

CERTIFICATE COURSE IN 2D ANIMATION – SYLLABUS

Wrap tool, puppet tool, selective tool, displacement tool, lens correction tool, pinch tool, polar coordinator, ripple tool, shear tool, sphere tool, swirl tool, wave tool, zigzag tool, crystallizer tool, pixel disintegration tool, stylize:-diffuse, emboss, extrude, solarize, tiles, trace, wind, pixel disintegration, lighting effects, emboss text, 3d modes, 3d extrusion from layer, 3d extrusion from path, 3d selection from current selection, mesh from layer, environment, scene, infinite lights, current view, sub tools of all these tools.

Animations in photoshop

Introduction of flash, selection tools, sub selection tool, free transform tool, 3d rotation tool, lasso tool, line tool, shape tool, pen tool, text tool, layers, bucket tool, eye dropper, convert tool, mask tool, create classic twin, how to make classic twin animation, clock animation, flag animation, stickman animation.

CERTIFICATE COURSE IN 3D ANIMATION – SYLLABUS

Animation maya

1. Modelling

- Maya interface
- Modelling basics, tools , selection
- Model making
- Pencil, house, building, hammer, landscape, bridge ,woodcrates
- Boxes ,vase, knife, beer bottle, wine bottles, oil drum, sofa
- Table chair set, lowpoly interior , detailed house, battery
- Cerial box ,lays packet, low poly campfire, lipstick , lamp post
- Ancient ruins,

2. Texturing

- Uv editor
- Unwrapping
- Textur making
- Textur assigning
- Texturing models

3. Lighting

- Importants of light
- Maya light
- Arnold light
- Lights attributes
- Light setup

4. Animation

- What is animation
- Animation principles
- Animation interface
- Timeline
- Autokey
- Key frames
- Handling controllers
- Curv editor
- Solid Poses
- Ball bounce (with animation principles)
- Walk cycle

5. Rendering

- Camera setup
- Camera motion, keying
- Render in maya software
- Render in Arnold
- Render attributes
- Final render.

DIPLOMA IN IFRS AND IND AS (COVERING DIFFERENCE BETWEEN IND AS AND IFRS) – SYLLABUS

- Introduction
- Ind AS 1- Presentation of Financial Statements
- Ind AS 8- Accounting policies, changes in accounting estimates and errors
- Ind AS 16- Property, plant and equipment
- Ind AS 40- Investment property
- Ind AS 38- Intangible assets
- Ind AS 20- Accounting for government grants and Disclosure of government assistance
- Ind AS 10- Events after the reporting period
- Ind AS 23- Borrowing costs
- Ind AS 36- Impairment of assets
- Ind AS 17- Leases
- Ind AS 2- Inventory
- Ind AS 41- Agriculture
- Ind AS 37- Provisions, Contingent Liabilities and Contingent Assets
- Ind AS 21- The effects of changes in foreign exchange rates
- Ind AS 12- Income Taxes
- Ind AS 24- Related party disclosures
- Ind AS 18 Revenue
- Ind AS 11 Construction contracts
- Ind AS 105 - Non current assets held for sale and discontinued operations
- Ind AS 33- Earnings per share
- Financial Instruments (Covering Ind AS 32, Ind AS 39, Ind AS 107 & Ind AS 109)
- Consolidation - Part 1 (Covering Ind AS 27, Ind AS 28, IFRS 3, IFRS 10, IFRS 11 & IFRS 12)
- Consolidation - Part 2
- Ind AS 19- Employee benefits
- Ind AS 108- Operating segments
- Ind AS 102- Shared Based payment
- Ind AS 106- Exploration for and evaluation of mineral resources
- Ind AS 1-1- First time adoption of Ind AS
- Ind AS 34- Interim financial reporting

CERTIFICATE COURSE IN MS OFFICE - SYLLABUS

Annexure A

Course contents for Working with Ms Office:

After completing this course, students will be able to work effectively and understand:

- Creating and Managing Professional Documents Using Word 2013
 - Create a document
 - Edit documents by locating and modifying text
 - Add tables to a document
 - Add graphic elements to a document
 - Proof documents to make them more accurate
 - Control documents page setup and its overall appearance
- Presenting and Managing Data Effectively Using Excel 2013
 - Modifying a worksheet
 - Performing calculations
 - Formatting a worksheet
 - Developing a workbook
 - Printing workbook contents
 - Presenting data using charts
- Creating and Managing Presentations Using Office PowerPoint 2013
 - Work with PowerPoint environment
 - Create presentation
 - Add text and apply themes to a presentations
 - Format text on slides
 - Add graphical objects to a presentations
 - Modify objects on slides
 - Add table to a presentations
 - Add chart to a presentations
 - Prepare to deliver a presentation
- Communicate and Manage Tasks, Contacts and Appointments Using Outlook 2013
 - Identify the components of the outlook environment
 - Compose and respond to a message
 - Use folders to manage mails
 - Schedule appointments
 - Schedule meetings in outlook
 - Create and manage tasks
 - Manage contacts and contact information in outlook
 - Flag and color outlook items

CERTIFICATE COURSE IN MS EXCEL 2013 - SYLLABUS

Annexure B

Course contents for Working With Advance Excel 2013

Introduction

IT is an integral part of every organization, it is but natural that individuals working in such organizations would be employing IT tools in business processes and feel the need of being well versed with such tools that would result in better productivity.

Swift Advanced Excel is a course under the Office Productivity Curriculum which will enable the learner to appreciate and use the advanced features available with Microsoft Excel. Participants will be able to apply visual elements and advanced formulas to an Excel worksheet and display data in various formats. Swift Advanced Excel course will impart skills in MS Excel 2013.

After completing this course, students will be able to work effectively and understand:

- Calculating data with advanced formulas
- Organizing Worksheet and Table data
- Presenting Data using Charts
- Analyzing Data using pivot tables and pivot charts
- Inserting graphic Objects
- Customizing and Enhancing workbooks and the Excel environment
- Streamlining workflow
- Collaborating with others
- Auditing worksheets
- Analyzing data
- Working with multiple workbooks
- Importing and Exporting data
- Using Excel with the web
- Structuring workbooks with XML
- Automating business operations
- Manipulating the Excel environment

MUTUAL FUND AGENT - SYLLABUS

Training Delivery Plan								
Program Name:		Mutual Fund Agent						
Qualification Pack Name & Ref. ID		Mutual Fund Agent: BSC / Q 0601						
Version No.				Version Update Date				
Pre-requisites to Training (if any)								
Training Outcomes		By the end of this program, the participants would have achieved the following competencies:						
		1. Offers mutual funds to prospective investors, maintain records of their investments						
		2. Conducts regular market research to advise customers						
		3. Assist with application process to buy new mutual fund						
		4. Knowledge about after sale service and support						
		5. Develop communication skills that help interact with the customers.						
		6. Time management to eliminate to achieve goals within timelines.						
		7. Dealing with problem and taking decision.						
		8. Working as a team-player and contribute towards the common goal.						
Session/Module Break-up								
Chapter wise allocation	Session	Session name	Key learning objectives	NOS code	Practical	Theory	Methodology	Training Tools/Aids
	1	INTRODUCTION TO BFSI		SSC / N 0601		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
<i>chapter 1 CONCEPT OF MUTUAL FUND</i>	2	CONCEPT MUTUAL FUND	Learning concept of mutual fund, role of mutual funds from perspective of an investor, company and government, advantages of mutual fund, knowing the meaning of term investment objective in definition of mutual fund	SSC / N 0601		1	ILT and Practical Demo	PC with Internet connection
	3	WORKING OF MUTUAL FUNDS		SSC / N 0601	1		Practical Demo	PC with Internet connection
	4	CHARACTERISTICS OF FUND		SSC / N 0601		1	ILT and Practical Demo	PC with Internet connection
	5	CHARACTERISTICS OF FUND		SSC / N 0601		1	ILT and Practical Demo	PC with Internet connection
	6	PRACTICAL SESSION (FACTORS THAT THEY WILL LOOK IN MF)		SSC / N 0601	1		Practical Demo	PC with Internet connection
	7	PRACTICAL SESSION (COMPARE YOUR CHOSEN SCHEME WITH OTHER SCHEMES AND SEE THE DIFFERENCE)		SSC / N 0601	1		Practical Demo	PC with Internet connection
<i>chapter 2 TYPES OF FUND</i>	8	TYPES OF FUND AND ITS PERFORMANCE (OPEN ENDED AND CLOSED ENDED, ACTIVE AND PASSIVE FUND)	Types of mutual fund, relating your investment in mutual fund according to your investment objective/need. *Case study shall be done with in class itself.	SSC / N 0601		1	ILT and Practical Demo	PC with Internet connection
	9	TYPES OF FUND AND ITS PERFORMANCE (EQUITY FUND)		SSC / N 0601		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC

	10	TYPES OF FUND AND ITS PERFORMANCE (DEBT FUND)		SSC / N 0601		1	ILT and Practical Demo	PC with Internet connection
	11	TYPES OF FUND AND ITS PERFORMANCE (HYBRID FUND)		SSC / N 0601		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	12	PRACTICAL SESSION (ACC TO THE FEATURES DISCUSSED WHY YOU CHOOSE WHICH FUND)		SSC / N 0601	1		Practical Demo	Whiteboard, Marker, Projector and PC
	13	PRACTICAL SESSION (LIST DOWN THE FEATURES)		SSC / N 0601	1		Practical Demo	Whiteboard, Marker, Projector and PC
	14	INTERACTIVE SESSION (PROBLEMS TO BE TAKEN IN ANALYZING PROCESS AND DISCUSSED)		SSC / N 0601	1		Practical Demo	PC with Internet connection
	15	PRACTICAL SESSION ON SELECTION OF MF IN CLASS ITSELF		SSC / N 0601	1		Practical Demo	PC with Internet connection
	16	DISCUSSION ON THE FEATURES IN CLASS ITSELF		SSC / N 0601	1		Practical Demo	PC with Internet connection
	17	INTERACTIVE SESSION (PROBLEMS TO BE TAKEN IN COMPARISON PROCESS OF MF)		SSC / N 0601	1		Practical Demo	PC with Internet connection
<i>chapter 3</i> <u>VARIOUS PARTIES INVOLVED IN MUTUAL FUND SCHEME</u>	18	REGISTER FOR REGULAR STOCK MARKET UPDATES FOR ADDITIONAL INSIGHTS	Various parties are involved in process of mutual fund, understanding the role for each party. Discussing the horizon of your return in a particular mutual fund scheme according to your investment needs.	SSC / N 0601	1		Practical Demo	Whiteboard, Marker, Projector and PC
	19	VARIOUS PARTIES INVOLVED		SSC / N 0601	1		Practical Demo	PC with Internet connection
	20	PRACTICAL SESSION (REGISTRATION PROCESS)		SSC / N 0601	1		Practical Demo	PC with Internet connection
	21	WHAT CAN FUNDS DO? (DISCUSSING THE HORIZON OF PROFITS AND LOSSES)		SSC / N 0601		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	22	WHAT CAN FUNDS DO? (DISCUSSING THE HORIZON OF PROFITS AND LOSSES)		SSC / N 0601	1		Practical Demo	PC with Internet connection
<i>chapter 4</i> <u>MARKET RESEARCH PROCESS</u>	23	SOURCES OF DATA AND MARKET PROCESS	Data research, explaining primary and secondary research	SSC / N 0601		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	24	SOURCES OF DATA AND MARKET PROCESS		SSC / N 0601		1		
<i>chapter 5</i> <u>LEGAL & REGULATORY ENVIRONMENT</u>	25	REGULATIONS OF SEBI	Regulatory framework, SEBI & AMFI, explaining investors rights and obligations	SSC / N 0601		1		

	26	REGULATIONS OF SEBI		SSC / N 0601		1		
	27	REGULATIONS OF SEBI		SSC / N 0601		1		
	28	INVESTORS RIGHT AND OBLIGATIONS		SSC / N 0601		1		
	29	INVESTORS RIGHT AND OBLIGATIONS		SSC / N 0601		1		
	30	INVESTORS RIGHT AND OBLIGATIONS		SSC / N 0601		1		
<i>chapter 6 OFFER DOCUMENT</i>	31	HOW MUTUAL FUND MAKE MONEY?	Discussing in detail offer document, terms involved in an offer documents, role of SAI & SDI	SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	32	PROCESS OF PURCHASING MF		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	33	KNOWING ABOUT OFFER DOCUMENTS		SSC / N 0602		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	34	DETAIL ROLE OF OFFER DOCUMENT		SSC / N 0602		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	35	DETAIL ROLE OF SAI		SSC / N 0602		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	36	DETAIL ROLE OF SDI		SSC / N 0602		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	37	PRACTICAL SESSION (INTERACTIVE SESSION WITH STUDENTS)		SSC / N 0602	1		Practical Demo	PC with Internet connection
	38	DOCUMENTATION REQUIRED TO BE SUBMITTED BY CUSTOMER WHILE OPENING ACCOUNT		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
<i>chapter 7 MUTUAL FUND IN RELEVANCE WITH INVESTOR GOAL</i>	39	MUTUAL FUND IN RELEVANCE TO INVESTORS GOAL/SCHEME	Choosing your investment needs, understanding features of your investment needs and accordingly choosing the right fit for investor.	SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	40	MUTUAL FUND IN RELEVANCE TO INVESTORS GOAL/SCHEME		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	41	MUTUAL FUND IN RELEVANCE TO INVESTORS GOAL/SCHEME		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	42	MUTUAL FUND IN RELEVANCE TO INVESTORS GOAL/SCHEME		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	43	MUTUAL FUND IN RELEVANCE TO INVESTORS GOAL/SCHEME		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	44	CONDUCTING RISK PROOFING		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	45	FEATURES TO BE KEPT IN MIND WHILE DOING RISK PROFILING		SSC / N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC

<i>chapter 8</i> <i>MODES OF PAYMENT</i>	46	KNOWING FILLING OF MUTUAL FUND APPLICATION FORM,ITS TERMS AND CONDITIONS	Understanding modes of payment, scope of SIP way of investment, advantage of SIP. Other modes SWP, STP.	SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	47	KNOWING FILLING OF MUTUAL FUND APPLICATION FORM,ITS TERMS AND CONDITIONS		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	48	KNOWING FILLING OF MUTUAL FUND APPLICATION FORM,ITS TERMS AND CONDITIONS		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	49	MODE OF PAYMENT (LUMPSUM)		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	50	MODE OF PAYMENT (SIP)		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	51	MODE OF PAYMENT (STP)		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	52	MODE OF PAYMENT (SWP)		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	53	HOW TO KEEP CHECK ON NAV FUND AND IT'S CALCULATIONS		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	54	HOW TO KEEP CHECK ON NAV FUND AND IT'S CALCULATIONS		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	55	HOW TO KEEP CHECK ON NAV FUND AND IT'S CALCULATIONS		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
<i>chapter 9</i> <i>NEED & ROLE OF ASSET ALLOCATION</i>	56	HOW TO MIX INVESTMENT OF MUTUAL FUND IN YOUR PORTFOLIO WITH ASSET ALLOCATION	Need and scope of asset allocation, analysing return, risk and performance of fund / scheme, comparing with peer fund / scheme.	SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	57	HOW TO MIX INVESTMENT OF MUTUAL FUND IN YOUR PORTFOLIO WITH ASSET ALLOCATION		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	58	PRACTICAL SESSION (QUESTIONS TO BE TAKEN AND ANSWERED)		SSC / N 0603	1		Practical Demo	PC with Internet connection
	59	RETURN, RISK AND PERFORMANCE OF FUND		SSC / N 0603	1		Practical Demo	Whiteboard, Marker, Projector and PC
	60	RETURN, RISK AND PERFORMANCE OF FUND		SSC / N 0603	1		Practical Demo	PC with Internet connection
	61	RETURN, RISK AND PERFORMANCE OF FUND		SSC / N 0603	1		Practical Demo	PC with Internet connection
	62	RETURN, RISK AND PERFORMANCE OF FUND		SSC / N 0603	1		Practical Demo	PC with Internet connection

	63	INTERACTIVE SESSION MCQ BASED		SSC / N 0601/02/03	1		Practical Demo	Whiteboard, Marker, Projector and PC
	64	INTERACTIVE SESSION MCQ BASED		SSC / N 0601/02/03	1		Practical Demo	Whiteboard, Marker, Projector and PC
	65	INTERACTIVE SESSION MCQ BASED		SSC / N 0601/02/03	1		Practical Demo	Whiteboard, Marker, Projector and PC
	66	INTERACTIVE SESSION MCQ BASED		SSC / N 0601/02/03	1		Practical Demo	Whiteboard, Marker, Projector and PC
<i>chapter 10 MARKET TECHNIQUE OF FUND DISTRIBUTION</i>	67	UPDATING CUSTOMERS ON EXISTING SCHEMES	Keeping customer updated about any change in fund / scheme, ways to market / sell mutual fund / scheme.	SSC / N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	68	MARKETING TECHNIQUES OF SELLING		SSC/ N 0602	1		Practical Demo	Whiteboard, Marker, Projector and PC
	69	MARKETING TECHNIQUES OF SELLING		SSC/ N 0604		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	70	MARKETING TECHNIQUES OF SELLING		SSC/ N 0604		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	71	INTERACTIVE SESSION MCQ BASED		SSC/ N 0604		1	ILT and Practical Demo	Whiteboard, Marker, Projector and PC
	72	INTERACTIVE SESSION MCQ BASED		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	73	INTERACTIVE SESSION MCQ BASED		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	74	INTERACTIVE SESSION MCQ BASED		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
<i>chapter 11 ACCOUNTING, TAXATION & VALUATION</i>	75	ACCOUNTING, VALUATION AND TAXATION	Accounting, valuation and taxation status.	SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	76	ACCOUNTING, VALUATION AND TAXATION		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	77	ACCOUNTING, VALUATION AND TAXATION		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	78	ACCOUNTING, VALUATION AND TAXATION		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	79	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	80	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	81	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	82	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC

	83	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	84	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	85	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	86	QUESTIONNAIRE SESSIONS		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
<i>chapter 12 RECOMMENDING FINANCIAL PLANNING</i>	87	POST SALES ACTIVITIES	Need of financial planner, understanding their investment objectives, conducting their portfolio accordingly.	SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	88	POST SALES ACTIVITIES		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	89	POST SALES ACTIVITIES		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	90	POST SALES ACTIVITIES		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	91	HELPING INVESTORS WITH FINANCIAL PLANNING AND PORTFOLIO MANAGEMENT		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	92	HELPING INVESTORS WITH FINANCIAL PLANNING AND PORTFOLIO MANAGEMENT		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	93	HELPING INVESTORS WITH FINANCIAL PLANNING AND PORTFOLIO MANAGEMENT		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
<i>Assessment and soft skill sessions</i>	94	ASSIGNMENT 1		SSC/ N 0604	1		Practical Demo	Whiteboard, Marker, Projector and PC
	95	ASSIGNMENT 2		SSC / N 0601/02/ 03/04	1		Practical Demo	Whiteboard, Marker, Projector and PC
	96	ASSIGNMENT 3		SSC / N 0601/02/ 03/04	1		Practical Demo	Whiteboard, Marker, Projector and PC
	97-104	ETIQUETTE AND INTERACTIVE SESSION	Soft skill sessions	SSC / N 0601/02/ 03/04		8	ILT and Practical Demo	PC with Internet connection
	105-112	ROLE PLAY ON INDUSTRY KNOWLEDGE WITH INDUSTRY CALLS		SSC / N 0601/02/ 03/04		8	ILT and Practical Demo	PC with Internet connection
	113-120	TECHNICAL/DOMAIN/COGNITIVE SKILLS		SSC / N 0601/02/ 03/04		8	ILT and Practical Demo	PC with Internet connection
	TOTAL HOURS				72 HOURS	48 HOURS		
EXTERNAL ASSESSMENT								

