

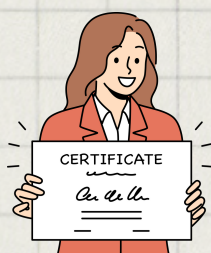


உ. ம. க. ஜனகி கல்லூரி • உ. ம. க. ஜனகி கல்லூரி • உ. ம. க. ஜனகி கல்லூரி

DR.MGR - JANAKI COLLEGE OF ARTS & SCIENCE FOR WOMEN



11 & 13, DURGABAI DESHMUKH ROAD, R.A PURAM, CHENNAI - 600 028.



CERTIFICATE COURSES OFFERED

2018 - 2019

Dr. MGR-Janaki College was the result of the visionary zeal of Smt. Janaki Ramachandran who believed that we should create an atmosphere where excellence is the result of diligence on the part of the students. Our college motto is "Excellence through Diligence". Dr. MGR- Janaki College offers various certificate courses for the Undergraduate students. The courses are designed to help our students to sharpen their abilities and to establish their professional credibility. These Certificate Courses can strengthen the students profile by adding a certificate.

List Of Courses Offered

B.A English	Report Writing MJC/BENG1/CC/2018-2019
B.A. Natya	Folk Dance of Tamil Nadu MJC/NAT1/CC/2018-2019
BBA - Shift I	Basics of Managerial Skills MJC/BBA1/CC/2018-2019
BBA - Shift II	Basic Managerial Skill MJC/BBA2/CC/2018-2019
BCA - Shift I	Skills for an IT Career – A Holistic Approach MJC/BCA1/CC/2018-2019
BCA - Shift II	Web Designing in Dreamweaver – Flash MJC/BCA2/CC/2018-2019
B.Com. General - Shift I	E-Commerce MJC/BCG1/CC/2018-2019

List Of Courses Offered

B.Com. General - Shift II	Documentation Process in Export Trading MJC/BCG2/CC/2018-2019
B.Com. Accounting and Finance - Shift I	Basics Of Stock Exchange MJC/BAF1/CC/2018-2019
B.Com. Accounting and Finance - Shift II	Insurance Salesmanship MJC/BAF2/CC/2018-2019
B.Com. Corporate Secretaryship - Shift I	Interpreting Skills MJC/BCS1/CC/2018-2019
B.Com. Corporate Secretaryship - Shift II	Logistics and Supply Chain Management MJC/BCS2/CC/2018-2019
B.Com. Bank Management - Shift II	Strategic Management MJC/BBM2/CC/2018-2019
B.Sc. Biochemistry	Computational Biology MJC/BBIO1/CC/2018-2019

List Of Courses Offered

B.Sc. Microbiology

Mushroom Cultivation and Vermicomposting

MJC/BMIC1/CC/2018-2019

B.Sc. Computer
Science - Shift I

PC Software & Basics of Photoshop

MJC/BCSC1/CC/2018-2019

B.Sc. Computer
Science -Shift II

Web Designing in Dreamweaver – Flash

MJC/BCSC2/CC/2018-2019

B.Sc. Psychology

Counselling Skills

MJC/BPSY1/CC/2018-2019

B.Sc. Mathematics

Math Tricks for Aptitude

MJC/MAT1/CC/2018-2019

CERTIFICATE COURSE

OBJECTIVES

REPORT WRITING - MJC/BENG1/CC/2018-2019

- Analyse and outline key points in preparing and writing academic essays
- Identify types of reports and the principles of report construction
- To present the facts in an unbiased manner
- Identify techniques for collection and organization of details

FOLK DANCE OF TAMILNADU - MJC/NAT1/CC/2018-2019

- To provide knowledge on effective dance forms which has wide range of physical and mental benefits combining physical and dance activity for improving the physical health whilst providing creative joy
- Demonstrate the ability to present folk dance in a public context
- Ability to choreograph and organize original works

BASICS OF MANAGERIAL SKILLS - MJC/BBA1/CC/2018-2019

- To impart the importance of managerial skills in managing a company
- Facilitate planning, organizing, coordination and control on decision making and problem solving
- Deliberates on the role of leadership and team building
- Conflict management, Self - Management and negotiation skill

BASIC MANAGERIAL SKILLS - MJC/BBA2/CC/2018-2019

- Understanding about basics of management theories and its significance
- Impart knowledge about functions of management

SKILLS FOR AN IT CAREER – A HOLISTIC APPROACH - MJC/BCA1/CC/2018-2019

- Exposure on recruitment process - Step-by-step Guide
- Exposure to technical skills for an IT industry
- Applications of the web through integration of computer science with other streams
- Reasoning, algorithms building and trouble shooting skills

CERTIFICATE COURSE

OBJECTIVES

WEB DESIGNING IN DREAMWEAVER - FLASH - MJC/BCA2/CC/2018-2019

- Provide quality content on the website regularly adding new information, establishing trust, marketing one's site on other websites and social media
- Guiding students to define and set the objectives and goals and to gain valuable insights into the real performance of the website created by them
- The data acquired will assist students to evaluate what is working, what isn't, and where improvements should be made

E - COMMERCE - MJC/BCG1/CC/2018-2019

- To study the concepts of E-Commerce and its Social impact in India
- To study Internet banking and various types of Online fund transfer
- To learn about Online Shares, Trades and Stock market
- To study the procedures for E-filing under Income Tax Act

DOCUMENTATION PROCESS IN EXPORT TRADING - MJC/BCG2/CC/2018-2019

- Understand the basic concepts and textile used in the field of management information systems
- Have the knowledge on the different types of exports
- Understand the process of developing and implementation of information systems

BASICS OF STOCK EXCHANGE - MJC/BAF1/CC/2018-2019

- Basic understanding of share market operation
- To provide a fair, transparent and efficient securities market to investors using electronic trading system
- A compressive analysis on investment decision and various components in share market
- Money Management and Risk Management Skills

INSURANCE SALESMENSHIP - MJC/BAF2/CC/2018-2019

- Routine work and development of agency culture
- Reverse engineering of sales goal
- Measuring sales activities, reviewing status daily, or at least weekly and reducing the length of the sales process

CERTIFICATE COURSE

OBJECTIVES

INTERPRETING SKILLS - MJC/BCS1/CC/2018-2019

- To understand the types of Interpreting Skills
- To develop students' knowledge in Research and Literature
- To identify techniques of Interpreting Skills

LOGISTICS AND SUPPLY CHAIN MANAGEMENT - MJC/BCS2/CC/2018-2019

- To obtain an overview of the logistics and SCM
- To understand the working on logistics documentation and transportation modes
- To know the tools and techniques useful in implementing supply chain management
- To acquire knowledge about the management components of logistics and supply chain management
- To understand the primary difference between logistics and supply chain Management

STRATEGIC MANAGEMENT - MJC/BBM2/CC/2018-2019

- To provide an underpinning of Strategy formulation process and frameworks, tools and techniques of strategic analysis and its application
- To gain competitive advantage, to outperform the competitors and achieve market dominance
- To act as a guide to the organization to help in surviving the changes in the business environment

COMPUTATIONAL BIOLOGY - MJC/BBIO1/CC/2018-2019

- To learn about biological databases
- To learn different methods to analyse sequences
- To explore the phases of clinical trials
- To learn about management of clinical data

MUSHROOM CULTIVATION & VERMICOMPOSTING - MJC/BMIC1/CC/2018-2019

- To provide basic knowledge in cultivation of mushrooms
- To learn different cropping patterns of mushroom and mass cultivation of mushroom
- To promote self – employment and provide practical experience on cultivation of mushrooms
- To understand techniques in vermicomposting
- To acquire knowledge on soil quality improvement by promoting the vermicompost fertilizers
- To increase employability of the students

CERTIFICATE COURSE

OBJECTIVES

PC SOFTWARE & BASICS OF PHOTOSHOP - MJC/BCSC1/CC/2018-2019

- To learn creation of composite images, isolating objects, layers, typography, and making masks
- To develop Photoshop skills to strengthen the career opportunities of the students
- To identify the primary functions of an Operating System
- To improve skills pertaining to presentation of information

WEB DESIGNING IN DREAMWEAVER - FLASH-MJC/BCSC2/CC/2018-2019

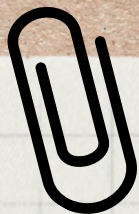
- To provide quality content on the website regularly by adding new information, establishing trust, marketing one's site on other websites and social media
- To define, set objectives and goals for real performance of the websites to be developed by them
- To monitor and evaluate the performance of the websites developed by the students

COUNSELLING SKILLS - MJC/BPSY1/CC/2018-2019

- Understand and explain the precepts of effective counselling
- Outline the counselling process, its outcomes and goals
- Effectively use the various core conditions of counselling to facilitate initial disclosure
- Describe the process of goal setting, action planning and termination
- Define the codes of professional ethics and major theories

MATH TRICKS FOR APTITUDE - MJC/MAT1/CC/2018-2019

- Solve the problems easily by using Short-cut method with time management to clear the competitive exams for better job opportunity.
- Analyse the Problems logically and approach the problems in a different manner



NOTES FOR STUDENTS:

- Certificate courses offered by each department is for a duration of 30 hours.
- II UG Students must register for the certificate courses offered by the departments.
- For registration process, students can contact the Certificate Course Incharges of the departments.
- Certificates will be issued on successful completion of courses and evaluation.

PRINCIPAL
25.06.2018



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Certificate Course

PERSONALITY DEVELOPMENT AND SOCIAL ETHICS

Course Code : MJC/PDSE/CC/2018-2019

This certificate course aims to provide students with a comprehensive understanding of personality development within the cultural and ethical context of India, fostering not only personal growth but also a sense of social responsibility aligned with ethical principles.

Course Objectives:

1. To understand the theories and concepts related to personality development.
2. To analyze the influence of cultural and societal factors on personality in an Indian context.
3. To explore the ethical principles and values embedded in Indian society.
4. To develop critical thinking skills in evaluating ethical dilemmas within various societal contexts.
5. To foster the application of ethical principles in personal and professional life.

Note :

This Certificate course offered to all I year Under Graduate students is for a duration of 30 hours. For registration, students can contact the Course Coordinators of the Department of Psychology. Certificates will be issued on successful completion of the course and evaluation.

PRINCIPAL
25.06.2018