



# MES ASMABI COLLEGE



2018-2019

## Certificate Course Information Booklet

Affiliated to University of Calicut  
P.Vemballur, Kodungallur, Thrissur Dist., Kerala, Pin: 680671  
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# MES ASMABI COLLEGE



M.E.S Asmabi College, a premier educational institution managed by the Muslim Educational Society (Regd.) Calicut, owes its existence to the remarkable foresight and unremitting zeal of the late Dr. P.K.Abdul Gafoor, the late P.K. Abdulla and late Dr. A.K Siddiq Karikulam Azhikode.

Started in the year 1968 at P. Vemballur, Kodungallur, a remote coastal backward village in the S N Puram Panchayath of Thrissur District with the main objective of uplifting the educationally backward community especially muslims of the area who had been denied of the right to education for generations. The college now caters to the needs of the students throughout Kerala and Lakshadweep , cutting across the barriers of class, caste, creed and religion. Hajee Ismail Essa Sait of Cochin initially donated the land and the building and the college was named after his mother Asmabi.

## CERTIFICATE COURSES FOR ACADEMIC YEAR 2018-19

<b>SL. NO.</b>	<b>NAME OF THE COURSE</b>	<b>DEPARTMENT</b>
<b>1</b>	<b>Certificate Course in Tally ERP 9.0</b>	<b>Commerce</b>
<b>2</b>	<b>Certificate Course in Advertisement &amp; Digital Designing</b>	<b>Commerce</b>
<b>3</b>	<b>Certificate Course in Spoken English</b>	<b>English</b>
<b>4</b>	<b>Certificate Course in Fish Hatchery Management</b>	<b>Aquaculture</b>
<b>5</b>	<b>Certificate Course in Non Conventional Energy</b>	<b>Physics</b>
<b>6</b>	<b>Certificate Course in Horticulture</b>	<b>Botany</b>
<b>7</b>	<b>Certificate Course in National/International Financial Management</b>	<b>Commerce</b>
<b>8</b>	<b>Certificate Course in Environmental Economics</b>	<b>Economics</b>
<b>9</b>	<b>Certificate Course in E-Commerce</b>	<b>Commerce</b>

## DIPLOMA COURSE FOR ACADEMIC YEAR 2018-19

<b>SL. NO.</b>	<b>NAME OF THE COURSE</b>	<b>DEPARTMENT</b>
<b>10</b>	<b>Diploma in Goods and Services Tax (GST)</b>	<b>Commerce</b>

# DEPARTMENT OF COMMERCE

# *Tally*

POWER OF SIMPLICITY

## Certificate Course in Tally ERP 9.0

### Objectives of the Course

The primary objectives of the course include:

- Introducing students to Tally ERP 9.0 and its features.
- Developing proficiency in practical applications of Tally for accounting and financial management.
- Enhancing students' understanding of voucher entry, ledger creation, and other essential accounting processes.
- Enabling students to generate financial statements and reports using Tally.
- Preparing students for employment in industries where Tally ERP 9.0 is widely used for accounting and financial tasks.

**Duration: 40 Hours**

#### Key Modules

Fundamentals of Accounting  
Get started with computerized accounting  
Stock and Inventory Management  
Recording Transactions in Tally.ERP9  
Managing Receivables and Payables  
MIS Reports  
Getting Started with GST  
Recording Vouchers with TDS

#### Outcome

Fundamentals of Accounting  
Get started with computerized accounting  
Stock and Inventory Management  
Recording Transactions in Tally.ERP9  
Managing Receivables and Payables  
MIS Reports  
Getting Started with GST  
Recording Vouchers with TDS

**Coordinator: Deepa KA**

**Contact No.: 8111866934**

# DEPARTMENT OF COMMERCE



## Certificate Course in Advertisement & Digital Designing

### Objectives of the Course

The course had several objectives, which includes:

- Imparting knowledge about advertisements to students
- Creating awareness of ethical advertising
- Providing practical know-how in designing ads with Adobe Photoshop
- Understanding the basics of large-size prints
- Supporting students in exploring new job opportunities

### Duration: 30 Hours

#### Key Modules

**Adobe Photoshop & Printing**  
How to use Adobe Photoshop to design effective advertisements, edit images and backgrounds, create large-size prints, and understand the importance of digital designs in social media marketing.

#### Outcome

The outcome of the course is to equip students with skills in design and advertisement, which will help them explore and pursue diverse job opportunities in the field. The course also aims to create awareness of ethical advertising practices and their impact on society and consumers.

**Coordinator: Najumudheen K P**

**Contact No.: 9495849791**

# DEPARTMENT OF ENGLISH



## Certificate Course in Spoken English

### Objectives of the Course

The primary objectives of the course include:

- To enable students to use the language with fluency, appropriate diction and idioms
- To enable students to acquire basics of Suprasegmental features of spoken English
- To empower with the mastery of rhetoric in public speech, using language confidently in interviews

### Duration: 30 Hours

#### Key Modules

This course integrates key modules, including Introduction, Phonetics, Vocabulary, Speech and Rhetoric, Self-Introduction, Mock Interviews, Group Discussion, and Practice in Formal Speech. It combines theoretical insights with practical exercises to enhance participants' communication skills.

#### Outcome

Certificate Course in Spoken English is designed to enhance language proficiency and communication skill of students through a variety of interactive learning methods. The course will help students to communicate confidently in English.

**Coordinator: Veenalekshmi U R**

**Contact No.: 9497621206**

# **DEPARTMENT OF AQUACULTURE**



## **Certificate Course in Fish Hatchery Management**

### **Objectives of the Course**

The primary objectives of the course include:

- To learn seed production and hatchery management of commercially important cultivable fishes.
- Study the biology and reproduction of economically important fishes.
- Breed commercially important finfish and can setup the student's own hatchery.
- Serve as advisory to entrepreneurs in fish seed production.

### **Duration: 45 Hours**

#### **Key Modules**

The curriculum covers topics like freshwater and marine fish seed resources, emphasizing natural breeding and spawn collection. It also explores induced breeding of warmwater finfishes, different hatchery types, spawn rearing, and techniques for various fish species. Additionally, the program addresses off-season and multiple breeding, reproductive biology, and gonadal development.

#### **Outcome**

Upon completion, participants will comprehend the biology and reproduction of economically vital fishes. They will acquire practical skills in breeding commercially important finfish and possess the knowledge to establish their own hatchery. Additionally, graduates can serve as advisors to entrepreneurs engaged in fish seed production.

**Coordinator: Dr. Dhanya P R**

**Contact No.: 9447467982**

# DEPARTMENT OF PHYSICS



## Certificate Course in Non Conventional Energy

### Objectives of the Course

The primary objectives of the course include:

- Understand the significance of non-conventional energy sources in addressing global energy challenges.
- Differentiate between conventional and non-conventional energy sources, and explain the advantages and limitations of non-conventional energy.
- Explain the principles of solar energy conversion and demonstrate knowledge of solar photovoltaic (PV) and solar thermal systems.

### Duration: 30 Hours

#### Key Modules

The primary modules cover a comprehensive exploration of non-conventional energy sources, encompassing Introduction to Non-Conventional Energy, Solar Energy, Wind Energy, Biomass Energy, Hydropower, Geothermal Energy, and Ocean Energy. Each module delves into the unique aspects and applications of these sustainable energy alternatives.

#### Outcome

Students will acquire thorough knowledge of solar, wind, biomass, hydropower, geothermal, and ocean energy, gaining insights into their environmental consequences. They'll grasp the worldwide significance of non-conventional energy, analyze integration and sustainability, and cultivate critical thinking to contribute to developing sustainable renewable energy systems.

**Coordinator: Dr. Sheena P A**

**Contact No.: 9847654406**



# **DEPARTMENT OF BOTANY**



## **Certificate Course in Horticulture**

### **Objectives of the Course**

The primary objectives of the course include:

- To enable the students to get knowledge about the techniques of horticulture.
- To enable the students to acquire the basics skills of vegetative propagation.
- To develop the practical knowledge of propagation methods.

### **Duration: 30 Hours**

#### **Key Modules**

It encompasses Horticulture fundamentals, Crop Growth and Development, Temperate and Tropical Crops, Breeding, Pest Management, Harvesting, Storage, Biotechnology, and Propagation Techniques (Budding, Layering, Grafting). It also extends to Field Crop Production, Crop Protection, Seed Production, and diverse propagation methods, providing insights into horticultural practices.

#### **Outcome**

This course acquaints students with principles and practices of propagation and nursery management for Horticultural Crops. It imparts knowledge on climatic conditions, crop growth requirements, harvest, post-harvest techniques, enhancing adaptability, and economic value. The certificate course focuses on various horticultural techniques, serving as a skill-enhancing program for students.

**Coordinator: Dr. Girija T P**

**Contact No.: 9526570267**

## **DEPARTMENT OF COMMERCE & MANAGEMENT STUDIES**



### **Certificate Course in National/International Financial Management**

#### **Objectives of the Course**

The primary objectives of the course include:

- To understand the basic concepts of Financial Management
- To provide necessary skill sets to create successful financial plan

#### **Duration: 40 Hours**

##### **Key Modules**

The module encompasses an introduction to Financial Management, defining its importance, benefits, and goals such as profit maximization, wealth maximization, and value maximization. It explores the role and responsibilities of financial managers, focusing on financial decision-making areas like investment, financing, and dividend decisions.

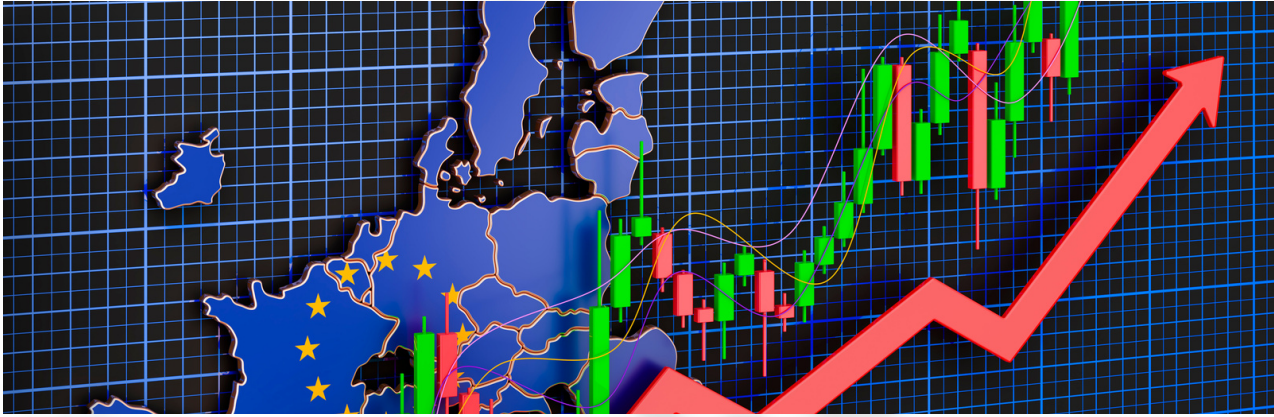
##### **Outcome**

Upon completion, students will acquire proficiency in financial management techniques, honing the ability to craft effective financial plans. This outcome ensures that individuals possess the skills to navigate and contribute to financial decision-making processes, preparing them for practical applications in various professional settings.

**Coordinator: Ramisha K C**

**Contact No.: 9847963230**

# **DEPARTMENT OF ECONOMICS**



## **Certificate Course in Environmental Economics**

### **Objectives of the Course**

The primary objectives of the course include:

- To know the applications of economic principles in managing natural resources and the environment.
- To understand the competing demands for our limited natural resources and need for best management practices for allocating, managing and protecting the environment.
- To develop the analytical skills that will enable the students to critically evaluate diverse policy measures influencing environmental and natural resource management.

### **Duration: 31 Hours**

#### **Key Modules**

This key module covers the intersection of Economics and the Environment, delving into Environmental Economics and Public Goods. It includes a review of macroeconomic principles and introduces environmental efficiency, Market Failure, the Coase Theorem, and Cost-Benefit Analysis to provide a comprehensive understanding of the economic aspects of environmental issues.

#### **Outcome**

It aims to deliver a thorough introduction to the economic analysis of human interactions with the natural environment. It specifically emphasizes ecosystem services and addresses challenges stemming from externalities, the public good nature, and non-excludability of such services. Learners gain insights into diverse approaches and methods for valuing environmental goods and services.

**Coordinator: Shanilkumar Ayyappan**

**Contact No.: 9497249615**

## **DEPARTMENT OF COMMERCE & MANAGEMENT STUDIES**



### **Certificate Course in E-Commerce**

#### **Objectives of the Course**

The primary objectives of the course include:

- To enable the students to understand basics of E- Commerce.
- To gain a practical orientation to E-Commerce and E- Business management.

**Duration: 33 Hours**

#### **Key Modules**

Key modules delves into E-Commerce, encompassing its meaning, historical evolution, and diverse business models. It scrutinizes E-Business, EDI, and the significance of E-Commerce, addressing impacts and challenges. Focuses on Electronic Payment Systems, covering prepaid/postpaid methods, E-cash, security issues, and biometrics. Explores Marketing Strategies & E-Commerce.

#### **Outcome**

Upon completion, students will have a solid grasp of E-Commerce fundamentals, equipping them with practical insights into E-Commerce and E-Business management. This course aims to foster a comprehensive understanding of the basics while providing hands-on experience to navigate the dynamics of electronic commerce and business operations in the digital realm.

**Coordinator: Krishnapriya M**

**Contact No.: 9539615437**

# **DEPARTMENT OF COMMERCE**



## **Diploma in Goods and Service Tax (GST)**

### **Objectives of the Course**

The primary objectives of the course include:

- Understand the concepts and principles of Goods and Services Tax.
- Comprehend the GST law and its applicability to different transactions.
- Identify and fulfil the compliance requirements related to GST.
- Handle GST accounting and prepare accurate GST returns.
- Advise clients or businesses on GST-related matters effectively.
- Stay updated with changes and amendments in GST regulations.

**Duration: 30 Hours**

**Collaboration: Tax Study Centre, Kottarakkara**

### **Key Modules**

Incorporating essential aspects, this module encompasses threshold limits, mandatory registration, the GST reg. process, and associated documentation. It delves into the time and manner of GST payment, invoice and record-keeping requirements, various types of GST returns, including GSTR-1, GSTR-3B, GSTR-9, and addresses amendments, rectifications, and the significance of E-way bills.

### **Outcome**

Completing the course, participants will comprehend Goods and Services Tax principles, adeptly apply GST law to diverse transactions, register and maintain compliance. They will proficiently manage GST accounting, offer effective advice, and stay updated with the latest regulatory changes, enabling informed decision-making in GST-related matters.

**Coordinator: Dr. Princy Francis**

**Contact No.: 9746568091**



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