



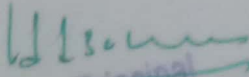
Value Added Courses

Offered by:

DPG Degree College, Gurgaon

Session 2022-23

Sr. No.	Course	Free	Duration
1.	The Art of Speaking English	Free	30hrs
2.	Yoga and Health	Free	30hrs
3.	Data Analytics using excel and advanced excel	Free	30hrs


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



DPG DEGREE COLLEGE

(Affiliated to MDU Rohtak)

Sector-34, Near Marble Market, Gurugram 122001

Department of Arts and Humanities

VAC Course

Session- 2022-23

The Art of Speaking English

Course Objectives:

1. To help students identify their flaws in English pronunciation and have an individual plan to rectify them.
2. To help students understand the influences on correct English pronunciation.
3. To help students adapt their speech organs to get near-perfect native English pronunciation.
4. To provide all the necessary knowledge and skills to the students to remember to make a life-long goal to have good English pronunciation.

COURSE CONTENT

(The Art of Speaking English)

UNIT 1

Recapitulation of language skills: Parts of speech, Grammar, Vocabulary, Phrases, Clauses, sentence structure, punctuation.

UNIT 2

Listening and Speaking skills: Vowels, Consonants, Pronunciation, Formal and informal conversation, conversation in the work place, public speech.

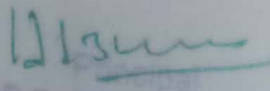
UNIT 3

Reading and Writing skills: Vocabulary, Report writing, paragraph writing, essay writing, CVs, Resume, and email writing.

Course Outcomes:

After completing this course the students will be able to

- Eliminate their mother tongue influences in English pronunciation.
- Learn correct English sounds.
- Develop fluency and clarity of speech.


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

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

Course Objectives:

- To attain a higher level of wellness.
- To learn more about yoga, and become physically healthy.
- To develop a scientific attitude and learn team spirit and channelize their energies in a creative manner.
- To integrate a sound mind in a sound body.

Course Content:

(Certificate course in Yoga and Health).

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

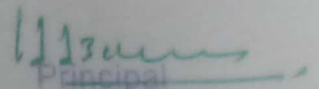
Asanas & Mudras: Selected Asanas, Pranayama & Mudras, Yoga Therapy for ailments of nervous system, digestive system and eye problem.

UNIT III

Health and Yoga: What is meant by Health. Importance of Health, and health education in modern society. Guiding principle of Health Education.

Course Outcomes:

- To get the knowledge about the prerequisites of Yoga, Asana and Mudras and Band.
- Understand the importance of Yoga.
- Knowledge of health awareness.


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Data Analysis using Excel and Advance Excel

Data Analysis with Excel provides a good insight into the latest and advanced features available in Microsoft Excel. It explains in detail how to perform various data analysis functions using the features available in MS-Excel. Data Analysis is a process of collecting, transforming, cleaning, and modeling data with the goal of discovering the required information. The results so obtained are communicated, suggesting conclusions, and supporting decision-making.

Course Objective: To enable the student

- CO1: to understand basics of Microsoft excel software and spreadsheet window pane.
- CO2: to learn about different types of excel bars to solve many business-related problems.
- CO3: in creating workbook & sheets
- CO4: to use of macros to record any data

UNIT-1

Introduction to

hours:6

About Excel & Microsoft, Uses of Excel, Excel software, Spreadsheet window pane, Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, the Ribbon, File Tab and Backstage View, Formula Bar, Workbook Window, Status Bar, Task Pane, Workbook & sheets.

Columns & Rows: Selecting Columns & Rows, Changing Column Width & Row Height, Autofitting Columns & Rows, Hiding/Unhiding Columns & Rows, Inserting & Deleting Columns & Rows, Cell, Address of a cell, Components of a cell – Format, value, formula, Use of paste and paste special

UNIT-2

Functionality Using Ranges

hours: 6

Using Ranges, Selecting Ranges, Entering Information Into a Range, Using AutoFill
Creating Formulas: Using Formulas, Formula Functions – Sum, Average, if, Count, max, min, Proper, Upper, Lower, Using AutoSum

UNIT-3

Advance Formulas:

hours:6

Concatenate, Vlookup, Hlookup, Match, Countif, Text, Trim

Spreadsheet Charts: Creating Charts, Different types of chart, Formatting Chart Objects, Changing the Chart Type, Showing and Hiding the Legend, Showing and Hiding the Data Table

Data Analysis: Sorting, Filter, Text to Column, Data Validation

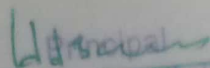
UNIT-4

PivotTables

hours: 6

Creating PivotTables, Manipulating a PivotTable, Using the PivotTable Toolbar, Changing Data, Field, Properties, Displaying a PivotChart, Setting PivotTable Options, Adding Subtotals to Pivot Tables

Making Macros: Recording Macros, Running Macros, Deleting Macros


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Course Outcomes:

1. Students understood window pane of MS excel.
2. Using spreadsheet overcome from manually record issues.
3. Making macros able to record any data
4. Using protecting worksheet, we can deal with losing data.

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