



# MICROSOFT EXCEL (EXCEL AND EXCEL 2019)

This Program measures competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects.

## Course Objectives

- Tools and techniques to learn corporate practices & reinforcing decision-making skill.
- These programs will help to improve the practical knowledge of the aspirant
- It helps to analyse data, create models, and generate insights.

## Learning Outcomes

- Manage worksheets and workbooks
- Manage data cells and ranges
- Manage tables and table data
- Perform operations by using formulas and functions
- Manage charts and Chart patterns
- Consolidate and convert data into information

## Course Prerequisite

Every Student must have a computer with Microsoft office with Office 2016/2019.

## Instructor

Jomon Joseph

## Duration

30 hours

## Evaluation Pattern

- Assignment
- Three levels of Mock Test
- Final Test

## Course Fee

₹2000



# MICROSOFT EXCEL (EXCEL AND EXCEL 2019)

The exam covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data entry logs.

## MANAGE WORKSHEETS AND WORKBOOKS

# 1

- Import data into workbooks
- Navigate within workbooks
- Customize options and views
- Display formulas

# 2

## MANAGE DATA CELLS AND RANGES

- Manipulate data in worksheets
- Format cells and ranges
- Define and reference named ranges
- Summarize data visually

## MANAGE TABLES AND TABLE DATA

# 3

- Create and format tables
- Modify tables
- Filter and sort table data

# 4

## PERFORM OPERATIONS BY USING FORMULAS AND FUNCTIONS

- Insert references
- Calculate and transform data
- Format and modify text

## MANAGE CHARTS

# 5

- Modify charts
- Format charts



# Data Analytics & Visualisation

Data and visual analytics are in demand skills, which will help the participants to analyse and visualizing data. These programs will help to improve the practical knowledge of the student and help to analyse data, create models, and generate insights. It will further train you in extending your skills to industry strength analytics using the Microsoft Excel, Power BI, Tableau and Foundation of R and Python. Training is hands-on, with participants working along with instructors, learning within the context of real world, practical examples.

## Course Objectives

- The course provides the foundation to become a data scientist
- These programs will help to improve the practical knowledge of the aspirant
- These programs will help to create industry orientation in Analytics and visualization

## Learning Outcomes

- Learn how to pre-process data
- Use Advanced Excel tools to manage Data
- How to apply statistics in real life use cases
- Start coding in Python, R and learn how to use it for statistical analysis
- How to integrate statistics for solving management problems
- How to Clean, Merge and append data using DAX
- Learn How to use visualization tools like Power BI and Tableau

## Course Prerequisite

No background in programming is required for participants. All the participants should have laptop with windows 10 Participant should have Following Software:

- Power BI Desktop
- MS Office 16 or Above
- Tableau Public
- Python 3.5
- R and R Studio

## Instructor

Jomon Joseph

## Duration

30 hours

## Availability

Semesters  
1,2,3,4

## Evaluation Pattern

Assignment  
Mini Project

Course Fee

₹3000



# Data Analytics & Visualisation

Data and visual analytics are in demand skills, which will help the participants to analyse and visualizing data. These programs will help to improve the practical knowledge of the student and help to analyse data, create models, and generate insights. It will further train you in extending your skills to industry strength analytics using the Microsoft Excel, Power BI, Tableau and Foundation of R and Python. Training is hands-on, with participants working along with instructors, learning within the context of real world, practical examples.

## DATA ANALYSIS USING EXCEL

# 1

- Introduction to Excel
- Excel for data Analysis
- Learn how to use advanced formatting to streamline your workflow in Excel
- Data Consolidation using Formulas and Functions
- Power of pivot table
- Model Building and Automation
- Build dynamic dashboards in Excel

## DATA VISUALIZATION - POWER BI

# 2

- Power of Visualization
- Understand Power BI Desktop
- Data Cleaning
- Flow and Navigation
- Query Editor Various Applications
- Calculation of columns and measures (DAX)
- Creating Power BI Table Relationships
- Build stunning Dashboards

## DATA VISUALIZATION USING TABLEAU

# 3

- Introduction to the Tableau
- Data Preparation
- Creating Various Charts
- Create Dual Axis Charts
- Geographic maps
- Create Data Hierarchies
- Aggregate data
- Combine data using joins, blends, unions.

## APPLICATION OF STATISTICS

# 4

- Understand the fundamentals of statistics
- Learn how to work with different types of data
- How to connect statistics with real life
- Make data driven decisions using statistics
- Data analysis Tool pack
- Practical examples

## DATA VISUALIZATION USING TABLEAU

# 5

- Introduction to R and Python
- Data Pre-processing using R and Python
- Data Analysis Using R and Python
- Data Visualization using R and Python.



# Microsoft Excel Expert

## Microsoft 365 Apps & Office 2019

The Microsoft Office Specialist: Excel Expert Certification demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

### Course Objectives

- Tools and techniques to learn corporate practices & reinforcing decisionmaking skill.
- These programs will help to improve the practical knowledge of the aspirant
- It helps to analyse data, create models, and generate insights.
- Develop consolidated reports and generate Automated Excel templates

### Learning Outcomes

- Data Management
- Consolidate data from Multiple sources
- Integrate with database
- Perform operations by using Advanced Formulas
- Consolidate and convert data into information

### Course Prerequisite

Every Student must have a computer with Microsoft office with Office 2016/2019.

### Instructor

Jomon Joseph

### Duration

30 hours

### Availability

Semesters  
1,2,3,4

### Evaluation Pattern

Assignment  
Mini Project  
Final Test

Course Fee

₹3000



# Microsoft Excel Expert

## Microsoft 365 Apps & Office 2019

An individual learning this certification has approximately 30 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel at an expert-level and can complete tasks independently

# 1

### MANAGE WORKBOOK OPTIONS & SETTINGS

- Manage workbooks
- Prepare workbooks for collaboration
- Use and configure language options
- Data Consolidation using Formulas and Functions

# 2

### MANAGE AND FORMAT DATA

- Fill cells using advanced Fill Series options
- Format and validate data
- Apply advanced conditional formatting and filtering

# 3

### CREATE ADVANCED FORMULAS AND MACROS

- Perform logical operations in formulas
- Look up data by using functions
- Use advanced date and time functions
- Functions
- Perform data analysis
- Troubleshoot formulas
- Create and modify simple macros

# 4

### MANAGE ADVANCED CHARTS & TABLES

- Create and modify advanced charts
- Create and modify PivotTables



# WEALTH & INVESTMENT MANAGEMENT

The Financial system acts as a reflection of an economy. Wealth and Investment Management has developed into one of the most respected and highly compensated occupation in the financial services industry. Globally, the financial advisers have emerged as the most recent class of experts who either as entrepreneurs or as working professionals in banks or other investment advisory firms create financial plans for their clients and also help them to accomplish their financial goals.

## Course Prerequisite

- Students having less or no knowledge of Finance.
- All undergraduates wishing to expand their knowledge base in investment management.
- Anyone who wants to manage their own money wisely.

## Duration

30 hours

## Availability

Semesters

1,2,3,4

Course Fee

₹2000

## Learning Outcomes

- Understand the range of assets and investment products that are available in the market and find appropriate solutions to meet the investment.
- The students can take the help of an email query support, Question and Answer Community Platform for any kind of doubt clearance related to content while pursuing the course.
- They will also learn how to do financial planning for their own requirements.
- In addition, they will be given exposure to certain live trading activities as simulation.
- They will also learn how to extract and use data in a selective manner for creating wealth.

## Instructors

Sanjay Sunny

Rosamma Xavier

Dr. A.M Viswambharan

Bitty Sebastian



# WEALTH & INVESTMENT MANAGEMENT

This perfectly designed comprehensive course will aid you in understanding your financial goals and also enable you to increase, maintain and conserve your wealth, To attain the skills, knowledge, mindset and the morals necessary to perform ethically and responsibly in the highly regulated financial services industry, To be able to respond to the challenges brought about by the altering nature of the Financial Services Sector, To learn about the essential terms, concepts, theories and principles of Wealth management, To apply theoretical knowledge and skills in practical situations, both for yourselves as well as for others.

Wealth & Investment Management covers the essentials of financial planning, private client asset management, fund management, advisory functions and investment analysis. The qualification will ensure that you understand the range of assets and investment products that are available in the market and find appropriate solutions to meet the investment.

# 1

Wealth Management and Planning, Wealth-meaning and definition -financial goals- financial planning-investment avenues- real assets- financial assets and securities, mutual funds, small saving schemes -asset allocation -riskreturn analysis - retirement planning (5 hours)

# 2

Wealth creation through equity investment, Equity shares - features advantages - dematerialisation of shares -advantages -listing of shares - classification of listed shares-corporate actions - dividends, bonus, right shares, stock splits, buy back of shares, market capitalisation, market price, return on equity, Earnings Per Share, Price Earnings Ratio, Book value per share, Price to Book Value (6 hours)

# 3

Capital Market, Primary market, Functions of new issue market, -Methods of floating new issue, IPO, FPO, Offer for Sale, Private placement, Book building, ESOP, Intermediaries in the new issue market. Secondary Market - Stock Exchanges -Functions- BSE and NSE - Stock Market Indices- Getting started in a stock market- pre-requisites - Opening Demat Account, Trading Account and Bank Account, NSDL and CDSL, Procedure for buying and Selling Stocks, Securities and Exchange Board of India (SEBI) Clearing and Settlement, online trading (simulation practical session) mutual funds, commodity markets, derivatives (basics only) (12hours)

# 4

Investment Strategies, Fundamental analysis and technical analysis - analysing Financial Statements - Ratio analysis- value investing - portfolioconstruction - diversification - measurement of risk and return -dividend yield, capital gains- tax implications of short term and long-term capitalgains - tax saving securities -ELSS (7hours)



# MICROSOFT POWERPOINT

## MICROSOFT 365 APPS & OFFICE 2019

PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

### Learning Outcomes

- Manage Presentations
- Manage Slides
- Insert and Format Text, Shapes, and Images
- Insert Tables, Charts, SmartArt, 3D Models, and Media
- Apply Transitions and Animations

### Pedagogy

This program uses student collaboration tools, Student engagement, Gamification, Quiz, Videos, hands on training, Special workshops, Industry orientation module wise testing and Entire

### Course Prerequisite

Every Student must have a computer with Microsoft office with Office 2016/2019.

### Instructor

Jomon Joseph

### Duration

30 hours

### Evaluation Pattern

- Assignment
- Three Levels of Mock Test
- Final Test

Course Fee

₹2000



# MICROSOFT POWERPOINT

## MICROSOFT 365 APPS AND OFFICE 2019

Presentation examples include professional grade sales presentations, employee training, instructional materials, and kiosk slideshows. An individual earning this certification has approximately 30 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of PowerPoint and can complete tasks independently.

# 1

## MANAGE PRESENTATIONS

- Modify slide masters
- Configure print settings for presentations
- Configure and present slide shows

# 2

## MANAGE SLIDES

- Insert slides
- Modify slides
- Insert links
- Insert and format images
- Insert and format graphic elements
- Order and group objects on slides
- Insert and format tables
- Insert and format SmartArt graphics
- Apply transitions and animations
- Set timing for transitions



# Fundamentals of Income Tax

No government can run a country without revenue. One of the major sources of revenue is taxation. Income Tax Act, 1961 is the prime legislation in the area of direct taxes in India. It is very interesting to know various facets of this Act. The Act makes ample scope for tax planning and tax management by utilizing various provisions which are enshrined therein. A tax payer can reduce their tax liability by taking advantage of various incentives that are provided in the Act.

## Learning Outcomes

- Understand the basic principles of Taxation system practiced in India
- Help in proper planning of personal finance to reduce Tax liability
- Impart practical knowledge in filling of income tax returns
- Compute taxable income by adhering to various provisions under Act

## Handler

The Department of Commerce

## Course Prerequisite

- All undergraduate students who have strong desire to expand their knowledge in Income Tax Planning.
- Anyone who wants to manage their personal finance.
- Students who wants to gain insights to the procedure involved in filing of returns.

## Availability

Semester 5

## Duration

30 hours

Course Fee

₹2000



# Fundamentals of Income Tax

There is an increased demand and growth of personal financial and tax planning services in many areas such as estate, retirement, risk management and investments. As a result, there is a great desire for knowledge of personal financial and tax planning for either personal purposes or professionals who want to even pursue financial and tax planning as a career. In the absence of a systematic coverage of financial and tax planning in many undergraduate programme, this course is designed to fill the void.

## 1 BASIC CONCEPTS IN INCOME TAX

Income Tax Act 1961- Terminology of income tax like Previous Year, Assessment Year, Income, Assessee, Deemed Assessee-Direct vs. Indirect tax- Incidence of income tax- Residential status - ordinary resident, not ordinary resident, non-resident- Incomes exempted from Income tax

## 2 HEADS OF INCOME

Income from salaries (Allowances, Perquisites, Retirement benefit)- Income from house property- Income from business or profession- Income under capital gains- Income from other sources

## 3 COMPUTATION OF TOTAL INCOME

Gross Total Income-Deduction from gross Total Income-Standard deduction-Tax on employment-Interest on loan on house property-Total Income - Deduction u/s 80c to 80u- Tax avoidance and tax evasion- Tax planning using tax saving schemes and investment under Section 80

## 4 ASSESSMENTS OF INCOME

Assessment of Individual-Tax rates for individual assesses, senior citizens and super senior citizens- TDS , Form 16, Form 26AS, PAN, TAN- e-filing of Return, Interest, Penalty- Returns of Income u/s 139 from ITR-1 to ITR-7 for all assessee-Advance Tax- Self assessment tax- Interest u/s 234A,B,C- Refund of tax



# TALLY

Accounting is the core factor in any business. Tally is a complete accounting package developed by Tally Solutions Pvt. Ltd. Bangalore. Tally 9 and Tally ERP are very user-friendly menu driven software. Tally powers 95% of business in India. It's a complete business solution having integrated / non-integrated accounting and inventory, multi-platform availability, multi-lingual capability, versatility, real time processing and remote access.

## Learning Outcomes

- Recall and understand the basics of accounting
- Understand the difference between Manual and Computerised Accounting
- Apply accounting with the help of Tally software
- Create automated financial statements and reports
- Analyse the scope of Tally

## Instructor

Priya Renjini S

Course Fee

₹3000

## Course Prerequisite

- Students having the basics of accounting
- All undergraduates wishing to expand their knowledge base in Computerised accounting
- Anyone who wants to know how to automate accounting transactions

## Availability

Semester 5

## Duration

30 hours



# TALLY

This perfectly designed comprehensive course will aid you in understanding the scope of Tally and also enable you to get more employment opportunities, to equip the students to meet the demands of the industry by mastering them with industry sought after computerized accounting packages. To attain the skills, knowledge, protocols, mindset and the morals necessary to perform ethically and responsibly in the highly regulated industry, To be able to respond to the challenges in the industry, To adapt with accounting in any type of business irrespective of its size or nature, To learn about the essential terms, concepts, theories and principles of Accounting, To apply theoretical knowledge and skills in practical situations, both for yourselves as well as for others

# 1

Introduction to computerised accounting:  
Computerised accounting Vs. Manual accounting-  
merits of computerised accounting – Tally 9 and ERP - Features of Tally – Screen Components-  
Creation of Company- selecting a company–  
altering/ modifying company creation details –  
Deleting a company – F 11 Features – F 12  
Configuration.

# 2

Accounts and Vouchers–account groups – pre-  
defined groups – creating single & multiple  
groups – creation of primary account groups –  
creating ledger accounts in single & multiple –  
displaying, altering and deleting account groups  
and ledgers – Accounting vouchers- entering  
transactions in accounting vouchers – bill wise  
details - altering and deleting a voucher entry –  
creating new voucher types – modifying an  
existing voucher – duplicating a voucher –  
optional vouchers –post-dated vouchers –  
reverse journal – bank reconciliation statement -  
creating budget -generating reports -  
configuring reports- balance sheet – profit and  
loss account – trial balance – day books –  
account books – statement of accounts – ratio  
analysis - cash flow -fund flow – list of accounts  
– exception reports.

# 3

Accounts with inventory – enabling F 11 and F 12 -  
stock category – stock group – single/multiple  
creation of stock category and stock group – creation  
of units of measurement – creating single/multiple  
stock items – creating godowns - displaying, altering  
and deleting stock groups, units, items and  
godowns– cost categories- cost centres – creating  
cost categories and cost centres - displaying,  
altering and deleting cost categories and cost  
centres – purchase / sales orders - Inventory  
vouchers - using inventory vouchers – using  
accounting vouchers with inventory details (invoice  
mode) - Tally Security - Tally vault –Tally audit –  
advanced security control – back-up and restore –  
inventory reports - stock summary - inventory books  
– statement of inventory

# 4

Accounting with Tax– F 11 & F 12 settings for  
taxation – TDS – ledgers related to TDS – creating  
TDS voucher types - TDS reports – TCS – service  
tax - GST –GST terminologies – computing GST –  
ledgers and vouchers pertaining to GST – GST  
reports – GST forms



## WORLD/STAGE

Are you someone who is afraid of addressing a crowd? Have you ever imagined yourself to be on a stage for a ted talk? Have you ever regretted missing a chance to be on stage because of your stage fright? Have you ever visualised your living room as a stage set? Have you ever imagined the world is a stage and each of us are actors in it?

### Learning Outcomes

- Identify the different characteristics of theatre as a medium for artistic expression as well as a practical tool for enhancing different life skills.
- Asses the role of theatre and performance in shaping the personality of an individual.
- Analyse the practicality of the theoretical knowledge acquired during the course.
- Design workshops and acting/directing/production modules of their own within the framework of drama and performance
- Identify the factors involved for the production of a play (on stage and off stage)
- Create an artistic performance of their own within the parameters acquired from the course.

### Instructors

Dr. C S Francis

Mr. Akash Sajikumar

### Availability

Semesters

1,2,3,4

### Duration

30 Hours

Course Fee

₹2000



## WORLD/STAGE

“World/Stage” is a course that is intended to enable the students to discover the relationship between theatre and everyday life. It is designed in such a way so as to benefit students to acquire the desirable life skills needed for building up their personalities through the medium of theatre. It informs them how to use art as an expression of their self in different situations of their life. The theoretical knowledge acquired is subsequently translated into practical life through a series of workshops, tasks and real-life activities.

# 1

### INTRODUCTION TO THE COURSE

- Course Overview
- Ice Breaking Session
- Knowing Oneself
- Identifying Fears
- Converting Fear into Art
- Observe people and Space
- A Peep into History of Theatre

# 2

### IN SEARCH OF ROOTS

- Enacting Life on Stage
- Discovering Passion
- Group Task – Forms of Performance
- Building Trust

# 3

### ACTING AND REACTING

- Body Language, Face and Voice.
- Workshops
- Acting Exercises
- Voice Training
- Unlearning the Body Language
- Acting Method.
- Practical Experiments
- General Auditions.

# 4

### VISUALISING SPACE

- Onstage Production: Costume, Makeup, Lighting, Property, Arrangements, Art, Background
- Workshops on Art/Stage Directions
- Selection of students for onstage production.

# 5

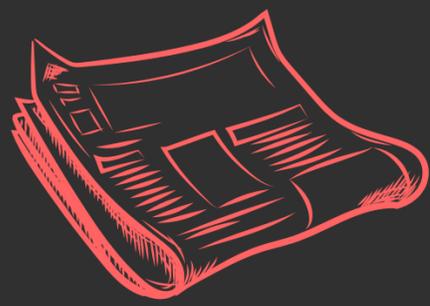
### BEHIND THE SCENES

- Offstage Production: Direction, Script, Editing, Background Music, Invitation, Brochure, Designing, Publicity, Screening
- Workshops on Script writing and Direction.
- Selection of students for off stage production.

# 6

### COUP DE THEATRE

Creating Theatre



# Introduction to Journalism and Writing for Media

How influential is the media in our contemporary reality? In a world consumed by media trends and communication strategies it is important to have a critical understanding of the numerous sources of information we have around us. This ability to think critically would be advantageous when coupled with an ability to express our perspectives in the right ways through the right platforms. However, while opportunities and avenues for expressing one's perspectives are becoming increasingly accessible, the question of ethics and responsibility within writing and journalism is something that needs to be addressed with increasing importance and clarity in contemporary times.

## Learning Outcomes

- Identify and elaborate upon the influence of media in shaping consciousness.
- Identify and study processes that help cater information to the ever demanding population.
- Find and select the right platform and method for expressing their perspectives and voices.
- Cover events and institutions in a more critical manner thereby being increasingly resourceful to the media industry.
- Conduct appropriate research and write for media efficiently.

## Course Prerequisite

An interest and passion to communicate and engage with information

### Instructor

Reuban Lalan

### Availability

Semesters  
1,2,3,4

### Duration

30 hours

Course Fee

₹2000

# Introduction to Journalism and Writing for Media

The questions of authenticity, factuality and originality are ones that are being voiced louder than before due to the growing tendency for misinformation and misrepresentation in media today. These circumstances call for citizens who are willing to work towards creating a responsible and accountable industry for information propagation, realising the crucial role that media and technology plays in enabling and disabling political, socio-cultural and communal differences within public consciousness. Such responsibility also calls for writing with clarity and efficiency that would enable effective communication between the author(s) and their audience. This course will be focusing on providing students with the necessary introductory knowledge and training to become responsible journalists and writers for media in a country like India which takes pride in its vibrant and diverse demography.

## 1 UNDERSTANDING THE PURPOSE AND SCOPE OF JOURNALISM IN CONTEMPORARY TIMES

- Learning the importance of journalism and media in a world informed and educated by media platforms.

## 2 LAW, JOURNALISM AND THE MEDIA

- Learning the various laws and institutions regulating journalism and media in the Indian context.

## 3 LISTENING IN COMMUNICATION

- Learning the importance of listening in communication and its significance in journalism

## 4 WRITING FOR MEDIA

- Engaging with the various stylistics and possibilities of writing for media

## 5 MEDIA AND ETHICS

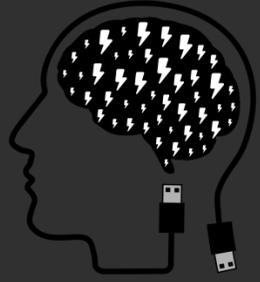
- Understanding the ethical aspects of writing and reporting for media

## 6 ALTERNATIVE MEDIA AND VOICES

- Looking into the various alternative opportunities in media and journalism

## 7 PRACTICAL JOURNALISM & WRITING FOR MEDIA

- Experiencing writing for media through practical sessions



# PSYCHOLOGICAL COUNSELLING

People have major concerns on their mind that may interfere with their success, happiness, and satisfaction in life. Mental balance is needed in many situations, such as family problems, homesickness, identity, loneliness, loss of motivation, pain, problems with food or body image. When people cannot cope with the situations, they lose their mental health. It has been reported that person-centered counselling is effective for clients with common mental health problems such as anxiety and depression.

## Learning Outcomes

- After completing the course, students will be able to:
- Understand how our personality is developed according to Sigmund Freud, Carl Rogers, Ivan Pavlov and B.F. Skinner.
- An understanding on the role of brain and emotions.
- They will also learn about Multiple Intelligence and the importance of Emotional Intelligence in their life.
- The attitudes and skills that a Counsellor should have in psychological counselling.
- Awareness on Mental Health.
- Awareness about mental disorders.
- Some intervention strategies in counselling.

## Instructors

Rev Dr. Varghese Pudussery CMI

Siji M M

Greeshmitha Sen

## Course Prerequisite

- Students having less or no knowledge of psychological counselling.
- All undergraduates wishing to expand their knowledge in psychology and counselling.
- Anyone who wants to improve self-awareness and develop their personality.

## Availability

Semesters

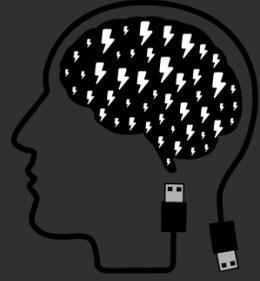
1,2,3,4

## Duration

30 hours

## Course Fee

₹2000



# PSYCHOLOGICAL COUNSELLING

This systematically designed course will help the students develop productively and give a contribution to their personal life, family and the community. The modules included in this course will help them understand the importance of a balanced mental health. A range of factors can affect our emotional well-being. These include genetics, prolonged stress, physical illness and shocking events.

## Modules

- Personality - Sigmund Freud
- Behaviourist Approach
- Psychosocial Theory - Erik Erikson
- Johari Window - A self-discovery
- Brain and Emotions
- Emotional Intelligence
- Counselling Principles and Counsellor's Attitudes
- Counselling skills
- Mental Health
- OCD and OCPD
- Depression
- Stress management
- Grief Counselling
- Study and Motivation
- Communication Skills



# THE INNOPRENEUR

An entrepreneur is born with the desire of being one's own 'bosses. It gives the contentment and freedom of applying creativity, innovation and self-motivation at the cost of taking business risk. The idea to start a business can be a new venue to pursue the new ideas for a new line of business, new strategic decision for an existing business house or the realisation that a business will create personal wealth which will never be earned by drawing a salary in a traditional job.

## Learning Outcomes

- To demonstrate the understanding of the concept of entrepreneurship
  - To describe the legal and regulatory aspect of a business
  - To analyse the scope of business
  - To judge the feasibility of a business suggestion
  - To create a business proposal to be submitted for funding
- Weekly Plan &

## Course Prerequisite

Interest in innovation , creativity, start-ups and entrepreneurship.

## Course Objectives

- To introduce the basic concept of entrepreneurships
- To introduce the methods of generating ideas for a new business enterprise
- To introduce the basic skills required for an entrepreneur
- To Appraise the feasibility of starting the business with the available information
- To equip for creation of a business proposal for funding
- To enhance the decision-making capabilities through proper market research.
- To introduce the social economic and ethical aspect of entrepreneurship

## Instructors

Mr. Raghunandanan C

Mr. Athul T Ravi

## Duration

30 hours

## Availability

Semesters

1,2,3,4

## Course Fee

₹2000



# THE INNOPRENEUR

This course will explore the earlier stages of the entrepreneurial venture process, examine how entrepreneurs can develop new venture concepts, identify attractive market opportunities, build teams, create a business proposal and find early adopter customers. The course will be focused on practical ideas, testimonies and techniques that entrepreneurs can use to evaluate the potential of market opportunities and make decisions about whether to pursue them in a start-up company.

## INTRODUCTION TO ENTREPRENEURSHIP

# 1

Need to conduct surveys to find out successful business ideas and submit assignments

## IDEA GENERATION

# 2

Problem identification and feasibility of the idea

## PREPARATION OF THE BUSINESS PLAN

# 3

Quality of the idea and way of presentation

## FINANCIAL SUPPORT

# 4

Fund requirement and source identification

## LEGISLATION AND REGISTRATION

# 5

Awareness about the legal formalities

## SOCIAL & RURAL ENTREPRENEURSHIP

# 6

Exposure to different concepts of Entrepreneurship



# GST – Knowhow and Practice

## Course Description

The Goods and Services Tax (GST) is a tax that revamped the structure of indirect taxes in July 2017. GST has replaced many central and state levies and merge them so as to provide a single system of indirect taxation on PAN-India basis. GST is levied on the supply of goods and services and the main advantage is that it has removed the cascading effect on the sale of goods and services.

GST is mainly technology driven. All the activities like GST registration, GST return filing, application for refund needs to be done online on GST portal. This course addresses the requirements for concept clarity in Goods and Services Tax and provides comprehensive guidance on interpreting various aspects in law. It explains in simple language, yet precisely where the taxable event lies and how the tax actually be calculated, deducted and paid.

## Handler

The Department of Commerce

## Availability

Semesters 4,5

## Duration

30 hours

Course Fee

₹2000



# GST – Knowhow and Practice

This course addresses the requirements for concept clarity in Goods and Services Tax and provides comprehensive guidance on interpreting various aspects in law. It explains in simple language, yet precisely where the taxable event lies and how the tax actually be calculated, deducted and paid.

## BASIC CONCEPTS

# 1

- Concept of GST
- Core concepts in GST
- Framework of Central and State legislation in relation to GST
- Types of GST - IGST, CGST, SGST, UTGST
- Goods and Services (Compensation to States) Act, 2017 and apportionment of IGST

## REGISTRATION REQUIREMENTS

# 2

- Requirement to register for GST
- Advantages of dealing with GST registered merchant
- Entities which are not required to register for GST
- Voluntary registration - benefits and disadvantages
- Process for registration under GST

## INPUT TAX CREDIT

# 3

- Input tax credit
- Composition scheme
- Tax collection
- Goods and Service tax compensation fund
- Calculation of GST for products/services
- GST compliant invoice
- Modes of assessment in GST
- Provisions for refund of tax paid under GST eligibility for refund, application
- Accounts and records required to be maintained under GST

## COMPLIANCE: RETURNS AND FILING

# 4

- GST Portal
- Online Registration
- Documents required for registration
- Returns required to be filed under GST- GSTR 1, GSTR 2A, GSTR 2B, GSTR 3, GSTR 9A, GSTR 9C
- Processing and scrutiny of returns, revision of returns
- Maintenance of records in electronic form



# Digital Photography 101

We take countless photos everyday on our phone or even with our cameras, but have you ever stopped to wonder why they don't turn out the way you wanted them to? Have you felt disheartened by not being able to capture photos like those you see on Instagram? It's a certain lack of control over this little equipment that is so easily accessible and yet difficult to master - your camera. If you can identify with that emotion, you are ready to embark on this journey to master it.

## Course Outcomes

- Understand the basic features and functions in different types of digital cameras, how to operate them and use them according to various shooting scenarios.
- Understand the use of equipment that accompany a digital camera.
- Understand basic design principles for visual forms of art, particularly in the areas of 4. composition, colour and lighting.
- Employ the fundamental concepts of framing and composition to tell compelling stories through photographs.
- Assess other works of art and provide constructive criticism verbally and in writing.

## Instructor

Simon Peter

## Duration

30 hours

## Evaluation Pattern

Assignments  
Quizzes

Course Fee  
₹2000



# Digital Photography 101

**Digital Photography 101** provides a solid first step to the art of visual storytelling. The course is designed to begin at the very fundamentals, from the technical elements of a camera to the basic mindset of a photographer. Moreover, it also explores some design principles that help you in any medium of visual expression. Learning by practice with peers allows you to develop your own sense of style and creates a more engaging environment to grow as a photographer.

# 1

Camera & Gear

# 2

Control

# 3

Composition

# 4

Lighting & Post Production



## STATISTICAL PACKAGE FOR THE SOCIAL SCIENCES (SPSS)

SPSS is a powerful tool used by market researchers, survey companies, health researchers, government entities, marketing organizations, education researchers, and data miners. Apart from the mentioned user, it helps in processing and surveying data. When coupled with Survey it is a great-inbuilt feature for better and statistical analysis.

### Learning Outcomes

- Be comfortable using SPSS as a data analysis tool
- Understand how to work with SPSS
- Understand how to learn to use new features of SPSS on their own
- Understand how to acquire information (samples)
- Understand how to enter and reorganize information within SPSS
- Understand how to effectively summarize research finds using SPSS
- Be able to choose charts to successfully highlight their research results
- Be able to understand and interpret charts
- Understand the basic principles behind inferential statistics
- Be able to carry out inferential statistical analysis using SPSS
- Be able to edit SPSS output
- Be able to use SPSS output to produce scientifically sound research report

**Instructor**

MC JOSE

**Duration**

30 hours

Course Fee

₹3000



## STATISTICAL PACKAGE FOR THE SOCIAL SCIENCES (SPSS)

SPSS is used by top companies for data mining and analysis so that they can use the information for their research projects. Therefore, the next time you are looking for a flexible and customizable way for complex data set, remember to use SPSS. It ends up giving the researcher more time to identify better trends, predictive design models, and have better and informed conclusions

# 1

- Introduction to SPSS - SPSS getting started - Data Editor – Data viewer – Pivot table editor – Chart editor – Text output editor
- Toolbar – Menus – file, edit, view, Data, Transform, analyse, Graphs
- Data handling:- open SPSS data file – save – import from other data source – data entry – labeling for dummy numbers - recode in to same variable – recode in to different variable – transpose of data – insert variables and cases – merge variables and cases. Data handling: Split – select cases – compute total scores – table looks – Changing column - font style and sizes

# 3

CDescriptive Statistics - Mean, Median, Mode, SD- Skewness- Kurtosis -Correlation – Karl Pearson’s and Spearman’s Rank Correlation , Regression analysis: Simple and Multiple Regression Analysis

# 2

Diagrammatic representation:  
Simple Bar diagram – Multiple bar diagram – Sub-divided Bar diagram - Percentage diagram - Pie Diagram – Frequency Table – Histogram – Scatter diagram – Box plot – Stem leaf chart – Normal probability plots

# 4

Testing of Hypothesis: Parametric – One sample – Two sample Independent t – test – Paired t – test. Non – parametric: One sample KS test- Mann-Whitney U test – Wilcoxon Signed Rank test - Kruskal Wallis test – Friedman test- Chi- square test- Analysis of variance: One way and Two way ANOVA – Multidimensional scaling – Factor Analysis – Cluster Analysis- Discriminant Analysis