SKILL DEVELOPMENT CELL

ADD ON COURSE

SYLLABUS

ACADEMIC YEAR: 2023-2024
(Odd Semester)

Director
A&M Institute of Management & Technology
Pathankot

Contact No.: 8288018801, 8288018803

ESTD. -2008

A & M INSTITUTE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to IKG Punjab Technology University, Jalandhar & Recognized by AICTE)
PATHANKOT-DALHAUSIE BYPASS, PATHANKO(PB.)-145001
E-Mail-director_amimt@yahoo.com; Website-www.amimt.org.in

Add on Courses offered during the academic year
(2023-2024)
(Odd Semester)

Sr. No.	Course Code	Course Name
01.	CCC01	Tally and ERP9
02.	CCEN01	Business English
03.	CCA02	Editing & 2D Animation
04.	CCM01	Entrepreneurial Development
05.	MA02	Mathematical Aptitude

(Dr. Charu Sharma)
Director

Director
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Course Name : Tally & ERP9

Course Code : CCC01   **Total Hours : 30**

OBJECTIVES

To gain Knowledge about Tally and to work on tally ERP9

UNIT - I

- Accounting & Inventory Management Getting Started with Tally ERP9 & Fundamental features.
- Creating Masters in Tally ERP9 Voucher Entry & Invoicing
- Bill is details, Credit Limits

UNIT - II

- Basics of Banking, Interest Calculation, Simple Interest Calculation.
- Cost Centers and Cost Categories.
- Reports in Tally ERP9

UNIT - III

- Order Processing & Pre-Closure of Orders.
- Price Levels & Price Lists Closure of Orders.
- Point of Sale (POS)

UNIT - IV

- Zero – Valued Entries.
- Different Actual and Billed Quantities.

UNIT - V

- Batch – Wise Details.
- Bills of Materials.

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COURSE OUTCOMES

After Completion of the Course, the students will be able to;

- Found confident towards using Tally and ERP9 software while solving practical problems.
- Get in depth knowledge of Tally
- Work in Tally ERP9
- Got practical exposure of this software while solving examples.

REFERENCE BOOKS

Tally9.0A Complete Reference – Tally Solutions (PP Limited)

Course Name :Business English

Course Code : CCEN01 Total Hours : 30

OBJECTIVES

- To develop basic skills to deal with people in business situations.
- To develop confidence to deal with people and basic issues in the business world.

UNIT – I   (6 Hours)

- Introduction to Business Communication.
- Interview Techniques

UNIT – II   (6 Hours)

- Non – Verbal Communication.
- Effective Listening

UNIT – III   (6 Hours)

- Making Presentations.
- E-Mail Communication.

UNIT – IV   (6 Hours)

- Preparing an Effective CV and Resumes.
- Group Discussions.

UNIT – V   (6 Hours)

- Memos, reports, Proposals.
- Note taking, Note making

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COURSE OUTCOMES

After Completion of the Course, the students will be able to;

- Create a passion for writing in English for special purposes.
- Learn the situations and choose the right type of words and Wages.
- Enable students to learn the techniques of writing.

REFERENCE BOOKS

1. Wren & Martin High School English Grammar and Composition Book (Multicolour Edition) Rao N. D. V. Prasada.

2. A Higher Sanskrit Grammar : For the Use of School and College Students (Revised and Enlarged Edition) R.Kale.

3. The English Grammar Workbook for Adults. A Self – Study Guide to Improve Functional Writing - Michael Digiacomo.

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Course Name :Editing & 2D Animation

Course Code : CCA02Total Hours : 30

OBJECTIVES

- To develop the Knowledge about Editing & Animation Tools.

LESSON 1 :INTRODUCTION TO ADOBE PHOTOSHOP 7.0 (2 Hours)

- Introduction About Photoshop
- Navigating Photoshop
- Menus and panels
- Opening new files
- Opening existing files

LESSON 2 : GETTING STARTED WITH PHOTOSHOP (2 Hours)

- Exploring the Toolbox
- The New CS4 Applications Bar & the Options Bar
- Exploring Panels and Menus
- Creating & Viewing a New Document
- Customizing the Interface
- Setting Preferences

LESSON 3 : WORKING WITH IMAGES (2 Hours)

- Zooming & Panning an Image
- Working with Multiple Images, Rulers, Guides & Grids
- Undoing Steps with History
- Adjusting Color with the New Adjustments Panel
- The New Masks Panel & Vibrance Color Correction Command
- The New Note Tool & the Save for Web & Devices Interface
- The New Auto-Blend & Auto-Align Layers Commands
- The New 3D Commands

LESSON 4 : RESIZING & CROPPING IMAGES (2 Hours)

- Understanding Pixels & Resolution
- The Image Size Command

- Interpolation Options
- Resizing for Print & Web
- Cropping & Straightening an Image
- Adjusting Canvas Size & Canvas Rotation

LESSON 5 : WORKING WITH BASIC SELECTION (2 Hours)

- Selection with the Elliptical Marquee Tool
- Using the Magic Wand & Free Transform Tool
- Selecting with the Regular & Polygonal Lasso Tools
- Combining Selections
- Using the Magnetic Lasso Tool
- Using the Quick Selection Tool & Refine Edge
- Modifying Selections

LESSON 6 : GETTING STARTED WITH LAYERS (2 Hours)

- Understanding the Background Layer
- Creating, Selecting, Linking & deleting Layers
- Locking & Merging Layers
- Copying Layers, Using Perspective & Layer Styles
- Filling & Grouping Layers
- Introduction to Blending Modes
- Blending Modes, Opacity & Fill
- Creating & Modifying Text

LESSON 7 : PAINTING IN PHOTOSHOP(2 Hours)

- Using the Brush Tool
- Working with Color & Swatches
- Creating & Using Gradients
- Creating & Working with Brushes
- Using the Pencil & Eraser Tools
- Painting with Selections

LESSON 8 : PHOTO RETOUCHING (2 Hours)

- The Red Eye Tool
- The Clone Stamp Tool

- The Patch Tool & the Healing Brush Tool
- The Spot Healing Brush Tool
- The Spot Healing Brush Tool
- The Color Replacement Tool
- The Toning & Focus Tools
- Painting with History

LESSON 9 : INTRODUCTION TO COLOR CORRECTION   (2 Hours)

- Color Spaces & Color Modes
- The Variations Command
- The Auto Commands
- Adjusting Levels
- Adjust Curves, Non-Destructively, with Adjustment Layers

LESSON 10 : USING QUICK MASK MODE   (2 Hours)

- Quick Mask Options
- Painting a Selection
- Saving & Removing a Selection from the Background

LESSON 11 : WORKING WITH THE PEN TOOL   (2 Hours)

- Understanding Paths & the Pen Tool
- Creating Straight & Curved Paths
- Creating Combo Paths
- Creating a Clipping Path

LESSON 12 : CREATING SPECIAL EFFECTS   (2 Hours)

- Getting Started with Photoshop Filters
- Smart Filters
- Creating Text Effects
- Applying Gradients to Text

LESSON 13 : EXPORTING YOUR WORK   (2 Hours)

- Saving with Different File Formats
- Saving for Web & Devices
- Printing Options
- Credits

LESSON 14 : BASIC EDITING   (2 Hours)

- Use Camera Raw Features

LESSON 15 : WORK WITH ANIMATION (IMAGEREADY) (2 Hours)

- Create and Play Basic Animation

COURSE OUTCOMES

After Completion of the Course, the students will be able to;

- Know the insights of Photoshop Tool
- They will be able to work on different Editing tools
- At the end they will know to create basic animations.

Course Name : Entrepreneurial Development

Course Code : CCM01Total Hours : 30

OBJECTIVES

- Understanding basic concepts in the area of Entrepreneurship,
- Understanding the role and importance of Entrepreneurship for Economic development,
- Developing personal creativity and Entrepreneurial initiative,
- Adopting of the key steps in the elaboration of business idea,
- Understanding the stages of the Entrepreneurial process and the resources needed for the successful development of Entrepreneurial ventures.

UNIT – I (6 Hours)

- Introduction – Understanding the meaning of Entrepreneurship – Characteristics of an Entrepreneur – Classification of the Entrepreneurs – Entrepreneurial Scene in India – Factors influencing Entrepreneurship – Functions of an Entrepreneur.

UNIT – II (6 Hours)

- Entrepreneurial growth – Role played by Government and Non-Government agencies in promoting Entrepreneurship – Entrepreneurship Development Programmes – SISI, TIIC, SIDBI, DIC, NSIC, IDBI, IFCI.
- Problems of Entrepreneur: Women Entrepreneur – Rural Entrepreneur – Small scale Entrepreneurs and Export Entrepreneurs.

UNIT – III (6 Hours)

- How to enter into Market? – Business idea generation Techniques – Identification of Business Opportunities – Marketing Feasibility – Financial Feasibility – Technical Feasibility

UNIT – IV (6 Hours)

- Project Appraisal – Methods – Techniques – Preparation of Business Plan –Content of a Business Plan – Project Report.

UNIT - V (6 Hours)

- Procedure for starting an enterprise – factors involved in selecting new unit – Franchising and Acquisition – Qualities of successful Entrepreneurs – Case Study.

COURSE OUTCOMES

After Completion of the Course, the students will be able to;

- Define basic terms
- Analyze the business environment in order to identify business opportunities
- Identify the elements of success of entrepreneurial ventures
- Consider the legal and financial conditions for starting a business venture
- Evaluate the effectiveness of different entrepreneurial strategies
- Specify the basic performance indicators of entrepreneurial activity
- Explain the importance of marketing and management in small businesses venture
- Interpret their own business plan

REFERENCE BOOKS

1. Jayshree Suresh, Entrepreneur Development, Margham Publication, Chennai.
2. Saini – Entrepreneurship : Theory & Practice, Deep and Deep Publication.
3. Gupta C B – Entrepreneurial Development. Sultan Chand & Sons, New Delhi.

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Course Name: Mathematical Aptitude

Course Code: MA02   **Total Hours : 30**

OBJECTIVES

- To introduce the concepts of mathematics with emphasis on analytical ability and computational skills needed for competitive examinations.

UNIT – I   **(6 Hours)**

- Problems on Calendar, Data Interpretation and Data Sufficiency

UNIT – II   **(6 Hours)**

- Problems on Pipes & Cisterns, Percentage and Permutation & Combinations

UNIT – III   **(6 Hours)**

- Problems on Mensuration, Clocks and Elementary Algebra

UNIT – IV   **(6 Hours)**

- Problems on Puzzles, Analytical Reasoning and Alpha Numeric Reasoning

UNIT – V   **(6 Hours)**

- Problems on Probability and Elementary Statistics

COURSE OUTCOMES

After Completion of the Course, the students will be able to;

- Identify the given problem and solve it easily in competitive exams
- Solve the problem within fraction of minutes after knowing the tricks to solve a particular problem
- Solve logically using the formulas without a big calculation.

REFERENCE BOOKS

1. Logical & Analytical Reasoning – R.Gupta's.
2. A Modern Approach to Logical Reasoning – Dr.R.S. Aggarwal.

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