adjustments Retouching and Restoration **HRS: 6**

Refining selections- Layer masks and clipping masks-Adjusting brightness, contrast, and levels- Color correction techniques -Using adjustment layer- Healing and cloning tools -Content-aware fill and scale-Removing blemishes and imperfections-Applying filters for creative effects-Using blur, sharpen, and distortion filters-Creating custom filters

UNIT 5: Text , Typography Output and Export **HRS: 6**

Adding and formatting text layers- Text effects and styles -Warping text - Saving for web and print - File formats and compression techniques -Batch processing images



Jan
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VILLIANUR POST 605
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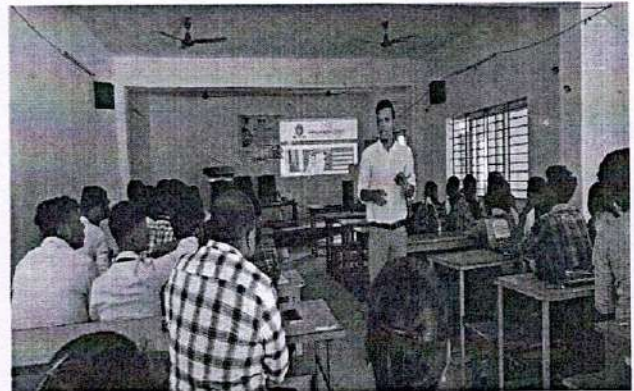
DEPARTMENT OF COMPUTER APPLICATION

VALUE ADDED COURSE(2018 -2019)

IMAGE EDITING USING ADOBE PHOTOSHOP

SUMMARY REPORT

Technology has become a part our daily life along with growing civilization. In which our education system brings technological changes very fast. These developments in the field of Computer Science And Technology will be very useful for Students. In particular, we can easily find various information's easily by learning this course. Through which we can enrich our ideas and thoughts in depth.



CO-ORDINATOR

HOD



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PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

21.06.2018

CIRCULAR

It is hereby informed that our Computer Application department is going to conduct the value added course on "WEB DESIGN " for II BCA students. Hence the students of Computer science have to enroll their name to the course coordinator on or before 24.06.2018.

II BCA- "WEB DESIGN"

D. M. Harind No 2.

Principal

Copy to

1. Principal
2. Office
3. BCA



Jay
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mrs. R.SAKTHIDEVI
Head & Assistant Professor,
Department of computer science & Applications
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “**WEB DESIGN**” for II BCA students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

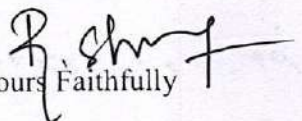
Course Name: “WEB DESIGN”

Name of the Co-ordinator:

Mrs. R.SAKTHIDEVI

Place: Perambai

Date: 21.06.2018


Yours Faithfully



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

21.06.2018

CIRCULAR

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II BCA- "WEB DESIGN"

A. M. H. No 2.

Principal

Copy to

1. Principal
2. Office
3. BCA



Jm
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-005 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

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AGENDA

Day 1 to 10

Overview of web design principles and best practices -Understanding the role of HTML and CSS- Introduction to web design tools and software. Structure of HTML documents -Working with text, links, and images -Creating lists and tables

Day 11 to 20

Introduction to CSS syntax and selectors
- Styling text, colors, and backgrounds -
Box model and layout techniques.
Creating website layouts with CSS-
Understanding typography principles -
Choosing and applying web fonts
Basics of color theory for web design-
Working with graphics and images -
Introduction to SVG graphics

Day 21 to 30

HTML, CSS, and JavaScript Basics-
Building a simple web application



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore

DEPARTMENT OF COMPUTER
APPLICATION

VALUE ADDED COURSE

WEB DESIGN

FROM 25/06/2018

TO 24/08/2018

ALL ARE WELCOME



Jdm.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

Course Title: WEB DESIGN

Course Description: This course introduces students to the fundamental principles and techniques of web design. Students will learn how to create visually appealing and user-friendly websites using HTML, CSS, and other web design tools and technologies. Topics include website layout, typography, color theory, responsive design, and best practices for creating accessible and standards-compliant websites.

.Course Duration

Duration: 30 hrs

- UNIT 1: Introduction to Web Design HRS: 6**
Overview of web design principles and best practices -Understanding the role of HTML and CSS- Introduction to web design tools and software
- HTML Basics**
Structure of HTML documents -Working with text, links, and images -Creating lists and tables
- UNIT 2: CSS Basics HRS: 6**
Introduction to CSS syntax and selectors - Styling text, colors, and backgrounds -Box model and layout techniques
- UNIT 3: Layout and Typography HRS: 6**
Creating website layouts with CSS- Understanding typography principles -Choosing and applying web fonts
- UNIT 4: Color Theory and Graphics HRS: 6**
Basics of color theory for web design-Working with graphics and images -Introduction to SVG graphics
- UNIT 5: Web Development: HRS: 6**
HTML, CSS, and JavaScript Basics-Building a simple web application

Recommended Resources

- Textbooks: Refer to standard textbooks on programming languages, and database management.
- Onine tutorials: Explore platforms like Coursera, edX, and YouTube for additional learning materials.



Jane
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
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RAAK ARTS AND SCIENCE COLLEGE

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DEPARTMENT OF COMPUTER APPLICATION

VALUE ADDED COURSE(2018 -2019)

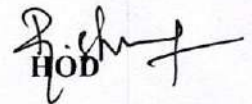
WEB DESIGN

SUMMARY REPORT

Technology has become a part our daily life along with growing civilization. In which our education system brings technological changes very fast. These developments in the field of Computer Science And Technology will be very useful for Students. In particular, we can easily find various information's easily by learning this course. Through which we can enrich our ideas and thoughts in depth.




CO-ORDINATOR


HOD




PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mr. A.K Gowthemraj
Head & Assistant Professor,
Department of English
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on "Interview Skills" for I BA English students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: "Interview Skills"

Name of the Co-ordinator: Mrs.G.Priyadharshini

Place: Perambai

Date : 20.06.2018

Yours Faithfully



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAI.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

23.12.2019

CIRCULAR

It is hereby informed that our English department is going to conduct the value added course on "Interview Skills" for I BA English students. Hence the students of Literature have to enroll their name to the course coordinator on or before 01.01.2019.

I BA ENGLISH - Interview Skills

A. M. H. No 2.

Principal

Copy to

1. Principal
2. Office
3. English Department



Jm

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

English has become the official business language of the world. It is the most widely used programming, computing and digital language of the virtual world. More than 90 % of the worlds scientific literature including conference proceeding, journals and books are published in English language. It has worldwide acceptance as the commercial language for business, trade, commerce and financial transactions. Apart from the commercial and scientific perception of the English language, it has it's own literary value and aesthetic beauty.

AGENDA

Day 1 to 10

Overview of the importance of interview skills
Setting goals for the interview -
Understanding the company's perspective -
Identifying key information about the company -
Understanding company culture and values -
How to use company websites and social media to research -
Tips for making a positive impression

Day 11 to 20

Preparing for Common Interview Questions
Identifying common interview questions -
Preparing thoughtful answers to common questions -
Tips for handling unexpected question -
Presenting Yourself Professionally -
The importance of body language and nonverbal communication
- Building confidence in your presentation style -
Practicing effective communication skills

Day 21 to 30

How to handle common interview challenges, such as salary negotiations or awkward questions -
Strategies for staying calm and composed under pressure -
Tips for asking thoughtful questions during the interview.



RAAK ARTS AND SCIENCE COLLEGE

Thiruvalluvar University, Vellore

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

INTERVIEW SKILLS

FROM 02/01/2019

TO 12/02/2019



ALL ARE WELCOME



PRINCIPAL

RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS

Course Title: Interview Skills

Course Description: This course aims to equip students with the skills and knowledge necessary to effectively prepare for and succeed in job interviews. Students will learn how to research companies, prepare for common interview questions, and build confidence in their ability to present themselves in a professional manner.

Course Duration: 30 Hours

UNIT 1 Introduction to Interview Skills (6 HOURS)

Overview of the importance of interview skills - Setting goals for the interview - Understanding the company's perspective

UNIT 2 Researching Companies (6 HOURS)

Identifying key information about the company - Understanding company culture and values - How to use company websites and social media to research - Tips for making a positive impression

UNIT 3 Preparing for Common Interview Questions (6 HOURS)

Identifying common interview questions - Preparing thoughtful answers to common questions - Practicing responses to behavioral questions - Tips for handling unexpected questions

UNIT 4 Presenting Yourself Professionally (6 HOURS)

The importance of body language and nonverbal communication - Building confidence in your presentation style - Using storytelling techniques to make a positive impression - Practicing effective communication skills

UNIT 5 Handling Common Interview Obstacles (6 HOURS)

How to handle common interview challenges, such as salary negotiations or awkward questions - Strategies for staying calm and composed under pressure - Tips for asking thoughtful questions during the interview



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Affiliated to Thiruvalluvar University, Vellore.

REFERENCES

1. "Interview Success" by James Reed
2. "The Essential Guide to Interviewing" by Paul McLane
3. Recommended online resources:
4. Glassdoor.com
5. LinkedIn.com
6. Company websites and social media platforms



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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE(2018 -2019)

INTERVIEW SKILLS

SUMMARY REPORT

Effective interview skills are crucial for both job seekers and hiring managers. A well-prepared interview can make or break a job opportunity, and this report provides an overview of the essential skills and strategies to improve your interview performance. Effective interview skills require preparation, confidence, and good communication skills. By following these tips and strategies, you can improve your chances of success in your next interview.

A handwritten signature in black ink, appearing to be 'A. S.', written over the printed name 'COORDINATOR'.

COORDINATOR

A handwritten signature in black ink, appearing to be 'A. S. Gant', written over the printed name 'HOD'.

HOD



A handwritten signature in green ink, appearing to be 'J. S.', written over the printed name 'PRINCIPAL'.

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL



RAAK ARTS AND SCIENCE COLLEGE

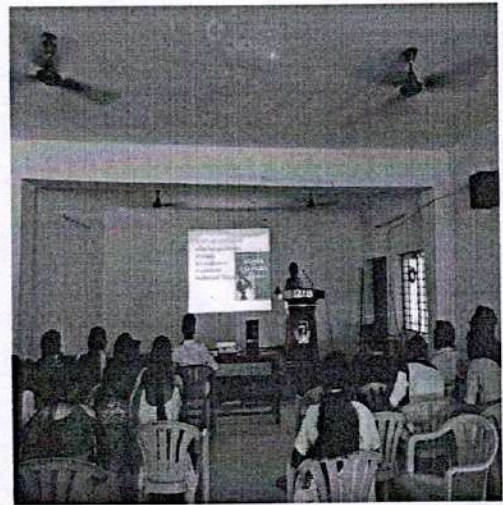
Affiliated to Thiruvalluvar University, Vellore.

DEPARTMENT OF ENGLISH VALUE ADDED COURSE (2018 -2019)

INTERVIEW SKILLS

SUMMARY REPORT

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COORDINATOR

HOD

PRINCIPAL
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RAAK ARTS AND SCIENCE COLLEGE

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RAAK/VAC/18-19/02

23.12.2019

CIRCULAR

It is hereby informed that our English department is going to conduct the value added course on "Resume Writing" for III BA English students. Hence the students of Literature have to enroll their name to the course coordinator on or before 01.01.2019.

III BA ENGLISH - Resume Writing

A. M. Harindha No 2.

Principal

Copy to

1. Principal
2. Office
3. English Department



Jam
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST
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About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

English has become the official business language of the world. It is the most widely used programming, computing and digital language of the virtual world. More than 90 % of the worlds scientific literature including conference proceeding, journals and books are published in English language. It has worldwide acceptance as the commercial language for business, trade, commerce and financial transactions. Apart from the commercial and scientific perception of the English language, it has it's own literary value and aesthetic beauty.



AGENDA

Day 1 to 10

Overview of the importance of interview skills Setting goals for the interview - Understanding the company's perspective - Identifying key information about the company - Understanding company culture and values - How to use company websites and social media to research - Tips for making a positive impression

Day 11 to 20

Preparing for Common Interview Questions Identifying common interview questions - Preparing thoughtful answers to common questions - Tips for handling unexpected question - Presenting Yourself Professionally - The importance of body language and nonverbal communication - Building confidence in your presentation style - Practicing effective communication skills

Day 21 to 30

How to handle common interview challenges, such as salary negotiations or awkward questions - Strategies for staying calm and composed under pressure - Tips for asking thoughtful questions during the interview.



RAAK ARTS AND SCIENCE COLLEGE
Affiliated to Thiruvalluvar University, Vellore

**DEPARTMENT OF
ENGLISH**

VALUE ADDED

COURSE

RESUME WRITING

FROM 02/01/2019

TO 12/02/2019



ALL ARE WELCOME

JAN
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Mrs.SANGEETHA A
Head & Assistant Professor,
Department of Commerce (CS),
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your notice that we have planned to conduct a Value Added Course on "Personality Enhancement" for I & II B.Com (CS) students. This course is very useful for students to develop their knowledge about their future study. So please give the permission for the above said programs.

Thanking you

Course Name: Personality Enhancement

Name of the Coordinator:

Ms.G.Shenbagadevi
Assistant Professor (B.Com (CS))

Place: Perambai

Date: 27.08.2018

Yours Faithfully

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.





RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our B.Com (CS) is going to conduct the value added course on "Personality Enhancement" for I & II B.com (CS) students. Hence the students of B.Com (CS) have to enroll their name to the course coordinator on or before 03.09.2018.

I & II B.Com (CS), - Personality Enhancement

A. M. Howard No 2.

Principal

Copy to

1. Principal
2. Office
- 3..Department of Commerce (CS)



Jam.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST, P.O. 605 102
P.L. Villianur SAI.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our B.Com (CS) is going to conduct the value added course on "Personality Enhancement" for I & II B.com (CS) students. Hence the students of B.Com (CS) have to enroll their name to the course coordinator on or before 03.09.2018.

I & II B.Com (CS), - Personality Enhancement

A. M. Harish Na 2.

Principal

Copy to

1. Principal
2. Office
- 3..Department of Commerce (CS)



Jan
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

About the College

RAAK Arts and Science College was established in the year 2009; it was affiliated to Thiruvalluvar University, Vellore, Tamil Nadu, India. It started with five Under Graduate degree Programs and 180 students. Today, the college is offering more than eleven Under Graduate degree Programs, three Post Graduate Degree Programs and two Ph.D. Degree Programs. The college has been fostering graduates in Arts, Sciences, Commerce, Business Administration, Social Work, Information Technology and Computer Science. This has resulted in interdisciplinary environment that promotes cross disciplinary learning and research environment to the students. RASC is located in a green campus that has all the necessary infrastructure including laboratories, ICT classrooms, transport facilities etc.

About the Department

The Department of corporate secretaryship was established in 2017. The B.com CS course is offered so as to reflect progress in fields of business marketing, income tax, company law and entrepreneurial development and other technological trends as an increasing demand of the job markets. The department is working to enrich and strengthen the young talents by producing competent students to excel in corporate and entrepreneurial skills. Our students are provided opportunity to do online, short term and value added courses. The course will make the students competent taking up wide range of responsible position in the secretarial, Legal, finance, accounts, Personnel, administrative & security market analyst

AGENDA

Day 1 to 10

Self-Discovery and Awareness

Understanding Self-Awareness - Assessing Strengths and Weaknesses - Values, Beliefs, and Motivations - Goal Setting and Personal Vision.

Communication Skill

Verbal Communication: Speaking Skills, Voice Modulation - Non-Verbal Communication: Body Language, Facial Expressions - Active Listening and Empathetic Communication - Assertiveness and Conflict Resolution

Day 11 to 20

Emotional Intelligence

Understanding Emotions and Emotional Intelligence - Self-Management: Stress Management, Emotional Regulation - Social Awareness: Empathy, Social Skills - Relationship Management: Building and Maintaining Relationships

Personal Development and Growth

Time Management and Productivity - Continuous Learning and Skill Development - Building Confidence and Self-Esteem - Overcoming Limiting Beliefs and Fears

Day 21 to 30

Leadership and Interpersonal Skills

Leadership Styles and Qualities - Teamwork and Collaboration - Influencing and Persuasion Skills - Networking and Building Professional Relationships Assessment Test will be conducted for 30 minutes with multiple choice question. No negative marks.



RAAK ARTS AND SCIENCE COLLEGE
AFFILIATED TO THIRUVALLUVAR UNIVERSITY, VELLORE

DEPARTMENT OF
COMMERCE (CS)

VALUE ADDED COURSE

PERSONALITY
ENHANCEMENT

FROM 10/09/2018

TO 29/10/2018

ALL ARE WELCOME



Jar.

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VILLIANUR POST-605 110
PERAMBALUR



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

SYLLABUS PERSONALITY ENHANCEMENT

Unit 1: Self-Discovery and Awareness (6 hours)

Understanding Self-Awareness - Assessing Strengths and Weaknesses - Values, Beliefs, and Motivations - Goal Setting and Personal Vision

Unit 2: Communication Skills (6 hours)

Verbal Communication: Speaking Skills, Voice Modulation - Non-Verbal Communication: Body Language, Facial Expressions - Active Listening and Empathetic Communication - Assertiveness and Conflict Resolution

Unit 3: Emotional Intelligence (6 hours)

Understanding Emotions and Emotional Intelligence - Self-Management: Stress Management, Emotional Regulation - Social Awareness: Empathy, Social Skills - Relationship Management: Building and Maintaining Relationships

Unit 4: Personal Development and Growth (6 hours)

Time Management and Productivity - Continuous Learning and Skill Development - Building Confidence and Self-Esteem - Overcoming Limiting Beliefs and Fears

Unit 5: Leadership and Interpersonal Skills (6 hours)

Leadership Styles and Qualities - Teamwork and Collaboration - Influencing and Persuasion Skills - Networking and Building Professional Relationships

Reference Books

1. "How to Win Friends and Influence People" by Dale Carnegie
2. "The Power of Now: A Guide to Spiritual Enlightenment" by Eckhart Tolle
3. "Mindset: The New Psychology of Success" by Carol S. Dweck
4. "The Confidence Code: The Science and Art of Self-Assurance—What Women Should Know" by Katty Kay and Claire Shipman
5. "Emotional Intelligence 2.0" by Travis Bradberry and Jean Greaves



Jan
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBALAI.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

PERMISSION LETTER

FROM

Dr.UDHAYAKUMAR
Head & Assistant Professor,
Department of Commerce (CA)
Raak Arts and Science College,
Perambai – 605110

TO

The Principal,
Raak Arts and Science College,
Perambai – 605110

Respected Sir,

SUB: Requesting permission for conducting Value Added Course for students - Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE" for I B.COM (CA) students. This course is very useful for students to developing their knowledge about their future study. So please give the permission for above said programs.

Thanking you

Course Name: Basic Accounting with Accounting Software

Name of the Co-ordinator:

Mrs.V.ANBUKKARASI (I B.COM (CA)

Place: Perambai

Date: 28.08.2018

Yours Faithfully

Udhayakumar



Jan
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our Commerce (CA) is going to conduct the value added course on "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE" for I B.COM (CA) students. Hence the students of Business Administration have to enroll their name to the course coordinator on or before 31.08.2018.

I B.COM (CA)., - Basic Accounting with Accounting Software

A. M. Harindharan

Principal

Copy to

1. Principal
2. Office
- 3...Department of Commerce (CA)



Jam.
PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

29.08.2018

CIRCULAR

It is hereby informed that our Commerce (CA) is going to conduct the value added course on "BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE" for I B.COM (CA) students. Hence the students of Business Administration have to enroll their name to the course coordinator on or before 31.08.2018.

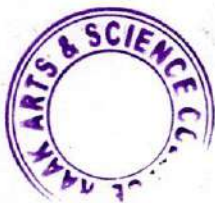
I B.COM (CA), - Basic Accounting with Accounting Software

A. M. Howard No 2.

Principal

Copy to

1. Principal
2. Office
- 3...Department of Commerce (CA)



Jam.

PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 118
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

ABOUT THE INSTITUTION

RAAK Arts and Science a Co-Education College affiliated to Thiruvalluvar University, Vellore, and Govt. of TN launched in the year 2009. We started with 5 UG courses and 180 students which have now grown up offering 12 UG courses, 7 PG Courses and 2 Ph.D., Courses with and overall strength of around 1500 students. We strive to produce graduates in different streams building strong moral values, well-disciplined with quality education to make them a complete human to face the challenges of the world with courage and commitment and help them lead a successful life building a good society.

ABOUT THE DEPARTMENT

RAAK Arts and Science College offers B. Com. (CA) Programmes and is manned by experienced and resourceful faculties, with a large number of publications including creative writings and translations. B.Com Computer Applications is a three-year full-time undergraduate program that deals with studying various aspects of computer science along with Commerce. It is a combination of Commerce and computer applications for commerce disciplines that require knowledge of computers. This course is designed to equip students with integrated knowledge of commerce and computer systems. In addition, this course offers ample job opportunities in the IT and Commerce industry. Upon completing the course, students can work as Business Analyst, Business Consultant, Auditor, Computer Programmer, App Developer, etc.

OBJECTIVE OF THE VALUE ADDED COURSE

- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills

ABOUT THE COURSE

Basic accounting involves recording, analyzing, reporting, and retrieving financial transactions. It's a systematic process that starts with recording transactions in books and ends with generating reports. Accounting software can help with this process by managing and recording financial transactions, developing reports, and analyzing financial situations. Analyzing the Current Business Scenario, Innovation and Creativity.

- To provide an overview of the use of accounting in business To use accounting software to compile final accounts of business concerns



RAAK

ARTS AND SCIENCE COLLEGE

(1800-9001 : 2015 Certified Institution & Recognized under 200 of 1956 Act - 1956 (Affiliated to Thiruvalluvar University))

Course:

Basic accounting with Accounting software

Venue:

CLASS ROOM

Department of Commerce (CA)

RAAK Arts & Science College

Start: 03.09.2018 to 12.10.2018

Organized by



Department of Commerce (CA) RAAK
Arts & Science College Perambal,
Villianur. **ALL ARE WELCOME**

PRINCIPAL
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VILLIANUR PERAMBAL
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

BASIC ACCOUNTING WITH ACCOUNTING SOFTWARE

Unit 1 (5 hrs)

Introduction to accounting

Accounting terms, Concepts and convention, Book-keeping and accounting, Branches in accounting, Accounting equation.

Unit 2 (7 hrs)

Financial Accounting

Golden Principles of accounting, Transaction - Journal, Ledger, Trial Balance and Final Accounts.

Unit 3 (6 hrs)

Cost Accounting

Preparation of cost sheet, tenders and quotation, Overhead Apportionment.

Unit 4 (7 hrs)

Management Accounting

Preparation of Budgets

Unit 5 (6 hrs)

Accounting Software

Computerized accounting- Installing Tally- Features & Procedure for Installing Tally- Changing default settings, Introduction to Tally - Opening screen of Tally- Creating company- Selecting company- shutting a company- altering company- configuring company, Inventory Information- Creation of stock group (Displaying, altering and deleting groups)- Stock item (Displaying, altering and deleting item)- Units of measure, Accounting Information – Ledger-single and multiple ledgers (Displaying, altering and deleting ledger), Vouchers in tally –Contra Vouchers – Purchases vouchers- Sales vouchers - Payments - Receipt voucher - Journal Voucher, Display Menu – Trial Balance, Profit & loss account and Balance sheet.

Reference :

- **Financial Accounting: Theory and Practice** by Carl S. Warren, James M. Reeve, and Pamela C. Reeve (2022). Hoboken, NJ: Wiley.
- **Accounting Principles** by Robert F. Meigs, Walter B. Meigs, and Richard J. McKenzie (2022). McGraw-Hill Education.

COURSE COORDINATOR

HOD



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-805 110
PERAMBAL.