



IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to University of Calicut)

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

0494 2 686 675 | 2 687 475 | 2 688 455 | 2 688 575

www.idealcollegekadakassery.ac.in

icas@idealeducation.org

Addon Syllabus – 2021-2022



IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to University of Calicut)

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

0494 2 686 675 | 2 687 475 | 2 688 455 | 2 688 575

icas@idealeducation.org | www.idealcollegekadakassery.ac.in



IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to University of Calicut)

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

0494 2 686 675 | 2 687 475 | 2 688 455 | 2 688 575

www.idealcollegekadakassery.ac.in

icas@idealeducation.org

ADD-ON SYLLABUS(2021-2022)

SLNO	NAME OF THE COURSE	DEPARTMENT
1	FOOD TECHNOLOGY	BA ENGLISH
2	COMMUNICATION VERBAL AND NON-VERBAL	BA ENGLISH
3	MASS MEDIA AND COMMUNICATION	BA ENGLISH
4	OFFICE AUTOMATION	BCA
5	INTRODUCTION TO ETHICAL HACKING	BCA
6	INTRODUCTION TO ROBOTICS	BCA
7	FLASH (FLOOR FOR ADDITIONAL SKILL HUNT)	COMMERCE
8	COMPREHENSIVE PALIATIVE CARE ESSENTIAL	BSW
9	ENVIRONMENTAL AND SUSTAINABLE STUDIES	BSW



IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to the University of Calicut)

Kadakassry, Ayankalam PO, Thavanur, Malapuram 679573

SUBJECT: FOOD TECHNOLOGY

CODE: ICAS/ENG22/01

Course Objectives:

- To understand the nature of interpersonal communication
- To appreciate the importance of assertion in interpersonal communication and be introduced to some key assertion strategies
- To understand the interpersonal nature of giving feedback, receiving criticism and resolving conflicts
- To establish attentive listening as an assertion strategy
- To understand meeting skills as interpersonal skill

Course Outcomes: Upon completion of the course, the student will be able to demonstrate knowledge of the following topics

1. Discuss learning goals
2. Contribute to safe learning environment
3. Have given thoughtful and diligent assessment of the learner's assets and needs prior to the exchange
4. Recognize that effective feedback is usually uncomfortable
5. Assess recipient's level of readiness for feedback
6. Identify and address barriers to receiving feedback
7. Develop a safe space for discussion and critical appraisal of the feedback give
8. Mutually arrive at a meaningful assessment and plan of action towards learning objective

Module 1: Introduction to Food Technology

- Introduction to Food Science and Technology
- Basic Principles of Food Preservation
- Food Processing Equipment

Module 2: Food Chemistry

- Food Constituents and their Functions
- Chemical Reactions in Food
- Food Additives and Contaminants

Module 3: Food Microbiology

- Introduction to Microorganisms
- Microbial Growth and Control
- Foodborne Diseases

Module 4: Food Engineering Principles

- Basics of Food Engineering
- Heat Transfer in Food Processing
- Fluid Flow and Mixing

Module 5: Nutrition and Food Quality

- Introduction to Human Nutrition
- Food Quality and Safety
- Functional Foods and Nutraceuticals


Prof. KOYAKUTTY T. K.
PRINCIPAL
IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSERY





IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to the University of Calicut)

Kadakassery Ayankalam PO Thavanur Malapuram 679573

SUBJECT: COMMUNICATION- VERBAL & NON VERBAL TECHNIQUES

CODE: ICAS/ENG22/02

Course Objectives:

- To understand the nature of interpersonal communication ·
- To appreciate the importance of assertion in interpersonal communication and be introduced to some key assertion strategies ·
- To understand the interpersonal nature of giving feedback, receiving criticism and resolving conflicts ·
- To establish attentive listening as an assertion strategy ·
- To understand meeting skills as interpersonal skill

Course Outcomes: Upon completion of the course, the student will be able to demonstrate knowledge of the following topics

1. Discuss learning goals
2. Contribute to safe learning environment
3. Have given thoughtful and diligent assessment of the learner's assets and needs prior to the exchange
4. Recognize that effective feedback is usually uncomfortable
5. Assess recipient's level of readiness for feedback
6. Identify and address barriers to receiving feedback
7. Develop a safe space for discussion and critical appraisal of the feedback give
8. Mutually arrive at a meaningful assessment and plan of action towards learning objective·

Module 1: Foundations of Communication

- Introduction to Communication
- Communication Process and Models
- Barriers to Effective Communication
- Cultural Influences on Communication

Module 2: Verbal Communication Techniques

- Components of Verbal Communication
- Speech and Presentation Skills
- Listening Skills
- Interpersonal Communication

Module 3: Non-Verbal Communication Techniques

- Introduction to Non-Verbal Communication
- Body Language
- Paralanguage
- Space and Environment

Module 4: Professional Communication

- Business Communication
- Communication in Teams
- Interviewing Skills
- Public Relations and Media Communication

Module 5: Advanced Communication Techniques

- Persuasive Communication
- Intercultural Communication
- Communication Technology
- Evaluating Communication Effectiveness


Prof. KOYAKUTTY T. K.
PRINCIPAL

IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSERY, AYANKALAM, P.O. THAVANUR
MALAPPURAM DT., KERALA, PIN: 679 594



Module 1: Introduction to Mass Media

- Definition and Scope of Mass Media
- History of Mass Media
- Media Theories and Models

Module 2: Media and Society

- Role of Media in Society
- Media Ethics and Law
- Media and Globalization

Module 3: Media Production and Techniques

- Basics of Journalism
- Broadcast Media Production
- Digital Media Production

Module 4: Communication Theories and Practices

- Fundamentals of Communication
- Communication Models
- Interpersonal and Group Communication

Module 5: Research in Mass Media and Communication

- Introduction to Media Research
- Data Collection Methods
- Data Analysis and Interpretation


Prof. KOYAKUTTY T.
PRINCIPAL

IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSERY, AYANKALAM, P.O. THAVANUR
MALAPPURAM DT., KERALA, PIN: 679 594



Office Automation (ICAS/BCA/21-01/OA)

(2021-2022)

SYLLABUS

UNIT 1

Understanding Word Processor: Introduction to Office Automation, Creating & Editing Document, Formatting Document, Advance Features - Mail Merge, Macros, Tables, File Management, Printing, Styles, Template.

(4 Hours)

UNIT 2

Electronic Spread Sheet: Introduction to Spread Sheet, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions.

(5 Hours)

UNIT 3

Powerpoint basics: Terminology, creating presentations, importing images, drawing, transitions.

Presentation using : Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Charts, Word Art, Animations and Sounds

(2 Hours)

UNIT 4

Communications and collaboration: Basics of electronic mail, Getting an Email Account, Sending and Receiving Emails, Accessing sent Emails, Using Emails, Instant Messaging.

(2 Hours)

UNIT 5

Introduction to online jobs: working with different freelancing website.

(2 Hours)

References

1. Absolute Beginner's Guide to Computer Basics, Michael Miller, Prentice Hall.
2. Introduction to Office Automation, By [Charlene W. Sox](#)

Practical (15 hours)

Objectives

- To make students familiar with general purpose office automation tools.
- To practice office automation projects

Prerequisites

Basic knowledge of computer fundamentals

Lab: Office automation

1. Write a letter to your friend describing the college arts fest.
2. Write a short note on your favorite movie.
3. Prepare a question paper for office automation including short answer, long answer and essay type questions.
4. Prepare a marksheet and grade card of your first internal examination.
5. Prepare a billing system of college store.
6. Prepare a PowerPoint presentation based on highlights of college events

Introduction to Ethical Hacking (ICAS/BCA/21-02/EH)

(2021-2022)

SYLLABUS

UNIT 1: Fundamentals of Ethical Hacking and Lab Setup (6 hours)

Introduction to ethical hacking, basics of networking, Introduction to Virtual Machines, Overview of essential tools (Nmap, Metasploit, Wireshark).

UNIT 2 : Information Gathering and Scanning (6 hours)

Reconnaissance techniques, Network scanning, Enumeration.

UNIT 3: Vulnerability Analysis and Exploitation (6 hours)

Vulnerability scanning, Exploitation basics, web application vulnerabilities.

UNIT 4: System Hacking and Wireless Network Security (6 hours)

System hacking techniques, wireless network security, cryptography basics.

UNIT 5: security best practices (6 hours)

Hardening systems and networks, Implementing firewalls, IDS and IPS, Ethical hacking life styles.

References

1. Introduction To Ethical Hacking For Beginner, By [Subhash Bahadur Thapa](#) .
2. Ethical Hacking and Penetration Testing Guide, By [Rafay Baloch](#) .

Introduction to Robotics (ICAS/BCA/21-03/IR)

(2021-2022)

SYLLABUS

UNIT 1: Introduction to Robotics (5 Hrs)

- Overview of robotics and its applications,- Safety guidelines in robotics

UNIT 2: Electronics Fundamentals (5 Hrs)

- Basics of electricity and circuits,- Introduction to components resistors, capacitors, etc.- Hands-on circuit building

UNIT 3: Introduction to Coding(5 Hrs)

- Introduction to algorithms,Basics of programming languages ,- Writing and running simple code

UNIT 4: Electronics for Robotics(5hrs)

- Sensors and actuators in robotics,- Understanding digital and analog signals,- Integrating sensors into circuits

UNIT 5: Coding for Robotics (5hrs)

- Introduction to robotics programming platforms like Arduino),- Writing code to control simple robotic movements

UNIT 6: Mechanics for Robotics(5hrs)

- Understanding mechanical systems,- Gears, motors, and pulleys,- Hands-on mechanical assembly

References

1. Introduction To Robotics: Mechanics And Control, 3/E, By [John J. Craig](#) .
2. Make Your First Robot, By [Vineesh Kumar K K](#).

PG DEPARTMENT OF COMMERCE AND MANAGEMENT STUDIES

SYLLABUS FOR FLASH ADD-ON COURSE

Module 1: Introduction to Employability Skills (10 hours)

Session 1 (2 hours): Understanding Employability Skills

Course Orientation

Definition and importance of employability skills

Key employability skills: communication, teamwork, problem-solving, adaptability, etc.

Session 2 (3 hours): Communication Skills

Effective verbal and non-verbal communication

Listening skills and active listening techniques

Public speaking skills

Session 3 (3 hours): Teamwork and Collaboration

Importance of teamwork in the workplace

Strategies for effective collaboration

Dealing with conflicts in a team setting

Group games and activities

Session 4 (2 hours): Problem-solving, Critical Thinking and Adaptability

Problem-solving techniques and methodologies

Critical thinking skills development

Understanding the need for adaptability in the workplace

Resilience and coping with change

Adapting to new technologies for excellence

Module 2: Personal Development and Professionalism (10 hours)

Session 5 (2 hours): Career Planning and Goal Setting

Setting SMART career goals

Developing a pleasing personality

Identifying resources for career development

Session 6 (3 hours): Self-awareness and Emotional Intelligence

Understanding personal strengths and weaknesses

Emotional intelligence in the workplace

Self-regulation and empathy

Professional behavior and ethics

Session 7 (3 hours): Networking and Relationship Building

Importance of networking for career growth

Building professional relationships

Networking strategies and tools

Session 8 (2 hours): Professional Online Presence

Building a strong LinkedIn profile

Managing social media presence for professionalism

Leveraging online platforms for career advancement

Module 3: Practical Application and Preparation (10 hours)

Session 11 (3 hours): Business Writing and Cover Letters

Crafting a professional resume

Writing effective cover letters

Tailoring resumes for specific job applications

Written communication skills: emails, reports, and professional correspondence

Session 12 (2 hours): Interview Skills

Preparing for job interviews

Answering common interview questions

Practicing mock interviews

Session 13 (5 hours): Final Project and Presentation

Case studies and practical problem-solving exercises

Applying employability skills to a real-world scenario

Group project or individual assignment

Presentation of findings and reflections

Oral communication practices and activities

Week 7-8: Ethical and Legal Issues in Palliative Care (6 hours)

- Hour 19-20: Ethical Considerations in End-of-Life Care
- Hour 21-22: Advance Care Planning and Decision-Making
- Hour 23-24: Legal Aspects of Palliative Care

Week 9-10: Grief and Bereavement Support (6 hours)

- Hour 25-26: Understanding Grief and Bereavement
- Hour 27-28: Providing Emotional Support to the Bereaved
- Hour 29-30: Community Resources for Grief Support

Handwritten signature
DEPT. OF ADVANCED STUDIES
KADAKASSERY
AYANKALAM P.O., THAVANUR
MALAPPURAM DISTRICT, PIN-576 504





Ideal College for Advanced Studies, Kadakassery
Department of social Work
ADD-ON COURSE
2021-2022

Learning Objective

- Define key terms related to the environment and sustainability.
- Analyse the major environmental challenges facing our planet (climate change, biodiversity loss, pollution).
- Explain the historical and social context of environmental issues.
- Discuss the principles of sustainability and their application in various sectors (energy, food systems, transportation).
- Evaluate different approaches to environmental problem-solving.

Course Contents

- Theory : 30 Hours duration

Scheme of Evaluation

- Written Examination (Conventional) : 60 Marks

Total : 60 marks

A Grade: 80% and above, B Grade: 60-79% %, C Grade: 40-59% %, Below 40% D Grade

Prof. KOYAKUTTY T. K.
PRINCIPAL
IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSERY, AYANKALAM, P.O. THAVANUR
MALAPPURAM DT., KERALA, PIN: 679 594



Environmental & Sustainable Studies (ICAS/BSW21 ESS)

(2021-2022)

SYLLABUS

Module I: Introduction to Environmental Studies and Sustainability (6 Hours)

Defining Key Concepts: Environment, Sustainability, Ecological Balance, Environmental History and the Rise of Environmentalism. Major Environmental Challenges (Climate Change, Biodiversity Loss, Pollution). The Value of Nature and Ecosystem Services

Module II: Understanding Ecological Systems (6 Hours)

Principles of Ecology (Biomes, Ecosystems, Biodiversity). Human Impact on Ecosystems (Habitat Loss, Resource Depletion). Importance of Biodiversity and Conservation Strategies. Sustainable Resource Management Practices

Module III: Climate Change and Energy Systems (6 Hours)

Science of Climate Change (Greenhouse Gases, Global Warming). Impacts of Climate Change (Sea Level Rise, Extreme Weather Events). Renewable Energy Sources and Transitioning to a Low-Carbon Economy. Energy Efficiency and Conservation Strategies

Module IV: Sustainable Practices in Different Sectors (6 Hours)

Sustainable Food Systems (Local Food, Organic Farming). Sustainable Transportation Options (Public Transit, Electric Vehicles). Sustainable Waste Management Practices (Reduce, Reuse, Recycle). Sustainable Cities and Urban Planning

Module V: The Future of Sustainability and Environmental Justice (6 Hours)

The Role of Policy and Advocacy in Environmental Protection. Social Equity and Environmental Justice Concerns. Individual and Collective Actions Towards Sustainability. Building a Sustainable Future: Emerging Technologies and Solutions

References

- **Sustainability: A Very Short Introduction** by Kate Pickett & Jago Russel (Latest Edition)
- **Environment: The Science Behind the Stories** by Elizabeth Kolbert (Latest Edition)
- **The Omnivore's Dilemma: A Natural History of Four Meals** by Michael Pollan (Sustainable Food Systems)
- **Curb Appeal: The Transportation Revolution That Will Change Our Lives** by Nathaniel Schneide (Sustainable Transportation)

Prof. K. K. KUTTY T. N.
PRINCIPAL
IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSEY, ARREKKUNJAL, OTHAVANUR
MALAPPURAM DISTRICT, KERALA, PIN 676 504

