



MES ASMABI COLLEGE



2019-2020



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 2019-20

SL. NO.	NAME OF THE COURSE	DEPARTMENT
1	Aquarium Management	Aquaculture
2	Web Designer	Commerce
3	Career Development	Commerce
4	Climate change Sustainability & Biodiversity Management	Botany
5	Fitness Course & Basic Life Support	Business Administration
6	Microsoft Office Beginner's Course	Computer Application
7	Income Tax and E Filing	Commerce
8	Radio Production	Mass Communication
9	Foundation Course in Latex	Maths
10	Common Hypo Kinetic Diseases Management & First Aid	Physical Education
11	Astronomy & Astrophysics	Physics
12	Conservation, Sustainability Indigenous Rights	Botany
13	Supply Chain Management	Logistics Management
14	Professional Photography	Digital Film Production
15	Travel Agency Management	Tourism & Hospitality
16	Food Safety Quality Management	Fish Processing Tech.

DIPLOMA COURSE FOR ACADEMIC YEAR 2019-20

SL. NO.	NAME OF THE COURSE	DEPARTMENT
17	Tally ERP 9.0 Accounting Software	Commerce

DEPARTMENT OF AQUACULTURE



Certificate Course in Aquarium Management

Objectives of the Course

The primary objectives of the course include:

- Identify common aquarium fishes.
- Understand the basic biology of common aquarium fishes.
- Study water quality parameters in aquaria and their maintenance.
- Understand aquarium setting and aquarium accessories.
- Construct and design aquaria and aquascape.
- Manage aquaria in a professional manner.

Duration: 35 Hours

Key Modules

This course provides an overview of aquariums, ornamental fishes, and the aquarium business in Kerala, covering accessories and types of aquariums. It delves into freshwater ornamental fishes, exploring their fundamental biology and names. The course also focuses on aquarium plants, and covers setting up and managing aquariums, addressing maintenance, feed management, and disease control.

Outcome

Upon completion, participants will identify and comprehend common aquarium fishes, grasp their basic biology, study and maintain water quality parameters, understand aquarium settings and accessories, construct and design aquaria with aquascaping principles, and proficiently manage aquaria in a professional manner.

Coordinator: Dr. Kesavan K

Contact No.: 9495247407

DEPARTMENT OF COMMERCE & MANAGEMENT STUDIES



Certificate Course in Web Designer

Objectives of the Course

The course had several objectives, which includes:

- To help the students to construct pages that meet the needs of an identified audience
- To enable the students to demonstrate competency in the use of common HTML code.
- To help the students to understand the role of JAVA script in web page creation.
- To help the students to utilize graphic design to enhance web pages.

Duration: 30 Hours

Key Modules

This course covers fundamental HTML concepts. It extends to web programming, HTML lists, and introduces JavaScript, focusing on built-in functions, working with objects and classes. The curriculum delves into HTML5, emphasizing text structure, semantic markup, styling, and hyperlink creation. Additionally, it covers jQuery, including its introduction, core usage, events, and effects.

Outcome

This course aims to equip students with the skills to construct web pages tailored to specific audiences. It focuses on fostering proficiency in utilizing common HTML code and understanding the integral role of JavaScript in web page creation. Additionally, students will learn to apply graphic design principles to enhance the aesthetics and functionality of web pages.

Coordinator: Josbeena Johnson

Contact No.: 8301943987

DEPARTMENT OF COMMERCE & MANAGEMENT STUDIES



Certificate Course on Career Development

Objectives of the Course

The primary objectives of the course include:

- To enable students to discover who they are, what they like to do and what they do best.
- To enable students to attend an interview with confidence.
- To enable the students to improve their communication skills.

Duration: 30 Hours

Key Modules

The course commences with an overview of career development, covering its meaning, importance, and objectives. It progresses to self-discovery, exploring values, interests, and skills. Communication skills are honed through written, oral, and non-verbal techniques, while resume critiquing and interview skills focus on effective presentation and preparation.

Outcome

This course enhances students' communication skills, instilling confidence for interviews and alleviating stage fear. Through practical exercises, participants develop the necessary proficiency to navigate interviews with assurance, fostering a more composed and articulate presence in various communication scenarios.

Coordinator: Nasleen Salim

Contact No.: 9567078194

DEPARTMENT OF BOTANY



Certificate Course in Climate Change Sustainability & Biodiversity Management

Objectives of the Course

The primary objectives of the course include:

- To provide the knowledge about the importance of climate change, ecosystem monitoring and sustainable resource management
- To enable the students to acquire the knowledge on conservation, legislation and modern computer skills like geographic information system
- To develop the practical knowledge of natural resource management.

Duration: 30 Hours

**Collaboration: Western Ghats Hornbill Foundation, Kerala,
GIS Community, UPSA Nainital**

Key Modules

The course delivers an understanding of the intricate relationship between climate change, sustainability, and biodiversity management. It aims to equip students with the knowledge and skills necessary to address and mitigate the impacts of these global issues. Emphasizing biodiversity's importance for ecosystem health and human well-being, it explores ecological, economic, and cultural values of diverse ecosystems and their services.

Outcome

Empowering students in natural resource management and biodiversity conservation, this program equips them to undertake surveys and support projects for Grama Sabahas, Panchayath BMCs, Forest, and Biodiversity departments. The curriculum imparts insights into climatic conditions, fostering knowledge in biodiversity conservation and ecosystem management amidst a changing climate.

Coordinator: Dr. Girija T P
Contact No.: 9526570267

DEPARTMENT OF BUSINESS ADMINISTRATION



Certificate Course in Fitness Course & Basic Life Support

Objectives of the Course

The primary objectives of the course include:

- Identify and report all emergencies/accidents and safety breaches
- Prepare and explain training plan to students
- Maintain health and safety protocol during all activities.

Duration: 30 Hours

Key Modules

This course begins with an introduction to general physical preparedness and body composition, highlighting the role and scope of practice for students. It includes practical demonstrations of workouts and basic nutrition. The curriculum also covers aerobic exercises, Zumba, and essential skills like first aid and CPR.

Outcome

This course guides students in understanding basic life support in critical situations, fostering personal growth, acquiring spiritual insights, and promoting better health. It provides essential skills for responding to emergencies while emphasizing holistic development, including spiritual well-being and overall health improvement.

Coordinator: Raseena P M

Contact No.: 9567488008

DEPARTMENT OF COMPUTER APPLICATION



Certificate Course in Microsoft Office Beginner's Course

Objectives of the Course

The primary objectives of the course include:

- To enable students familiar about computer and Ms Office
- To equip students to acquire basic knowledge in Office Automation Tools

Duration: 30 Hours

Key Modules

The course introduces computer types and fundamental organization, covering input, output, and storage units. It explores network basics, web design elements, and documentation using Word Processor (M.S. Word). It also includes electronic spreadsheet skills and presentation techniques using MS-Excel and MS-PowerPoint, respectively, encompassing advanced features.

Outcome

Upon completing the Certificate Course in Microsoft Office Beginner's Course, students will grasp the fundamentals of Internet usage and Office Automation Tools. They will proficiently create and format documents with MS-Word, manage Excel files, prepare presentations using PowerPoint, and effectively utilize the Internet for online services, showcasing a well-rounded proficiency in Microsoft Office applications.

Coordinator: Athul Mithran

Contact No.: 9946132746

DEPARTMENT OF COMMERCE



Certificate Course in Income Tax and E-Filing

Objectives of the Course

The primary objectives of the course include:

- The course aims to impart students with a strong foundation in accounting principles, cost management, and financial reporting.
- Students will gain an understanding of business and industrial laws, ensuring compliance with legal requirements and ethical business practices.
- Students will learn to prepare financial statements such as income statements and balance sheets, providing insights into a company's financial performance and position.

Duration: 30 Hours

Collaboration: Profinz, CMA Thrissur Chapter Authorised Extension Centre.

Key Modules

The key module comprises four equally vital papers in CMA CAT. These papers encompass Fundamentals of Financial Accounting, Applied Business and Industrial Laws, Financial Accounting - 2, and Statutory Compliance. Each paper is integral, providing a comprehensive understanding of financial accounting principles, business laws, and statutory compliance essential for successful completion of the CMA CAT.

Outcome

Upon completing the Certificate Course in CMA-CAT, students will acquire a robust foundation in accounting, cost management, and financial reporting. They will gain insight into business and industrial laws, fostering compliance and ethical business practices. Additionally, proficiency in financial statement preparation, analysis, costing techniques, taxation impact, and skills in operational and strategic management will be attained.

Coordinator: Dr Princy Francis

Contact No.: 9746568091

DEPARTMENT OF MASS COMMUNICATION



Certificate Course in Radio Production

Objectives of the Course

The primary objectives of the course include:

- This course is designed to provide you with basic knowledge of radio/audio production theory, techniques and aesthetics via practical, experience in the writing and production of several program formats.
- Students will work on specific projects designed to help you master the art of audio recording, editing, mixing, and aural storytelling techniques.

Duration: 30 Hours

Key Modules

This course explores radio as a potent mass medium, highlighting its characteristics in crafting mental images through spoken words, music, and sound effects. It covers various program genres, including talks, interviews, documentaries, and plays, teaching effective writing for radio and practical skills like jockeying, dubbing, program production, and editing.

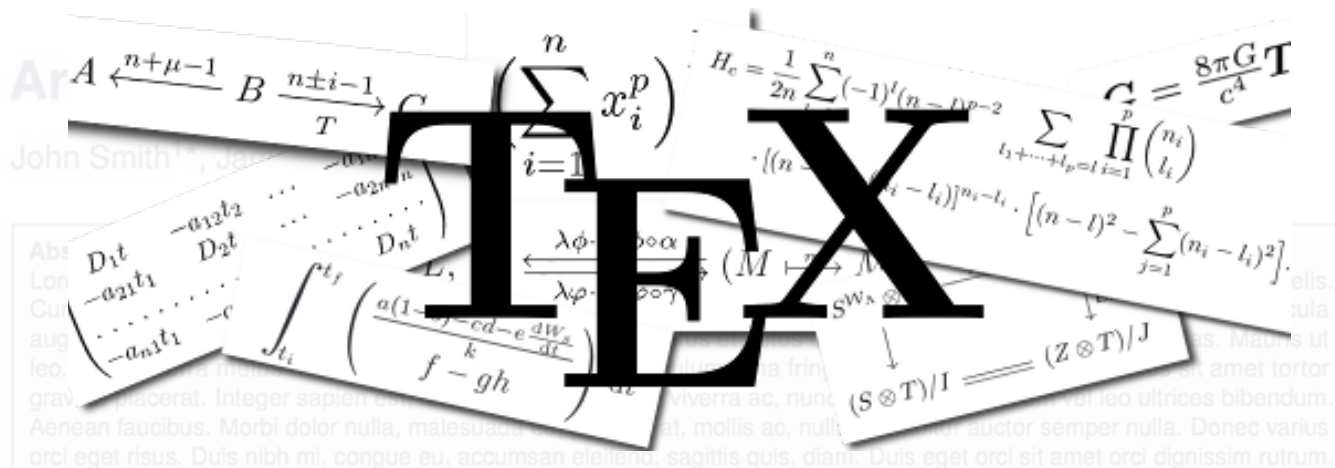
Outcome

The Radio Production course adeptly addressed the challenges posed by the COVID-19 pandemic through a blended approach, combining offline and online modes. It aimed to offer students a holistic grasp of radio production, incorporating theoretical insights and practical skills. Regular online assessments gauged comprehension, while practical sessions in voice performance, scriptwriting, and sound design provided valuable hands-on experience.

Coordinator: Sunaina M Nazar

Contact No.: 8547100269

DEPARTMENT OF MATHEMATICS



Foundation Course in LaTeX

Objectives of the Course

The primary objectives of the course include:

- Exquisite typographic settings, meticulous documentation, and well-organized arrangements characterize the presentation of mathematical texts. The aesthetic attention to detail enhances the clarity and readability of the content, contributing to an engaging and visually appealing learning experience.

Duration: 30 Hours

Collaboration:

Department of Mathematics, University College, Trivandrum

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: Sabeena P A

Contact No.: 9539615437

DEPARTMENT OF PHYSICAL EDUCATION



Certificate Course in Common Hypo Kinetic Diseases Management & First Aid

Objectives of the Course

The primary objectives of the course include:

- Understanding Hypokinetic Diseases
- Management Techniques
- 3. First Aid Proficiency
- 4. Application of Knowledge

Duration: 30 Hours

Key Modules

This certificate course focuses on common hypokinetic diseases like Diabetes, Hypertension, Back Pain, Obesity, and Coronary Heart Disease, providing in-depth understanding and management. It also covers essential first aid principles, including CPR and procedures for various injuries, ensuring comprehensive knowledge and skills.

Outcome

This course ensures a comprehensive understanding of common hypokinetic diseases, covering causes, symptoms, and preventive measures. Participants learn effective management strategies, emphasizing lifestyle modifications and therapeutic interventions. Proficiency in first aid skills equips them to respond promptly to emergencies associated with these diseases, contributing to overall health and well-being.

Coordinator: Lt. M B Bindil

Contact No.: 9847374706

DEPARTMENT OF PHYSICS



Certificate Course in Astronomy & Astrophysics

Objectives of the Course

The primary objectives of the course include:

- The primary aim of this program is to inculcate a scientific awareness of the subject of Astronomy among the young students and motivate them to pursue careers in Astronomy and Astrophysics. The course work is planned as an extra subject beyond the regular University curriculum.

Duration: 30 Hours

Collaboration:

Skywatch Initiative, Pullut, Kodungallur

Key Modules

The course comprises key modules such as an introduction to astronomy, exploring fundamental concepts, and techniques for observing stars. It covers an in-depth study of the Milky Way Galaxy, elucidating its structure. Additionally, the module on space astronomy explores observations and studies conducted beyond Earth.

Outcome

The course also provides an in-depth exposure of the technical intricacies involved in the study of Astronomy and Astrophysics to such students who are found to possess an aptitude for the subject. This programme is also expected to set a platform for those students who would eventually be seeking higher studies in the subject and aspiring for further research work in Astronomy and Astrophysics.

Coordinator: Chithra B

Contact No.: 9947419882

DEPARTMENT OF BOTANY



Certificate Course in Conservation, Sustainability Indigenous Rights

Objectives of the Course

The primary objectives of the course include:

- The participants will be able to understand the basics of indigenous rights and resource management, its history, current affairs in relation to political, ecological, social, environmental and economic perspectives.
- The participants shall get an in depth understanding of major provisions of FRA 2006 and its application in India, Kerala.

Duration: 30 Hours

Collaboration: CEtC of Western Ghats Hornbill Foundation

Key Modules

This course comprehensively covers Adivasi/Indigenous Peoples, exploring historical, constitutional, and environmental perspectives. It addresses the Adivasi land question, forest governance, and the intricate interplay of conservation and tribal rights. Additionally, it delves into the Forest Rights Act, recognition of rights, and challenges faced in Kerala and India.

Outcome

This program raises awareness among participants about indigenous rights, resource management, and current affairs from political, ecological, social, environmental, and economic perspectives. It seeks to rectify historical wrongs against forest-dwelling communities and strengthens forest conservation by entrusting holders of forest rights with responsibilities.

Coordinator: Dr Amitha Bachan K.H.

Contact No.: 9497627870

DEPARTMENT OF LOGISTICS MANAGEMENT



Certificate Course in Supply Chain Management

Objectives of the Course

The primary objectives of the course include:

- To familiarize students with the warehouse operations and management

Duration: 30 Hours

Key Modules

In Module I, the course provides a comprehensive overview of warehousing, covering functions, operations, benefits, and types. It explores issues affecting warehousing and highlights leading warehouse companies in India. In Module II, the focus shifts to inventory management, detailing objectives, benefits, types, and costs associated with inventory. Module III introduces Warehouse Management Systems, emphasizing their necessity, logic for determining locations and sequences, and addressing uncertainties in material management systems.

Outcome

This course aims to acquaint students with supply chain operations and management, providing insights into the significance of effective supply chain management. It emphasizes understanding the intricacies of supply chain processes and recognizing their importance in organizational efficiency and success.

Coordinator: Abdul Yafiz K.M.

Contact No.: 9895666427

DEPARTMENT OF DIGITAL FILM PRODUCTION



Certificate Course in Professional Photography

Objectives of the Course

The primary objectives of the course include:

- The objectives of the Professional Photography Course are:
- 1. Technical Proficiency:
- 2. Creative Expression
- 3. Genre Specialization
- 4. Equipment Mastery

Duration: 30 Hours

Key Modules

This course introduces students to essential photography skills with a focus on creative projects, bridging theoretical knowledge with practical application. Emphasizing hands-on experience, students develop imaginative minds, enhancing practical skills for pursuing professional work in photography across diverse subjects.

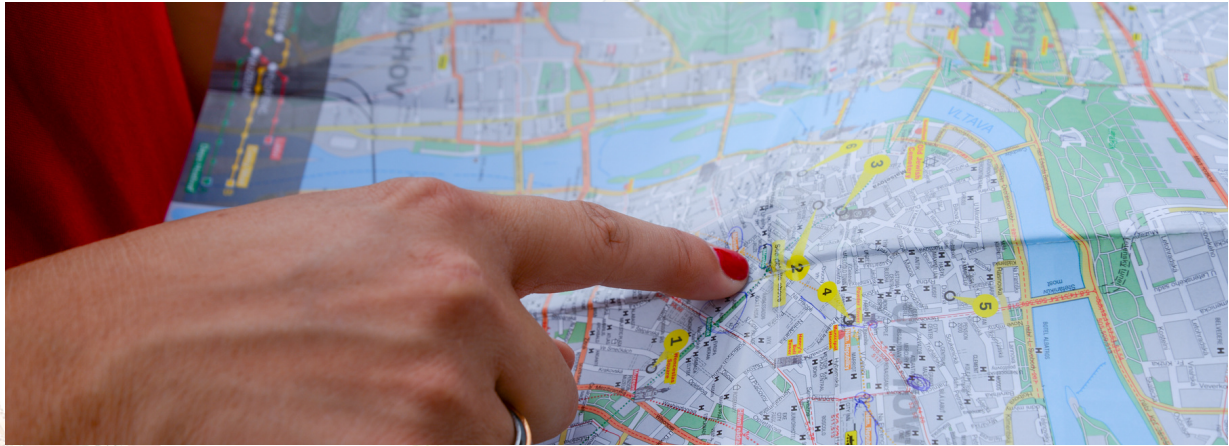
Outcome

Students have acquired in-depth subject knowledge coupled with practical expertise. Enriching concepts through practical sessions, this prepares students to apply photography skills within the institution, fostering a hands-on approach to photography practice.

Coordinator: Prason T P

Contact No.: 9656823782

DEPARTMENT OF TOURISM & HOSPITALITY MANAGEMENT



Certificate Course in Travel Agency Management

Objectives of the Course

The primary objectives of the course include:

- To familiarize the working mechanism of travel agency and tour operation.
- To understand current trends and practices in travel trade industry.
- To develop adequate knowledge and skills applicable to travel industry.

Duration: 30 Hours

Key Modules

This module delves into the history and development of travel agencies, covering their functions, types, sources of income, and regulatory approvals. It explores tour operations, defining various tour types, operators, income sources, and the intricacies of designing tours, including tour orders and CRS. The module also addresses the contemporary landscape of travel agency and tour operation business in India, incorporating insights into online travel portals.

Outcome

This course instills a comprehensive understanding of the global travel and tourism industry, covering its structure, trends, and key players. Students analyze travel agency operations, focusing on reservation systems, ticketing, itinerary planning, and customer service. Additionally, they cultivate in-depth destination knowledge, enhancing their ability to provide accurate information. Acquiring effective customer service and communication skills is emphasized for professional client interactions.

Coordinator: Rasmin Mohd Ismail

Contact No.: 7025332119

DEPARTMENT OF FISH PROCESSING TECHNOLOGY



Certificate Course in Food Safety Quality Management

Objectives of the Course

The primary objectives of the course include:

- The course is intended to impart thorough theoretical and practical knowledge on all aspects to Food Safety and Quality Management Systems in food industries. At the end of the course the student will be able to identify the potential hazards and any food safety related issues and will be able to deliver food safety awareness to the society.

Duration: 30 Hours

Key Modules

Key modules in this course include Food Sanitation and Safety, Food Adulteration, the Significance of Microbiology in Food, and Food Standards and Quality Control. These modules provide essential insights into maintaining food safety, addressing adulteration concerns, understanding microbiological aspects, and implementing quality control measures in the food industry.

Outcome

This course imparts comprehensive knowledge on food safety and quality management systems in the food industry. It cultivates the ability to identify and address food safety issues, understand their origins, and propose effective solutions. Participants gain insights into food safety regulations, fostering confidence to impart and develop expertise in this crucial domain.

Coordinator: SUGAINA SULAIMAN M S & UJJWALA NAVAS

Contact No.: 8075485686 & 9447530064

DEPARTMENT OF COMMERCE



POWER OF SIMPLICITY

Diploma in Tally ERP 9.0 Accounting Software

Objectives of the Course

The primary objectives of the course include:

- Tally ERP 9.0 is to equip undergraduate students with the necessary skills and knowledge to effectively use Tally ERP 9.0, a widely used accounting and financial management software. The course aims to provide practical training in Tally, enabling students to handle various financial transactions and generate reports using the software.

Duration: 40 Hours

Collaboration: Guideline Softnet Technologies Ltd

Key Modules

This course covers fundamental aspects of accounting, introduces computerized accounting using Tally.ERP9, and delves into stock management. Participants learn to record day-to-day transactions, maintain party-wise bill details, generate MIS reports, and navigate GST processes, including recording vouchers with TDS.

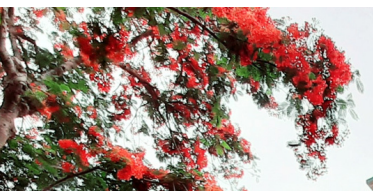
Outcome

After finishing the Certificate Course in Tally ERP 9.0, students will gain practical proficiency in accounting and financial management. They will record diverse financial transactions, comprehend accounting principles, inventory management, and GST, and adeptly generate financial reports. Additionally, they will skillfully handle TDS transactions and possess a comprehensive understanding of GST implications within Tally ERP 9.0.

Coordinator: Deepa KA

Contact No.: 8111866934





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