

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



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/2019-2020
B.A. Natya	Talam MJC/NAT1/CC/2019-2020
BBA - Shift I	Basics of Managerial Skills MJC/BBA1/CC/2019-2020
BBA - Shift II	Basic Managerial Skill MJC/BBA2/CC/2019-2020
BCA - Shift I	Basic and Advanced Concept In Evolution of Information Technology MJC/BCA1/CC/2019-2020
BCA - Shift II	Career Development and Interview Skills MJC/BCA2/CC/2019-2020
B.Com. General - Shift I	E-Commerce MJC/BCG1/CC/2019-2020

# List Of Courses Offered

B.Com. General - Shift II	E-Commerce MJC/BCG2/CC/2019-2020
B.Com. Accounting and Finance - Shift I	Basics Of Stock Exchange MJC/BAF1/CC/2019-2020
B.Com. Accounting and Finance - Shift II	Mutual Funds MJC/BAF2/CC/2019-2020
B.Com. Corporate Secretaryship - Shift I	Secretarial Practice MJC/BCS1/CC/2019-2020
B.Com. Corporate Secretaryship - Shift II	Retail Marketing MJC/BCS2/CC/2019-2020
B.Com. Bank Management - Shift II	Entrepreneurial Development MJC/BBM2/CC/2019-2020
B.Sc. Biochemistry	Computational Biology MJC/BBIO1/CC/2019-2020

# List Of Courses Offered

B.Sc. Microbiology	Medical Lab Technology MJC/BMIC1/CC/2019-2020
B.Sc. Computer Science - Shift I	Skill Development Training Program For Placement MJC/BCSC1/CC/2019-2020
B.Sc. Computer Science -Shift II	Numerical, Analytical, Logical And Communication Skills MJC/BCSC2/CC/2019-2020
B.Sc. Psychology	Childhood Psychological Disorders MJC/BPSY1/CC/2019-2020
B.Sc. Mathematics	Math Tricks for Aptitude MJC/MAT1/CC/2019-2020
B.Sc. Visual Communication	Script Writing MJC/VIS1/CC/2019-2020

# CERTIFICATE COURSE

## OBJECTIVES

### **REPORT WRITING - MJC/BENG1/CC/2019-2020**

- This course provides student report writers the necessary writing skills to prepare and complete a report professionally
- The course assists the students to identify types of reports and the principles of report construction
- It also provides them with the critical skills to evaluate their subject and present conclusions objectively
- To present facts in a specific manner as per the requirement of a report and to convey information on a subject clearly, fairly and without bias
- Identify techniques for collection and organization of data relevant to preparation of a report
- Analyse and outline key points in preparing and writing academic essays

### **TALAM - MJC/NAT1/CC/2019-2020**

- Basic understanding of the different types of Talam
- Acquire skills to play with nattuvangam
- To understand the musical aspects of talam and detailed learning of setting talam for dance items

### **BASICS OF MANAGERIAL SKILLS - MJC/BBA1/CC/2019-2020**

- 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/2019-2020**

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

### **BASIC AND ADVANCED CONCEPT IN THE EVOLUTION OF INFORMATION TECHNOLOGY - MJC/BCA1/CC/2019-2020**

- Exposure to technical skills for IT industry and recruitment process
- Fundamental concepts and skills to confidently navigate various aspects of IT and the digital world
- Knowledge on Hardware, operating systems technology, software, programming, databases, networking, storage, cybersecurity, cloud computing, and support and operations
- Reasoning, algorithms building and trouble shooting skills



# CERTIFICATE COURSE

## OBJECTIVES

### **CAREER DEVELOPMENT AND INTERVIEW SKILLS - MJC/BCA2/CC/2019-2020**

- To provide skillsets pertaining to career development and interview
- Develop the correct structure and agenda for successful interviews
- To create and curate professional profile of students to showcase their strengths
- To foster better communication skills within the organization as a whole

### **E - COMMERCE - MJC/BCG1/CC/2019-2020**

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

### **E-COMMERCE - MJC/BCG2/CC/2019-2020**

- Understand the basic concepts and technologies used in the field of E- Commerce management information systems
- Acquire knowledge on the different types of management information systems
- Understand the process of developing and implementation of information systems
- To be aware of the ethical, social and security issues of information systems

### **BASICS OF STOCK EXCHANGE - MJC/BAF1/CC/2019-2020**

- 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

### **MUTUAL FUNDS - MJC/BAF2/CC/2019-2020**

- To understand how mutual funds are distributed in the market place
- To know how schemes have to be evaluated and how suitable products and services can be recommended to investors and prospective investors in the market
- To acquire knowledge on working of mutual funds industry and to have a practical outlook on functioning of mutual funds



# CERTIFICATE COURSE

## OBJECTIVES

### **SECRETARIAL PRACTICE - MJC/BCS1/CC/2019-2020**

- The Course highlights on the skillsets related to types and development of secretarial practice
- Emphasizes on technical, self-management skills and organisational behaviour
- Deliberates on planning, ethical decision making and tax administration
- Knowledge on the role of leadership, team building, communication and conflict management skills

### **RETAIL MARKETING - MJC/BCS2/CC/2019-2020**

- To understand the concept, process and management of retail business
- To develop an understanding of the retail strategy and planning process
- To have an understanding of the merchandise process
- To provide an understanding of the retail environment that helps in formulating appropriate retail strategy in achieving competitive advantage

### **ENTREPRENEURIAL DEVELOPMENT - MJC/BBM2/CC/2019-2020**

- To develop small and medium scale enterprises in order to generate employment and widen the scope of industrial ownership
- To develop managerial skills among small entrepreneurs for improving the performance of small-scale industries
- To expand the sources of entrepreneurship

### **COMPUTATIONAL BIOLOGY - MJC/BBIO1/CC/2019-2020**

- 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

### **MEDICAL LAB TECHNOLOGY - MJC/BMIC1/CC/2019-2020**

- To provides the student with extensive knowledge about all the aspects related to health and medical lab and to guide students to obtain a laboratory position
- To provide training on techniques used in the process of laboratory diagnosis like routine haematological test, examination of Urine, examination of serum components, Lipid Profile, Antibody detection, etc.
- To impart skills related to Sampling, reporting, testing, and documentation about the clinical tests



# CERTIFICATE COURSE

## OBJECTIVES

### **SKILL DEVELOPMENT TRAINING PROGRAM FOR PLACEMENT - MJC/BCSC1/CC/2019-2020**

- To provide skills and training to students to increase their chances of getting jobs in various sectors
- To impart strong analytical, relevant vocational (aptitude, reasoning) and social skills
- To create opportunities, scope and space for the development of the students

### **NUMERICAL, ANALYTICAL, LOGICAL & COMMUNICATION SKILLS - MJC/BCSC2/CC/2019-2020**

- To understand, find, analyse, develop and transform information using analytical tools
- The Course allows students to suspend judgment and apply deductive reasoning to find an answer based on logic and facts
- The analytical process helps the students with better data understanding and throws light on how to decipher huge reports with accuracy and precision
- Helps students to recognize the importance of critical thinking analysis and identify the different aspects of analysis and to use the analytical process to arrive at a decision
- Builds up the learners confidence through interpersonal communication by reinforcing the basics of pronunciation
- The course also helps with skills on time management, stress management and development of optimistic attitude

### **CHILDHOOD PSYCHOLOGICAL DISORDERS - MJC/BPSY1/CC/2019-2020**

- Understand and explain the milestones of childhood development and effectively monitor the rate of the development of a child through the administration of a milestone chart
- Outline the various childhood and developmental disorders that affect children, their causes and symptoms
- Define ways to diagnose and treat various childhood disorders such as autism, ADHD, conduct disorders, learning disabilities and intellectual disabilities
- Describe in detail and explain the procedure of administration for various psychological assessments available for the diagnosis of disorders
- Effectively use the various psychological assessments to determine the intensity and duration of developmental disorders

### **MATH TRICKS FOR APTITUDE - MJC/MAT1/CC/2019-2020**

- To enhance the problem solving skills, to improve the basic mathematical skills and to help students who are preparing for any type of competitive examinations
- Enrich their knowledge, develop their logical thinking ability and to instill confidence among students
- Help students to solve the problems easily by using Short-cut method with time management
- Analyse the problems logically and approach the problems in a different manner
- To clear the competitive exams for better job opportunity



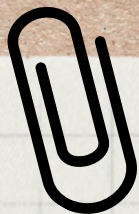
# CERTIFICATE COURSE

## OBJECTIVES

### **SCRIPT WRITING -MJC/VIS1/CC/2019-2020**

- The aim of this course is to emphasize the importance of a good screenplay and how it impacts the overall quality of a film
- The course will enhance students understanding of the integral elements of story and screenplay creation
- It aims to teach the students how to develop a story and write a screenplay
- To identify genres and their structure
- To provide a general introduction to the concept of film as art and the role of the auteur
- To understand new methods of identifying film ideology through Spector ship theory





## 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  
24.06.2019





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

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## *Certificate Course*

### PERSONALITY DEVELOPMENT AND SOCIAL ETHICS

**Course Code : MJC/PDSE/CC/2019-2020**

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**  
24.06.2019