



International
Institute of Information
Technology Bangalore

VALUE ADDED COURSES

Course Name	BASICS OF LAPTOP MAINTANANCE AND OS INSTALLATION
Course Code	VACBLMI
Duration	30HRS

About the Course:

Important for aspiring computer techs to understand everything from computer components, installation of OS, configuration, fixing laptop hardware and troubleshooting etc.

Course objectives:

After completion of the course students will be able: -

1. To Describe the social and professional impact and importance of technology
2. Identify career opportunities related to technology

Course Content

Module 1: The Essentials of a Computer and Its Components Laptop Expansion Options

Module 2: Various motherboard technologies and identify important motherboard parts. Configuration changes to a computer

Module 3: Plan for a memory installation or upgrade - Configuring Windows Operating Systems

Module 4: Wi-Fi and Windows Networks Hardware parts that connect to different ports of a computer and laptop

Module 5: Basic troubleshooting - Install, configure, and troubleshoot Windows, Android, and iOS operating systems.

VALUE ADDED COURSES

Course Name	Academic Research & Report Writing
Course Code	VACARRW
Duration	30HRS

About the Course:

Importance of report writing in academics and research. Various kinds of academic and research activities. Necessity of report writing for achievement of academic and research goals. Various kinds of reports / presentations. Characteristics of academic and research reports / presentations. Conclusions. ASSIGNMENTS.

Course objectives:

After completion of the course students will be able: -

1. To become knowledgeable
2. To explore and achieve academic and research goals

Course Content

Module 1: Research paper writing:

Types of research papers, Structure of research papers, Research paper formats, Abstract writing, Methodology, Results and discussions, Different formats for referencing, Ways of communicating a research paper. ASSIGNMENTS

Module 2: Thesis writing:

Structure of a thesis, Scope of the work, Literature review, Experimental / computational details, Preliminary studies, Results and Discussions, Figures and Tables preparation, Conclusions and future works, Bibliography, Appendices, ASSIGNMENTS.

Module 3: Tools and Techniques:

Various word processors, e.g, MS Word, Libre-office, Latex etc. Making effective presentations using Power Point and Beamer, Uses of plagiarism detection tools. ASSIGNMENT.



VALUE ADDED COURSES

Course Name	Advanced Web Development
Course Code	VACAWD
Duration	30HRS

About the Course:

Explore the backbone of web page creation by developing .NET skill. Enrich knowledge about HTML control and web control classes. Provide depth knowledge about ADO.NET. Understand the need of usability, evaluation methods for web services

Course objectives:

On the successful completion of this course, Students will be able to:

- Recognize the importance of validation control, cookies and session.
- Apply the knowledge of ASP.NET object, ADO.NET data access and SQL to develop a client server model.
- Recognize the difference between Data list and Data grid controls in accessing data.
- Build Mobile Friendly Responsive & Interactive Web Apps.
- Build Web Application with HTML5, CSS3, Bootstrap 5, JavaScript, Python & Django.

Course Content

Module 1:

Fundamentals of JavaScript Code, JavaScript methods, Reusing Code with Functions, defining parameters and passing arguments, Simple Accordion with JavaScript, Hiding and showing elements with JavaScript.

Module 2:

Introduction to JavaScript Objects and the DOM, the global object, breaking open and manipulating objects, dynamically Changing Content with Custom Objects, Introduction to Arrays and the Math Object, Using the Math object to pick random headlines.

Module 3:

Exploring JavaScript Selectors, chaining selectors together, targeting elements by data attribute, setting up the selectors with data attributes, creating an array to store the selectors, Separating the inclusive and exclusive filters, Improving the user experience.

Module 4:

jQuery Lightbox: A Pop-up Image Viewer, Linking to the plugin files, Customizing the appearance, Initializing the plugin and setting options, Styling the error messages, Linking to the plugin files.



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VALUE ADDED COURSES

Course Name	BASICS OF PHOTOGRAPHY
Course Code	VACBP
Duration	30HRS

About the Course:

Documentary photographs as well as the majority of photographs found in picture magazines, newspaper, manuals, scientific publications, and pictures used for visual education belong to this category. Their purpose is either to educate people or to enable them to make correct decisions.

Course objectives:

After completion of the course students will be able: -

1. To work as photojournalists in the print media, digital media, fashion photographer for magazines, video photographer for digital media etc.
2. Students may also work as freelance photographers.

Course Content

Module 1: Introduction to Modern Photography and Camera

Module 2: Exploration of parts of the camera

Module 3: Basic principles and elements of Photography

Module 4: Understanding Camera and environment

Module 5: Practical analysis of different types of photography



VALUE ADDED COURSES

Course Name	Digital Photography Advanced
Course Code	VACDPA
Duration	32HRS

About the Course:

Digital Photography Advanced is designed for students who are seriously interested in the practical experience of art photography. Students will be introduced to new photographers, digital artists, artists, and more sophisticated techniques as points of departure to create work that reflects that individual student's spirit and vision. By exploring photographic and digital media with the camera and computer, students will be able to develop a body of work that reflects a range of problem solving and ideation, and develops versatility with techniques to demonstrate their abilities

Course objectives:

Course material and assignments provide opportunities to:

- a) Encourage creative and systematic investigation of formal and conceptual issues.
- b) Emphasize making photographic art as an ongoing process that involves the student in informed and critical decision making.
- c) Develop technical skills and become familiar with the functions of the visual elements.
- d) Become independent thinkers who will contribute inventively and critically to culture through the making of art photography.

Course Content

Module 1:

An exploration of patterns and designs found in nature and / or culture. A series of works that begins with representational interpretations and evolves into abstraction.

Module 2:

A series of fabric designs, apparel designs, or weavings used to express particular themes. Abstractions developed from cells and other microscopic images.

Module 3:

Ability to focus on particular visual interests or problems. Works that employ lines, shapes, or color to create unity or variety in compositions. Work that demonstrates symmetry / asymmetry, balance, anomaly.

Module 4:

Two-dimensional design, Geometric Shadows, Organic Forms and Texture, Monochromatic Variations of One Color, Poster Design, Interpretative Assignment: Self-Portrait as an Industrial Product.



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VALUE ADDED COURSES

Course Name	Email Etiquette Training
Course Code	VACEET
Duration	34HRS

About the Course:

In this age of fast changing technology, email is the preferred and often most efficient form of business communication. Yet many organizations overlook the etiquette framework that should be in place when using this very important business communications tool.

Course objectives:

In this course you will:

- Develop a heightened awareness of the potential perils of digital communication
- Master effective email structures to achieve clarity and successful communication
- Learn to write for the reader, starting with effective subject lines
- Make the most of 'email estate'
- Carefully consider the email recipients
- Learn to work within principles or 'rules of thumb' to ensure professional, clear & effective emails
- Perfect grammar because it matters
- Format messages for readability

Course Content

Module 1:

Introduction to Email Etiquette Training, Evaluate Your Email Usage, Workshop Objectives, Email Misuse and Abuse, Email is Easily Misinterpreted.

Module 2:

Create Structure for Success, Forward-To-CC-BCC, High Importance Vs Low Importance, Salutation, Introduction – Body – Conclusion, Signature, Draft, Time Delays.

Module 3:

Rules of Thumb, Effective Subject lines: Tell Me What You Need, As Short as Possible – Avoid Extra Words, 2 – 3 Lines per Paragraph Maximum

Module 4:

Grammar Perfect, Using Spell Checker, Check for Simple Sentences, Use the Active Voice, Punctuation, Emoticons, Text Talk.



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VALUE ADDED COURSES

Course Name	Fundamentals of Computing
Course Code	VACFC
Duration	30HRS

About the Course:

Today's world is an information-rich world and it has become a necessity for everyone to know about computers. Computer fundamentals is also very useful for undergraduate students of computer science, engineering, business administration, management, science, commerce and arts, where an introductory course on computers is a part of curriculum.

Course objectives:

Upon completion of the course, the students will be able to:

- Bridge the fundamental concepts of computers with the present level of knowledge of the students.
- use standard word, and spreadsheets, graphics generation packages.
- Demonstrate the building up of Sequential and combinational logic from basic gates.
- explain the representation of data and information in computer systems

Course Content

Module 1:

Introduction to computers: computer systems, classifications of computers. Computer hardware: computer organization, CPU Structure and functions, input/output devices, storage devices, computer memory. Computer software: operating system and utility programs, application software.

Module 2:

Data representation, computer arithmetic and number systems. Computer network and communication: data communications, network topology, network software, communication applications.

Module 3:

Information system development: information Systems: components, types and uses, system development lifecycle.

Module 4:

Document Creation in MS-WORD, Table Creation in Ms-Word, Ms-PowerPoint, Ms-Excel, Graphs and Charts. internet and the World Wide Web: history of the internet, internet service providers, Browser, World Wide Web.

VALUE ADDED COURSES

Course Name	Hardware Basics
Course Code	VACHB
Duration	34HRS

About the Course:

Computer hardware includes the physical parts of a computer, such as the case, central processing unit (CPU), monitor, mouse, keyboard, computer data storage, graphics card, sound card, speakers and motherboard.

Course objectives:

Course material and assignments provide opportunities to: -

- Understand the fundamentals of Hardware
- Understand the operations of basic PC hardware.

Course Content

Module 1:

Introduction to computer hardware, components of mother boards & its types-ports, slots, connectors, add on cards.

Module 2:

Power supply units, cabinet types. Storage devices. Primary & secondary storage medium.

Module 3:

Magnetic disc, RAM ,ROM ,PROM,EPROM,Floppy,CD Rom,CDRW, DVD, Virtual memory, Cache memory, Linear & Physical memory, video memory

Module 4:

Input devices-keyboard, mouse, types of mouse, joy stick, how input is taken in & given out, gaming device

Module 5:

Output devices- monitors-different types of monitors, printers & its types, Projectors.



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VALUE ADDED COURSES

Course Name	Innovation & Entrepreneurship
Course Code	VACIE
Duration	36HRS

About the Course:

Innovation is the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a different service. It is capable of being presented as a discipline, capable of being learned, capable of being practiced. Entrepreneurs need to search purposefully for the sources of innovation, the changes and their symptoms that indicate opportunities for successful innovation.

Course objectives:

The I&E-related learning objectives, which you can download in the red box, are divided into the following themes:

- Value creation and creativity
- Process understanding
- Collaboration
- To apply and integrate academic disciplines
- Enterprising behavior

Course Content

Module 1:

Creative Thinking and Practice, Leading Innovation in the Digital Age, Entrepreneurship for the Global Society, Prototyping/Co-Designing Solutions, Social Media Marketing Communications.

Module 2:

Leaders as Agents of Change, Financial Accounting for the Entrepreneurial Firm, Ethics, Law and Communication in Decision Making, Strategy for Innovation and Entrepreneurship.

Module 3:

Demonstrate specialized methodological knowledge in the field of entrepreneurship and innovation. demonstrate an understanding of the role of entrepreneurship and entrepreneurs for societal development and economic growth, demonstrate the ability to work in multicultural teams.



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VALUE ADDED COURSES

Course Name	Managerial Economics
Course Code	VACME
Duration	35HRS

About the Course:

Managerial economics is a branch of economics which deals with the application of economic concepts, theories, tools, and methodologies to solve practical problems in a business. ... It helps the manager in decision-making and acts as a link between practice and theory.

Course objectives:

Course material and assignments provide opportunities to: -

- Familiar students with the concepts and analytical tools from micro economic theory that are useful to managers in making decisions at the firm level.

Course Content

Module 1:

Introduction: Nature, Scope and Significance of Managerial Economics, its Relationship with other Disciplines, Role of Managerial Economics in Decision Making, Decision Making under Risk and Uncertainty.

Module 2:

Consumer Behaviour and Demand Analysis: Cardinal and Ordinal Approaches to Consumer Behaviour, Demand Functions, Determinants of Demand, Elasticity of Demand, Derivation of market Demand, Demand Estimation and Forecasting.

Module 3:

Theory of Production and Cost: Managerial uses of Production Function, Short Run and Long Run Production Analysis, Isoquants, Optimal Combination of Inputs, Empirical Estimation of Production Functions; Traditional and Modern Theory of Cost in Short and Long Runs, Economies of Scale and Economies of Scope, Empirical Estimation of Cost Function.

Module 4:

Theory and Behaviour of Firm: Profit Maximization, Alternative Objectives of Business Firms, Price Output decisions under Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly, Pricing



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Policies and Methods, Strategic Behaviour of Firms and Game Theory: - Nash Equilibrium, Prisoner's Dilemma – Price and Nonprice Competition.

Module 5:

Introduction to macroeconomics; national income, inflation, unemployment and poverty, consumption function, investment function, Government, foreign trade and foreign exchange rate functions, money demand and supply function, production function, factor market and aggregate supply function, state of macroeconomics.

VALUE ADDED COURSES

Course Name	MS Word and Excel
Course Code	VACMSWES
Duration	30HRS

About the Course:

The course introduces you to fundamental MS Word and Excel concepts. You will learn to use the following applications: word processing program (MS Word) and the spreadsheet program (MS Excel) This class is intended for students requiring 'hands-on' knowledge of computer applications.

Course objectives:

After completion of the course students will be able: -

1. Learn to Handle Small and Big Data Better.
2. Employability Increases.
3. Having Advanced Excel Knowledge Makes Valuable Employee.

Course Content

Module 1: INTRODUCTION TO WINDOWS AND MS OFFICE:

Main Parts of the Computer Operating System, Application Software, Windows, Log on/off & Shutdown Procedure, Password Changes, Lock this computer Facility, Aero Effect (Peak, Shake, Snap), Desktop Icons etc. Introduction to MS Office, different applications in MS Office.

Module 2: MS WORD:

Introduction, Creating & Saving a Document. Save as command. Page set up. Scrolling through a Document, Office Button, Closing a Document. Home Tab - Cut, Copy and Paste, Applying Font Styles, Change Case, Line Spacing, Paragraph Formatting, Bullets and Numbering, Find and Replace Zoom Control, etc. Insert Tab - Header and Footer, Page Number, Page Break, Tables, Symbol, Picture, Object, Word Art etc. Page layout Tab – Page Setup, Breaks, Columns, Borders and Shading, Watermark, Indents, Paragraph Spacing etc. Reference Tab – Table of Contents, Foot Notes, Citation & Bibliography, Captions, Table of Figures, index, Table of Authorities etc. Mailings Tab - Envelops, Labels, Mail Merge etc. Review Tab – Thesaurus, Word Count, Set Language, Comments, Track Changes, Protect Document etc. Hyperlink, Bookmark and Printing Documents, Save as in different Formats), Keyboard Shortcuts.

Module 3: EXCEL 2007



Introduction - Starting Excel, Introducing the Concepts of Work Sheets and Work Book, Sheet Tabs (Switching Between Worksheets, Renaming, Adding, Deleting and Rearranging), Rows, Columns and Cells (Insert/Delete, Rename etc.) Formula Bar, Name Box, Status Bar, Active Cell, Fill Handle, Entering Data, Saving Work Book, etc. Formatting Columns and Rows (Selecting, Inserting, Deleting, Widening, Hide, Unhide), Changing the Font Size and Alignment, Moving between Cells, Enter Key Directions, Auto Filling to Enter Data Series, Changing Text Wrap, Vertical Alignment and Orientation of Cell Entries. Merging Cells. Entering Values in a Table, Using Border and Colour, Number Formatting, Using Simple Formulas, Auto Sum, copying with Fill Handle, Using Reference Operators (Range, Union), Header and Footer, Inserting Symbols, etc. Using Functions, Commonly Used Simple Functions (Now, Sum, Sum if, Average, Min, Max, Count, Count if etc.) Creating Charts, Editing a Chart- Changing the Chart Type and Orientation of the Data Series, Editing chart Titles, Legend and Gridlines, Formatting the values on Y Axis, Moving and resizing the embedded chart. Logical Functions, Simple If Function Nested Functions; Sorting (Simple & Complex), Filtering Data (Auto Filter & Advanced Filter), Get External Data, Goal Seek, Conditional Formatting, Data Validation, and Subtotals. Hide and Protect Sheet, Book, Cells, Inserting Pictures and Objects, Freezing Panes, Page Setup, Print Area, Printing Worksheet & Charts, Keyboard Shortcuts.



VALUE ADDED COURSES

Course Name	ORGANISATIONAL BEHAVIOUR
Course Code	VACOB
Duration	32HRS

About the Course:

All organizations, be the business, educational or government, are social systems. They are run by people. The functioning of an organization depend upon how people work or behave in the organization. Human behaviour in organizations is highly unpredictable. It is unpredictable because it arises from people's deep-seated needs and value systems. However, it can be partially understood in terms of the framework of behavioral science, management and other disciplines. There is no idealistic solution to organizational problems. All that can be done is to increase our understanding and skills so that human relations at work can be enhanced.

Course objectives:

Course material and assignments provide opportunities to: -

- Achieving higher productivity and accomplishing the goals of the organization.
- Understand the employee behavior within the organization and tries to control, improve, develop it.

Course Content

Module 1:

OB: Learning objectives, Definition & Meaning, Why to study OB, An OB model, New challenges for OB Manager

LEARNING: Nature of learning, How learning occurs, Learning & OB

Case Study Analysis

Module 2:

- PERSONALITY: Meaning & Definition, Determinants of Personality, Personality Traits, Personality & OB
- PERCEPTION: Meaning & Definition, Perceptual process, Importance of Perception in OB

- MOTIVATION: Nature & Importance, Herzberg's Two Factor theory, Maslow's Need Hierarchy theory, Alderfer's ERG theory
- Case Study Analysis

Module 3:

- COMMUNICATION: Importance, Types, Barriers to communication, Communication as a tool for improving Interpersonal Effectiveness
- GROUPS IN ORGANISATION: Nature, Types, Why do people join groups, Group Cohesiveness & Group Decision Making- managerial Implications, Effective Team Building
- LEADERSHIP: Leadership & management, Theories of leadership- Trait theory, Behavioural Theory, Contingency Theory, Leadership & Followership, How to be an Effective Leader
- CONFLICT: Nature of Conflict & Conflict Resolution
- TRANSACTIONAL ANALYSIS: An Introduction to Transactional Analysis
- Case Study Analysis

Module 4:

- ORGANISATIONAL CULTURE: Meaning & Definition, Culture & Organisational Effectiveness
- HUMAN RESOURCE MANAGEMENT: Introduction to HRM, Selection, Orientation ,Training & Development, Performance Appraisal, Incentives
- ORGANISATIONAL CHANGE: Importance of Change, Planned Change & OB Techniques
- INTERNATIONAL OB: An Introduction to Individual & Interpersonal Behaviour in Global Perspectives
- Case Study Analysis

VALUE ADDED COURSES

Course Name	Research Ethics
Course Code	VACRE
Duration	30HRS

About the Course:

Understand and learn how to ethically write an article to avoid the plagiarism issues while writing research publications.

Course objectives:

After completion of the course students will be able: -

- To make the students aware of the emerging ethical issues in modern research.
- To enable the students to understand the role and responsibilities of Research Ethics Committees
- To make the students aware of the necessity of honesty & integrity while doing research.

Course Content

THEORY

Module 1: Philosophy and Ethics

Module 2: Scientific Conduct

Module 3: Publication Ethics

PRACTICLE

Module 4: Open Access Publishing

Module 5: Publication Misconduct

VALUE ADDED COURSES

Course Name	Stress Management Course
Course Code	VACSM
Duration	34HRS

About the Course:

The nature of stress and the physiological and psychological effects of prolonged stress response. Includes short and long term somatic, behavioral techniques (exercise, relaxation, meditation, nutrition, time management and goal setting) for management of stress.

Course Objectives:

As a result of taking this class, students are expected to be able to: -

1. Understand the nature of stress;
2. Comprehend the psychological and physiological effects of stress;
3. Grasp the concepts related to individual and cultural differences in stress reactions across lifespan;
4. Assess individual risk factors as related to stress (behavioral, emotional, physical, spiritual);
5. Understand and learn how to use various techniques and determine the most appropriate method to aid in managing your reaction to stress;
6. Develop the ability to tap personal strengths for preventing stress and achieving meaningful goals; and
7. Accept the responsibility of taking charge of your own levels of stress.

Course Content

Module 1: Understanding The Nature of Stress:

- A. The Meaning of Stress
- B. The Body's Reactions to Stress
- C. Sources of Stress Across the Lifespan
- D. Adaptive and Maladaptive Behavior
- E. Individual and Cultural Differences

Module 2: Strategies of Stress Management and Prevention:

- A. Challenging Stressful Thinking
- B. Problem Solving and Time Management
- C. Psychological and Spiritual Relaxation Methods
- D. Physical Methods of Stress Reduction
- E. Preparing for the Future: College and Occupational Stress



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- F. Care of the Self: Nutrition and Other Lifestyle Issues
- G. Stress and Conflict in Relationships

Module 3: Strategies of Synthesis and Prevention:

- A. Resilience and Stress
- B. Optimal Functioning
- C. Making Changes Last

VALUE ADDED COURSES

Course Name	Time Management
Course Code	VACTM
Duration	34HRS

About the Course:

Manage time more effectively and work more efficiently with practical strategies and options. Essential, but often overlooked, skills to help you be more organized, work efficiently, increase productivity and save time. Improving time management is a core skill for anyone wishing to work efficiently and establish good habits. Implementing your action plan will help you reduce stress and enhance your productivity.

Course Objective:

The aim of the current research was to determine the relationship between the time management skills and academic achievement of the students. Time management is very important and it may actually affect individual's overall performance and achievements. However, all of these are related by how individuals manage their time to suit their daily living or to make it flow steadily with their routines. Conducive settings and environment will surely promote positive outcomes to the students, besides having good lectures given by their teachers. Nevertheless, students' time management can be considered as one of the aspects that can move a student to be a good student. A good time management is vital for students to shine.

Course Content

Module 1: Aspects of Time Management:

- Planning & Goal Setting
- Managing yourself
- Dealing with other people
- Your time
- Getting Results

Module 2: Fundamentals of Time Management:

- Focus is on time and resources
- Pre-analysis of performance
- Analysis of goals and objectives
- Systemization of processes

Module 3: Productive Work:

- Busy vs. Productive
- Indecision & Delay



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- Overwork
- Urgency v's Importance
- Prioritization

Module 4: Time Management System:

- Functional
- Portable
- Intelligible
