



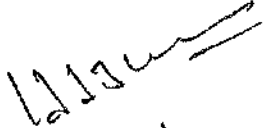
Value Added Courses

Offered by:

DPG Degree College, Gurgaon

2017-18

Sr. No.	Course	Free	Duration
1.	Aptitude and Reasoning-I	Free	36hrs
2.	Communicative English-I	Free	36hrs
3.	MS Office, Internet and its Applications	Free	36hrs
4.	Yoga & Meditation	Free	36hrs
5.	Certificate course in Dynamics of Service sectors.	Free	36hrs


Principal
D.P.G. Degree College
Sector-34, Gurgaon

Course: Aptitude and Reasoning-I

Objectives:

- To enable the trainee to develop inductive and deductive reasoning.
- To evaluate the participants' educational level, in order for them to become competitive professionals in future.
- To enjoy Mathematics and develop patience and persistence when solving problem

UNIT I

Number System (Addition, Subtraction, Multiplication, Division and Fraction),
LCM and HCF, Square and Square Root.

UNIT II

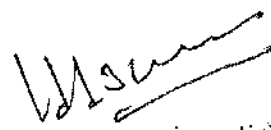
Simplification, Simple Interest, Compound Interest, Percentage, Discount, Ratio and Proportion.

UNIT III

Analogy, Coding Decoding, Number series, Letter series

Course Outcomes:

- To raise the level of confidence and competency of the trainee carryout oral calculations with ease and speed.
- To improve the ability to solve problems involving numbers in context.
- To analyze the problem and apply the acquired knowledge.
- To give opportunities for professional growth, career improvement and lateral entry into course of technical and professional education through appropriate bridge courses.


Director, Institute
Sector-54, Gurugram

Course: Communicative English-I by Department of Arts & Humanities

This course is structured to inculcate the communication skills among the students.

Course Objectives:

- To develop positive attitude towards learning English.
- To aware about importance of English as a means of international communication.
- To acquire linguistic competence necessarily required in various life situations.

Course content (Communicative English-I)

UNIT-I

One-word substitution, Antonyms, Synonyms

UNIT- II


Idiom and Phrases, Verb (Basic), Tense, Question tag

UNIT- III

Subject verb agreement, Conditional sentence, Verb (advance)

Course Outcomes: After completing the course the student will be able to

- Become more positive towards learning English.
- Understand and apply communication theory.
- Become more confident.



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**Course: Certificate Course in MS-office, Internet and its Application by
Department of Computer Science.**

This course is introduced with a primary focus on using Excel and access to analyze and explore real world data. It will also provide hands-on knowledge of computer applications.

Course Objectives: After completion of the course the students will be able:

- To handle small and big data as per requirement.
- To develop technical and scientific presentations.
- To learn advance Excel knowledge.
- To increase the employment opportunities.

Course Content

(Certificate Course in MS office, Internet and its applications)

UNIT I

Introduction to MS Windows: Basics of computer, creating folders, input and output units, CPU, Hardware Software and window shortcut tools.

UNIT II

MS Word: Introduction, line spacing, paragraph formatting, bullets and numbering etc. Insert tab- Header and footer, page number page break tables etc. Managing templates, restricting document access, check spelling and setting autocorrect options, page set-up, setting margins, print preview and print.

UNIT III

MS Excel: Introduction, working with excel workbook and sheets, wrap text , merge and center, Modifying columns, rows and cells, Creating simple formulae, sorting and filter data, create an effective chart with chart tool.

UNIT IV

MS Power point: Introduction, adding new slide, change slide, Design theme, add text, editing techniques, slide master, format slide, transition and animation. Hyperlinks and action buttons. What is internet, receiving incoming messages, sending outgoing messages, email addressing, email attachments, browsing, search engines, internet surfing

Course Outcomes:

- ✓ Draft the soft document.
- ✓ To create spread sheet and analyse the same graphically.
- ✓ Communicate digitally.

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Course: Certificate Course in Yoga and Meditation by Department of Arts & Humanities.

This course is designed to enhance holistic development of students and improve their efficiency.

Course Objectives:

- To attain higher level of concentrations.
- To learn moral values and become self-disciplined.
- To develop scientific attitude and learn team spirit to channelize their energies in to creative manner.
- To integrate the body, mind and thoughts.

**Course Content
(Certificate Course in Yoga and Meditation)**

UNIT I

Basics of Yoga & Yoga Diet: Nature of Yoga, Definition of Yoga, Purpose of Yoga and Introduction to Patanjali's Yoga Sutras, Vegetarian and Non-vegetarian Diet, Carbohydrates, Proteins and Liquids and Balanced Diet.

UNIT II

Asanas & Mudras: Selected Asanas, Pranayama & Mudras, Yoga Therapy for ailments of nervous system, digestive system and eye problem.

UNIT III

Meditation and Practice: What is meditation, Benefits and goals of meditation, obstacles to meditation, meditation postures, health benefits of meditation, meditation and religion.

Course Outcomes: After completing the course the students will be able to

- Get the knowledge about prerequisite of yoga, asnas and mudras.
- Understand importance of yoga
- Adopt yoga in real life to keep themselves healthy

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COURSE: CERTIFICATE COURSE IN DYNAMICS OF SERVICE SECTORS BY DEPARTMENT OF COMMERCE

This course is structured with the aim of creating awareness about the different careers & prospects in the service sectors.

OBJECTIVES:

- ✓ **Identify the path of his/her career in service sectors.**
- ✓ **Develop skills to procure the opportunities offered by various service sectors.**
- ✓ **Choose the area where they have intrinsic potential to succeed.**

Course Content

(Certificate course in Dynamics of service Sectors)

UNIT I

Banking & Finance: Introduction to banking sector, types of banks-trends in banking, skills required for banks in banking sector.

Hotel & Hospitality: Trends & Prospects in hospitality, types of hotels, various career options in hospitality sectors along with educational qualification and skills required to enter in hospitality sector.

UNIT II

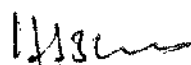
Logistic & Supply Chain Management: Introduction to logistics, national and international logistics, E-commerce and logistics, supply chain management, Types & Importance of warehouse, career options and skills required.

Media Services: Introduction to media, Importance of media services, beneficiaries of media services, today's era –relevance and prospects of media- censorship & career options.

UNIT III

Legal Services: Definition of Law, Important documents used in court, cognizable and non-cognizable offences, qualification required for legal services, skills required & career options in law.

Insurance Sectors: History of life insurance, evolution of digital life insurance, advantages and disadvantages of online insurance, importance of medicare insurance, format of online insurance form, insurance business scope and opportunities, skills required career options, institutions offering insurance courses I India.


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D.P.O. Degree College
Srinagar, Jammu & Kashmir

COURSE OUTCOMES: AFTER COMPLETING THE COURSE THE STUDENT WILL BE ABLE TO:

- Select right direction for his/her carrier in service sector.
- Get knowledge about various sectors for future prospects.
- Develops various skills required to enter in service sectors.

M. S. G.

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D.P.G. Degree College
Sector-34, Gurugram



**DPG Degree College, Sec 34 near Marble Market,
Gurgaon Haryana-122001**

VALUE ADDED COURSE

Registration Form

Name of Student:

Father's Name:

Registration Form:

Class:

Course:

Session:

Year:

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D.P.G. Degree College
Sector-34, Gurugram

Signature:



**DPG Degree College, Sec 34 near Marble Market,
Gurgaon Haryana-122001**

Minutes of Meeting

A meeting held on 10/01/2018 in Principal's office regarding Value added courses/add-on courses/certificates courses.

Following members has attended the meeting:

Dr. Lalit Dalal (HOD Sciences)

Dr. Rajveer Gaur (HOD Department of Arts & Humanities)

Mr. Ashwani Deswal (HOD Department of Commerce)

Minutes of the meeting:

1. Following value added courses has been decided:

- i. Aptitude and Reasoning -I by Department of Science.
- ii. Communicative English-I by Department of Arts and Humanities.
- iii. Certificate Course in Yoga and Meditation by Department of Arts and humanities.
- iv. Certificate Course in Dynamics of Service Sector by Department of Commerce.
- v. Certificate Course in MS-Office, Internet and its Applications Department of Computer Sciences.

2. Internal Assessment Procedure is as follows:

Assignment: 5 Marks

Attendance/Class Performance: 5 Marks

Objective Paper: 40 marks in MCQ's (2 Marks each)

Grading Scale (based on % age)

(91-100)	(81-90)	(71-80)	(61-70)	(51-60)	Less than 50
A+	A	B+	B	C	RA

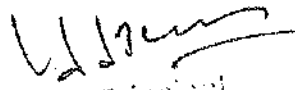
3. Duration of each course should be minimum 30 hours.

4. Curriculum will be designed by respective Departments.

CC:

Vice chairman (for Kind Information)

All HOD's


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Sector 34, Gurgaon