



# **CENTRE FOR INNOVATIVE SKILL BASED COURSES**



**DEPARTMENT OF DISTANCE AND CONTINUING EDUCATION**  
**OPEN LEARNING DEVELOPMENT CENTRE**  
**SCHOOL OF OPEN LEARNING**  
**CAMPUS OF OPEN LEARNING**  
**UNIVERSITY OF DELHI**



## **PROSPECTUS-2024**

# ABOUT THE CENTRE

*Under the Open Learning Development Centre, School of Open Learning, Campus of Open Learning, University of Delhi, the Centre for Innovative Skill Based Courses (CISBC) was launched on 31st January, 2024.*

*With the vision to provide all necessary support to the students in equipping them for the various skill based courses, making them job ready for the future. The courses launched under CISBC focuses on enabling the students with real-world skills that they can use right away in the job. The focus is laid on providing application based instruction and real-world experience in subjects including English Language Proficiency, Tax and Accounting, Counselling, Cyber-Security, GST, Statutory Executive, Video Editing, Photography and so much more.*

*"Nobody can go back and start a new beginning, but anyone can start today and make a new beginning"*



# VICE CHANCELLOR'S MESSAGE



**Prof. Yogesh Singh**  
Vice Chancellor  
University of Delhi

Dear Learners,

*I am delighted to introduce a ground-breaking new initiative the Centre for Innovative Skill Based Courses under Open Learning Development Centre by Distance and Continuing Education, School of Open Learning, Campus of Open Learning, University of Delhi. It aims towards enhancing the journey for learners in various employability areas. India is poised to become a developed nation by 2047, it is the duty of educational institutions like us to participate equally in this endeavour. To achieve the target of Viksit Bharat@2047. This can be achieved only by providing the learner with innovative skill-based courses. This centre will be a keystone in this endeavour and will prove to be a life changer.*

*Whether you are a working professional looking to upskill, a stay-at-home parent balancing family commitment, or someone seeking to further your education despite geographical barriers, this initiative is designed to meet everyone's need and support them on their academic journey. The courses offered in CISBC will train you with practical based approach. It will empower the learners to take control of their education, to pursue their passions and interests, and to achieve their academic and professional goals on their own terms.*

*As we embark on this exciting new chapter in our educational journey in the history of University of Delhi, I encourage learners to embrace the possibilities that lie ahead. Together, let us leverage the transformative potential of open and distance learning to unlock new opportunities and shape a brighter future for ourselves and our communities.*



# DIRECTOR'S MESSAGE



**Prof. Payal Mago**  
Director  
COL, DU

Dear Learners,

*Campus of Open Learning, School of Open Learning is one of the premier institutes of India in the field of distance and open learning. We were founded in the year 1962 and last year in 2023 along with Centenary of University of Delhi, we celebrated our 60 years. The strength of our institute is our dear students who come from varied backgrounds. We have nearly 3.5 lakh students who are eager to learn and have a zeal to excel, perform and achieve something in their life.*

*Our students excel in various fields, some are international level sportspersons, recently our student Diksha Dagar, received prestigious Arjun Award in 2023 for golf. Various Chartered Accountants are alumni of our institute, many of our students have successfully cleared NET JRF. Now, with the vision of NEP 2020, we are now focussing of skilling and up-skilling our students into various employability areas to make them self-reliant.*

*We have identified various life skills and job ready skills for our students partnering with Industry Experts and Training Partners. Some of our courses include English Proficiency, AC Repairing, Bakery, Beauty and Hair Lab, Cyber-Security, Tax Accounting, Counselling and its Applications, Psychometric Skills and so much more. All these courses will run either online or in offline hybrid mode or totally offline mode under Open Learning Development Centre as skill centre for innovative job ready courses.*

*With a common dream to become Viksit Bharat by the year 2047. It is extremely important for all academic institutes to keep pace with skill in their mission and bridge the gap between industry and academia. So, with these words, I once again welcome you to a place where dreams are nurtured, talents are born, and bonds are formed.*



# PRINCIPAL'S MESSAGE



**Prof. Ajay Jaiswal**  
Principal  
SOL, DU

Dear Learners,

*I am honoured to present you with this exceptional opportunity for personal advancement and progress. Our Centre for Innovative Skill Based Courses under Open Learning Development Centre, DDCE, SOL, COL which serves as a gateway to unlocking your complete capabilities, rather than just a place for studying. Acquiring new skills is not only beneficial in today's rapidly changing environment, but also essential for staying ahead. Our courses offer a diverse range of options to cater to all objectives, whether you seek to acquire new knowledge or enhance your existing abilities.*

*It is important to remember that learning is a continuous pursuit throughout one's life, and acquiring new skills will be beneficial in the long run. By enrolling in our courses, you are taking a step forward towards your personal and professional success, rather than solely focusing on self-improvement.*

*Our team of proficient educators along with our training partners provides you with the expertise and motivation necessary for your success. We will embark on this expedition of discovery collectively, challenging boundaries and striving to reach unprecedented achievements.*

*We welcome you all to come on-board with us. All the best for your future.*



# MENTORS



**CHIEF PATRON**



**PATRON**



**CO-PATRON**



**Joint Director**



**Joint Director**



**Academic Coordinator**

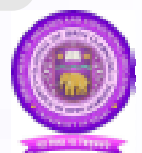




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# IMPORTANT INFORMATION

- ❖ *Registrations open from 15th February to 15th March, 2024*
- ❖ *Commencement of courses from 2nd April, 2024*
- ❖ *Registrations in these courses are open for all, including University of Delhi students.*
- ❖ *Admissions on first cum first serve basis (as per the number of seats in each course)*
- ❖ *For Courses having fees above Rs. 1000/- on completion of the Batch Size of 40-50 students 10% supernumerary seats shall be given to the Economically Weaker Section on subsidized rates (available after screening of the candidates).*





# CAMBRIDGE

## ENGLISH PROFICIENCY COURSE

Presented by Cambridge University Press & Assessment

### About Cambridge University Press & Assessment

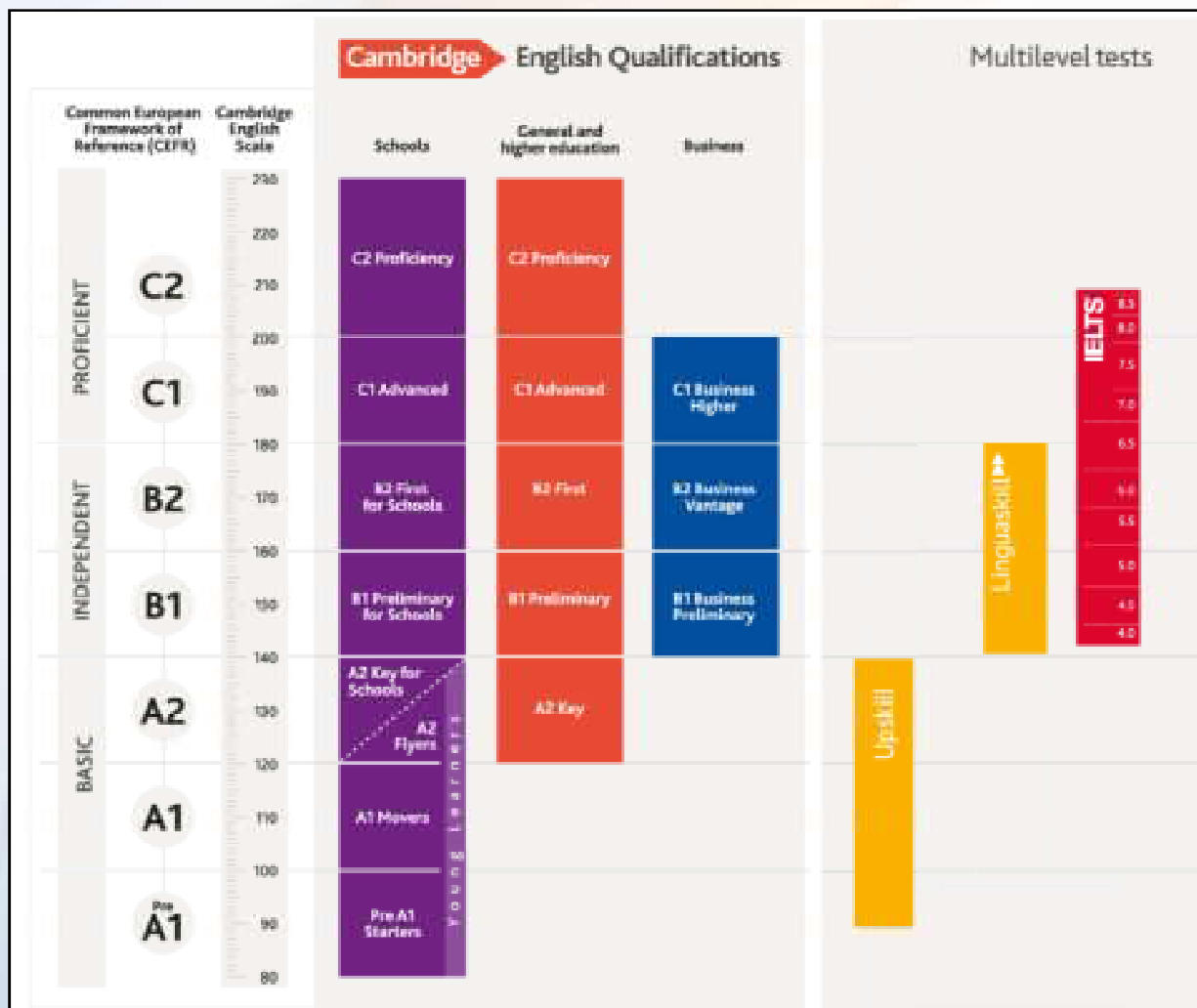
Cambridge University Press & Assessment is a globally reputed publishing house that provides pedagogically backed learning and assessment resources to institutions across the world. Our global learning and assessment resources include print titles, blended courses, (add kinds of assessments products that we have) as well as digital content that can be used for English Language Teaching and Learning and assessment initiatives. Our products are mapped to CEFR levels and are based on a strong pedagogical foundation that makes them excellent resources for language learning. Our content is research-backed and finely crafted to suit learner needs at every level.



### About the Common European Framework of Reference for Languages (CEFR)

The Common European Framework of Reference for Languages (CEFR) is an international standard for describing language ability. It describes language ability on a six-point scale, from A1 for beginners, up to C2 for those who have mastered a language. This makes it easy for anyone involved in language teaching and testing, such as teachers or learners, to see the level of different qualifications. It also means that employers and educational institutions can easily compare our qualifications to other exams in their country.

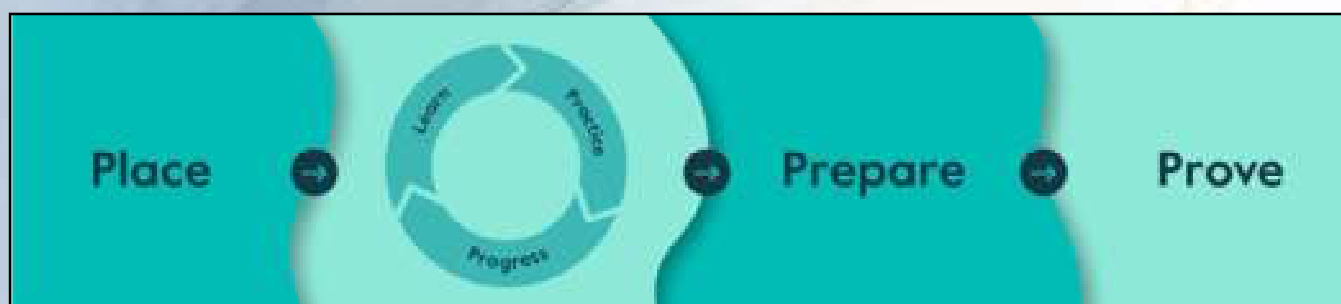




**Cambridge University Press & Assessment India** has always taken great pride in our association with reputed educational institutions and government and private organisations in the country, working to provide for impactful education. We provide content that is both globally relevant as well as customised to the Indian scenario, where required. We also offer extensive teacher support in the form of books for teacher development, online and web-based teacher resources and targeted teacher training workshops.

### End-to-end solutions from Cambridge

We at Cambridge believe in offering our customers complete solutions that span the entire journey of learners - Place > Prepare > Practice > Prove



## OUR OFFERING TO DU-SOL: English Proficiency Course



### MODE OF DELIVERY: ONLINE

The initial Test Your English provides an indicative CEFR level that will recommend the level of learning.



The three levels of **Cambridge Communicate** Business English learning content, offers an engaging and interactive learning experience. Using a simple chatbot interface the content takes the students through nuances of workplace English.

On completion of the learning modules, students appear for the final **Upskill** assessment that provides a detailed test report with a CEFR level for each of the R&L skills along with an overall CEFR level, and also includes can-do statements that highlight their English language capabilities.



### ELIGIBILITY

Students of undergraduate and skill development courses seeking to improve their English Language and employability skills and desirous of taking up an end-to-end course with learning and assessment for skill benchmarking.

### DURATION

<i>Component</i>	<i>Duration</i>
<i>Test Your English</i>	<i>15-mins (approx.)</i>
<i>Cambridge Communicate - Business English</i>	<i>25-hours (approx.)</i>
<i>Upskill</i>	<i>50 minutes (approx.)</i>

**Upskill** from Cambridge

DATE ISSUED: 8 APRIL 2021 | CANDIDATE ID: ENGU-1452

**Test Report**

On the CEFR scale: **A2**

READING: A1 or below | LISTENING: A2

These results show that the candidate can:

- understand a short series of simple phrases and sentences on familiar topics
- understand the main points of short, clear, slow speech

**CAMBRIDGE English**



**FEES:** 1000/-

## **JOB PROSPECTS**

The ability to communicate well in English is essential for many businesses. Upskill : English test reports from CEFR A1 - B1 that can assure employers that the candidates they recruit are equipped with work-ready English skills for entry-level positions. Built around the lifestyle of users, the flexible mobile and secure test provides recruiters a benchmark for selecting the right candidates particularly for jobs that require front-ending with customers.

## **DATES FOR COMMENCEMENT**

*Start on 10/20/30 of every month. Students will also need to select the Test dates for the Upskill test when registering. The students/learners need to register before every beginning of the course date in a month*

## **COURSE STRUCTURE**

### **Business English**

<b>Foundation</b>	<b>Basic</b>	<b>Intermediate</b>
Meeting and Greeting People	A Day in My Life	The Interview
My Workplace	Company Culture	Making a Good First Impression
Understanding Everyday Messages	Everyday Communication - 1	We're Hiring
Filling in Customer Details	Everyday Communication - 2	Your Application Matters!
Answering Customer Questions	Watching a Company Grow	Growing a Business
Following Instructions	Problems at Work	Doing Your Market Research
Problems with Machines at Work	A Peek into Production	Getting Your Product Out There
Before You Order	Delivering a Product	Talking with Customers
Can I?	Advertising a Product	Start-Up Stories
Writing a Basic Message	Arranging a Meeting	Making Requests
Understanding Directions	Travelling Business Class	At an Entrepreneur's Conference
Leave a Message	Taking Time Off Work	Presenting Your Product
Invitations	Business Conferences	Travelling Abroad for Business
Making Calls	Working as a Team	Attending an International Conference
Helping Customers	A Client Visit	Presenting at a Meeting
Talking About My Business	Working with Offshore Teams	Your Company's Performance Abroad
Talking about Abilities	Changing Business Relationships	Global Businesses
Talking to Colleagues	Talking Profits	Using Social Media in Business
Describing a Company Event	Showing the Figures	Building a Sustainable Business Brand



<b>Foundation</b>	<b>Basic</b>	<b>Intermediate</b>
Making and Responding to Suggestions	Stocks and Shares	Employee Satisfaction
Describing a Product	Making a Presentation to Investors	Business Emails
Listening to Customer Complaints	Your Career Graph	Business in Different Cultures
Talking about Arrangements	A Great Job Application Letter	On Call with Customers and Clients
Giving Opinions	Getting Ready for an Interview	Building Customer Loyalty
Being Polite	Staff Training	Corresponding with Customers





**CERTIFIED MARKET EXPERT (CMX)  
WEALTH MANAGEMENT PROGRAM (WMP)  
NISM REGULATORY CERTIFICATIONS PREPARATORY TRAINING  
Presented by FinX**

**About the knowledge partner:**

We are a skilling company, driven by the promise of a brighter India, vision of connecting formal education with practical skilling to create job ready students for BFSI. We are one of the largest corporate training companies in BFSI Industry and have been providing corporate learning solutions since 15 years to employees and professionals in Banking, Asset Management, Wealth Advisory, Insurance, Financial Distribution and Broking Companies.

We are headquartered in Mumbai (financial capital of India) with presence over 100 cities across the country. Senior Management team comprises accomplished & seasoned professionals from BFSI Industry with cumulative experience of over 200 years.

FinX focuses on employability and employment for students, its subsidiary CIEL (Centre for Investment Education & Learning) focuses on corporate trainings, upskilling and Financial Awareness.

**About the course/s:**

- ❖ Certified Market Expert (CMX) for Under-Graduate Students
- ❖ Wealth Management Program for Post Graduate students
- ❖ NISM Regulatory Certifications Preparatory Training
- ❖ No. of Seats: 60

**Course Name:**

**CERTIFIED MARKET EXPERT (CMX)**

**About the Course:** The Certified Market Expert (CMX) Certification is a short term training program focused on stock trading and investing. If you are looking to start in the field of investing and trading, the key is to have a solid grasp of how capital markets work and gain trading experience. The course is designed to offer this foundation, providing learners with a clear and detailed understanding of the field. With the CMX certification, you can become an independent trader and secure a job in the financial services sector.

**CMX Certification Highlights:**

- ❖ Job oriented, short term financial certification program.
- ❖ Comprehensive 120 hours of virtual trainer-led training sessions.
- ❖ Mentorship and learning under the guidance of industry experts and senior practitioners.





- ❖ Stock-picking practice through back-testing.
- ❖ Application based learning experiences, case studies, and real-life examples.
- ❖ Online access to self-study content on LMS, case studies, and workbook.
- ❖ Proctored online exams.
- ❖ 100% placement and internship assistance on completion of the course.
- ❖ Acquire relevant investing and trading skills with practical experience.

**Duration:** 120 hrs (3 months)

**Fee:** Rs. 29500

**Eligibility:** Students pursuing graduation or completed graduation (from any stream or subjects) or equivalent can apply to join this Certificate Course.

**Job Prospects/Future Opportunities:**

- ❖ Stock Broking
- ❖ Derivatives Trading
- ❖ Portfolio Management
- ❖ Equity Research & Analysis
- ❖ Relationship Management
- ❖ Financial Advisory
- ❖ Independent Trading & Investing

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes:** Offline mode

**Course Name:**

**WEALTH MANAGEMENT PROGRAM (WMP).**

**About the Course:** FinX provides a certification program in wealth management that educates participants on various subject areas focused on providing bespoke financial advice to clients. The training empowers individuals to become independent Accredited Wealth Planners and help clients navigate their financial journey with ease. The objective of this financial certification is to develop a strong foundation of investment concepts and products and understand the process of goal-based financial planning and asset allocation. It seeks to fill the gaps in formal education that require application of knowledge to solve practical problems for professionals.

The number of high net worth individuals and families that have access to financial advisory services being offered by wealth managers has shown huge growth. Talent becomes extremely important while managing a client, because the clients expect a higher level of competency. Increasing number of certified wealth managers are therefore required to cater to this ever-expanding client base who need specialized advice while managing their return expectations and risk limitations in meeting their financial goals.

**Certification Highlights:**

- ❖ The first "home-grown" Wealth Management certification launched in India in 2007.
- ❖ Developed in association with the growing wealth management industry experts in India.
- ❖ Combines theoretical concepts with case studies, business scenarios and real examples and illustrations facilitate application-based learning.



- ❖ Supplemented by interactive live sessions by BFSI industry experts to bring in valuable, practical insight.
- ❖ Recognised by top banks, mutual funds, brokerage firms, financial distributors, and wealth management companies.
- ❖ A well-rounded curriculum covering concepts and their application across investment markets, products, financial planning, insurance, banking, taxation and regulatory aspects.
- ❖ "Accredited Wealth Planner" certification on successful completion of the course.

**Duration:** 100 hrs (3 months)

**Fee:** Rs. 29500

**Eligibility:** Graduate (from any stream or subjects) or equivalent can apply to join this Certificate Course.

**Job Prospects/Future Opportunities:**

- ❖ Relationship Manager
- ❖ Private Banker
- ❖ Investment Consultant
- ❖ Independent Financial Advisor
- ❖ Retirement Planner

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes:** Offline mode

**Course Name:**

**NISM REGULATORY CERTIFICATIONS PREPARATORY TRAINING**

**Program Name:** Under NISM

1. NISM - VA - Mutual Fund Distributors
2. NISM - VIII - Equity Derivatives
3. NISM - XV - Research Analyst
4. NISM - XXI - A - Portfolio Management Services

**About the Course:** FinX offers training to students and early career professionals for the National Institute of Securities Markets (NISM) Regulatory Certifications. NISM has prescribed several mandatory financial certifications to ensure that industry professionals receive relevant and important training before they start selling products to customers. These certifications are designed by the regulator in collaboration with industry experts and therefore are updated and relevant at all points in time.

These exams provide you an insight into various financial products which will not only help in strengthening your resume/profile at the time of searching for a job or becoming an entrepreneur but will additionally help you when you wish to invest in products like mutual funds yourself.

We cater to several corporate clients - leading private banks, broking houses, NBFCs, colleges etc. and help employees and students undergo the regulatory examinations. CIEL which a subsidiary of FinX has its own Regulatory Compliance portal which aims to bring together and create a unique 360-degree platform to provide end to end services of onboarding, training and EUIN. CIEL is the longest serving training partner for NISM CPEs, offering these programs for over 10 years.



## ***NISM Regulatory Certification Highlights***

- ❖ NISM, an educational arm of the Securities & Exchange Board of India (SEBI) has prescribed job role based mandatory regulatory certifications for the Banking & Financial Services Sector.
- ❖ These certifications signify that the candidate is well qualified updated in the job role to work in the BFSI sector, strengthening their professional profile and enhancing career opportunities.
- ❖ The certification curriculum provides in depth knowledge of the securities market and the associated regulations and risks.
- ❖ NISM certifications also pave a path for individuals to start their own financial entrepreneurship journey.
- ❖ The NISM certifications are backed by SEBI, making them widely recognized by brokers, banks, asset management firms, and other SEBI associated entities across the country.
- ❖ The certifications are open to anyone with a keen interest in finance, including students, working individuals and novice investors amongst others.

**Duration:** 30 hrs (1 month)

**Fee:** Rs. 3500 Per program

**Eligibility:** Students pursuing graduation or completed graduation and post-graduation (from any stream or subjects) or equivalent can apply to join this Certificate Course.

### **Job Prospects/Future Opportunities:**

- ❖ Mutual Fund Distribution
- ❖ Derivatives Trading
- ❖ Portfolio Management
- ❖ Risk Management
- ❖ Stock Broking
- ❖ Wealth Management

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes:** Offline mode

### **Brief about trainers profile:**

#### **Nikunj Sharma**

MBA (Finance)

Director, CIEL, Head Investor Awareness & Training

#### **Harish Menon**

Chartered Accountant

Founder & CEO of H-Zone Capital Management Services (H-Zone Capital)

#### **Joydeep Sen**

MBA , CFP Finance, Corporate Trainer, Author, Columnist

Former Senior Vice President - Advisory Desk at BNP Paribas Wealth Management

#### **T.S. Jagadharini**

Associate Member of Institute of Company Secretaries of India

Former Executive Director at JP Morgan Chase, Empanelled with NISM to conduct certification programs





❖ **PERSONAL FINANCE** ❖ **GST EXECUTIVE** ❖ **STATUTORY EXECUTIVE**  
❖ **FINANCE EXECUTIVE** ❖ **GST EXECUTIVE ON THE JOB TRAINING (OJT)**  
❖ **ACCOUNTS ASSISTANT ON THE JOB TRAINING (OJT)**

**Presented by NERGY**

### About the knowledge partner

NERGY INDIA PVT LTD ("Nergy") is an Edtech product company specializing in the creation of Simulated Learning (SL T) and Interactive learning tools (IL T), which greatly helps & supports the Learning experience across a range of finance and taxation subjects.

'At NERGY, our commitment to revolutionizing education is embodied in our range of Edtech products, particularly Simulated Learning (SLT) and Interactive Learning Tools (ILT). Our flagship offering, 'Nergy Vidya,' is a holistic learning ecosystem designed to simplify and boost commerce education from a career oriented perspective.

'Nergy Vidya,' includes ground-breaking experiential learning products such as Nergy Filing, Nergy Practice, and Nergy Compute, each tailored to enhance hands-on experience and practical application in statutory, finance and taxation related subjects.

We are excited to introduce 'Nergy Vidya,' also as an Intelligent Learning Management System (LMS) that harnesses the power of the Nergy360 product ecosystem. Nergy Vidya as a LMS platform facilitates self-paced learning, enabling learners to bridge the gap between theoretical knowledge and industry/business world applications through practising on near real-time case study scenarios.

### Course Features

- ❖ Aligns with the National Education Policy (NEP-2020)
- ❖ Approved by MEPSC (Management & Entrepreneurship and Professional Skills Council) and

BFSI SSC (Banking, Financial, Services and Insurance Sector skill Council)

- ❖ Endorsed by NCVET (National Council for Vocational Education and Training) under the Ministry of Skill Development and Entrepreneurship, Govt of India.
- ❖ Delivered through Nergy platform
- ❖ Cloud-based hands-on simulations and practices.

### Significant milestones since Nergy inception in three years,

- ❖ Trained over 1,25,000 students pan India with leading educational, skilling and training organisations
- ❖ Collaborations with prestigious institutions such as "The Institute of Cost Accountants of India" (ICMAI), Delhi University, various other universities and Autonomous Educational bodies of repute
- ❖ Associates of world renowned OEM's like SAP, Microsoft, Cambridge University Press & Assessment.

### About the course/s

#### MEPSC SSC (Management and Entrepreneurship Professional Skills Council)

- ❖ Personal Finance
- ❖ GST Executive
- ❖ Statutory Executive
- ❖ Finance Executive

#### BFSI SSC (Banking, Financial Services and Insurance Sector Skill Council)

- ❖ GST Assistant On The Job Training (OJT)
- ❖ Accounts Assistant On The Job Training (OJT)



These courses are delivered through our platform, which incorporates innovative cloud-based hands-on simulations and practices.

## **Course Name:** **PERSONAL FINANCE**

**Duration:** 30 HOURS

**Credits Offered:** 1

**Eligibility:** 10TH STD

**Job Prospects:** This is a life-skill which all students should know before they enter the phase of employment or earning for a living. This will enable them to make prudent financial decisions rather than falling into debt traps/financial frauds.

This course is endorsed by MEPSC SSC and student can appear for micro-credential assessment after this course and get certified by NCVET under Skill India. After completion of course student gets Certificate of Participation which has logo of MESPC.

**Date of Commencement:** 6th March 2024

**No of Seats:** No limit on enrollment

## **Course Name:** **GST EXECUTIVE**

**Duration:** 30

**Credits Offered:** 1

**Eligibility:** 10+2

**Job Prospects:** Students gets to practice real life scenarios and understand GST filing in a simulated environment which is a replica of actual government websites. This mould him to be job-ready when he finishes the complete course along with his Graduation. This empowers students with essential technical skills for success in the commerce sector.

This course is endorsed by MEPSC SSC and student can appear for micro-credential assessment after this

course and get certified by NCVET under Skill India. After completion of course student gets Certificate of Participation which has logo of MESPC.

**Date of Commencement:** 6th March 2024

**No of Seats:** No limit on enrollment

## **Course Name:** **STATUTORY EXECUTIVE**

**Duration:** 60

**Credits Offered:** 2

**Eligibility:** 10+2

**Job Prospects:** Students gets to practice real life scenarios and understand GST, ITR, EPFO, EPan etc in a simulated environment which is a replica of actual government websites. This mould him to be job-ready when he finishes the complete course along with his Graduation. This empowers students with essential technical skills for success in the commerce sector.

This course is endorsed by MEPSC SSC and student can appear for micro-credential assessment after this course and get certified by NCVET under Skill India. After completion of course student gets Certificate of Participation which has logo of MESPC.

**Date of Commencement:** 6th March 2024

**No of Seats:** No limit on enrollment

## **Course Name:** **FINANCE EXECUTIVE**

**Duration:** 90

**Credits Offered:** 3

**Eligibility:** 10+2

**Job Prospects:** Students gets to practice real life scenarios and understand various e-filings in a simulated environment which is a replica of actual



government websites. This mould him to be job-ready when he finishes the complete course along with his Graduation.

This course is endorsed by MEPSC SSC and student can appear for job-role assessment after this course and get certified by NCVET under Skill India. After completion of course student gets Certificate of Participation which has logo of MESPC.

**Date of Commencement:** 6th March 2024

**No of Seats:** No limit on enrollment

**Course Name:**  
**GST EXECUTIVE ON THE JOB TRAINING (OJT)**

**Duration:** 150

**Credits Offered:** 5

**Eligibility:** 10+2

**Job Prospects:** Students gets to practice real life scenarios and understand GST filings in a simulated environment which is a replica of actual government websites. This mould him to be job-ready when he finishes the complete course along with his Graduation. This empowers students with essential technical skills for success in the commerce sector.

This course is endorsed by BFSI SSC and the stu-

dents get certified by NCVET under Skill India after assessment.

**Date of Commencement:** 6th March 2024

**No of Seats:** No limit on enrollment

**Course Name:**  
**ACCOUNTS ASSISTANT ON THE JOB TRAINING (OJT)**

**Duration:** 150

**Credits Offered:** 5

**Eligibility:** 10+2

**Job Prospects:** Students gets to practice real life scenarios and understand various statutory filings in a simulated environment which is a replica of actual government websites. This also helps in practicing accountancy in an interactive environment online. This mould him to be job-ready when he finishes the complete course along with his Graduation. This empowers students with essential technical skills for success in the commerce sector.

This course is endorsed by BFSI SSC and the students get certified by NCVET under Skill India after assessment.

**Date of Commencement:** 6th March 2024

**No of Seats:** No limit on enrolment.

**FEE AND MODE OF CONDUCTION**

**1. Price list (INR)**

Courses	Self-Paced Learning	Online-Trainer Led	Offline-Trainer Led
Personal Finance	₹1100/-	-----	-----
GST Executive	₹2000/-	₹3500/-	-----
Statutory Executive	₹2500/-	₹5500/-	₹5000/-
Finance Executive	₹2800/-	₹7200/-	₹9000/-
GST Assistant OJT	₹3000/-	-----	₹12500/-
Accounts Assistant OJT	₹3000/-	-----	-----





## **CYBER SECURITY TRAINING**

### **Presented by ThinkCyber**

#### **About the knowledge partner**

About ThinkCyber India: ThinkCyber is a Tel Aviv-based Israeli company with a team of cyber security professionals in information and operations technology. The team conducts in - depth research on the changing world of cyber threats and techniques for ensuring cyber security. The company focuses on the need for spreading knowledge and raising a new generation of cyber security professionals. Its training programs are conducted in countries such as Israel, US, Canada, Australia, Singapore, South Africa, and India. ThinkCyber India is the Indian arm of ThinkCyber Israel.

#### **About the course/s**

This course gives a comprehensive cyber security journey comprising three key levels, each delving into essential concepts and skills vital for expertise in the field. The initial level introduces fundamental topics such as cyber protocols, digital security, Linux basics, and Python essentials. Progressing to the advanced levels, participants dive deeper into digital forensics, penetration testing, and SOC analysis, gaining practical experience in handling cyber security challenges. It is a Certificate course which can make you eligible for consideration for various roles as a cyber security specialist in the industry including analysts, engineers, consultants, and specialists across various domains.

#### **Mode of conduction - Online**

**Duration - 6 months**

**Fees - Rs. 50,000 + (18% GST) extra = Rs. 59,000**

**Credits offered - NA**

#### **Eligibility -**

1. B.Sc IT, BCA, MCA, Btech, any technical degree or having prior cyber security basic certification.
2. 60% and above in 10th, 12th and graduation

**Job Prospects -Guaranteed job placement with minimum Rs. 5 Lacs CTC per annum.**

**Dates for commencement - 15th March 2024**

**No. Of seats -50**



## **Course Structure**

### **LEVEL 01**

#### **INTRO TO CYBER**

Overview, Cyber protocols, Digital/physical security, Enumerating the cyber data, Supervisory system.

#### **LINUX FUNDAMENTALS**

Computer hardware, Forensic fundamentals, Understanding Linux OS, Collecting evidence, Analysing findings.

#### **PYTHON FUNDAMENTALS**

Introduction to Python, Variables and Booleans, Conditions and functions, Files I/O, Extraction of the data.

### **LEVEL 02**

#### **NETWORK RESEARCH**

Introduction to Linux, Networking, Intro to network forensics, Cybersecurity, Cyber attack practice.

### **LEVEL 03**

#### **DIGITAL FORENSICS**

Computer forensic fundamentals, Computer forensic investigation process, Understanding hard disks & disk systems, Data acquisition and duplication, Defeating anti-forensic techniques.

#### **PENETRATION TRAINING**

Collecting information, Enumeration, Exploitation, Post-exploitation, Configuring payloads.

#### **SOC ANALYST**

Windows domain, Configuring the windows server, Soc environment, Hands-on PfSense, Using the SIEM.

### **Trainer Profile**

Shubhanshu Verma, a seasoned professional trainer, brings over 5 years of expertise to the table. His demonstrable skills span penetration testing domains, including web/application and infrastructure testing, wireless network testing, VoIP, and firewall rule set review. Having contributed his talents to renowned organizations such as Social27, Microsoft, Nuage Edtech, Upskill Finder, Simplilearn, and Thinkcloudly, Shubhanshu's rich experience reflects a commitment to excellence in the cybersecurity landscape.





**TAX AND ACCOUNTS: FOUNDATION COURSE**  
**TAX AND ACCOUNTS: PROFESSIONAL COURSE**  
**Presented by Taxmann Allied Services Pvt. Ltd.**

### About The Knowledge Partner

Taxmann Academy is dedicated to offering accessible and top-notch education on Indian tax and accounting frameworks. Our team comprises experienced professionals dedicated to delivering accurate and reliable information in a clear and accessible format.

We know that navigating the world of tax and accounting can be daunting, which is why we've made it our mission to break down complex concepts into easy-to-understand language. Whether you're well-versed in the subject or just beginning your journey, our platform provides an ideal space to gain comprehensive insights into the world of compliance and practical applications in tax and accounts.

### About the Course

The Tax & Accounts Professional (TAP) course provides thorough and carefully organized training on various business compliance topics, equipping participants with essential knowledge and skills applicable to practical situations. It is divided into different independent levels, each catering to specific learning objectives and student needs. Level 1|Foundation is designed for those new to the tax and accounts domain, focusing on building fundamental skills necessary for starting a career or business. On the other hand, Level 2|Advanced targets individuals with a solid hold of the basics, aiming to enhance their expertise and support career progression.

**Mode of Conduct:** Through Zoom (Live Interactive Session)

**Duration :** The duration of the course for Level 1|Foundation shall be 125 hours (approx.) spread over 4-5 months, and for Level 2|Advanced, it shall be 150 hours (approx.) spread over 5-6 months. Duration of each session shall be around 120 minutes.

**Fees : Level 1 - TAP Level 1:** Rs. 22,500/-

**TAP Level 2 (Advanced):** Rs. 30,000/-

**Eligibility :** Co-educational courses, i.e., both male and female students shall be allowed to enroll. Minimum pursuing undergraduate courses or equivalent from any stream(s)/discipline(s)/ subjects. Candidates appearing in the qualifying examinations may also apply and enroll. Screening and shortlisting of the applicants for admissions are to be conducted by SOL & Taxmann, wherever found necessary. Candidates are expected to have a fair understanding of Hindi & English languages. For online classes, students shall be required to have access to their own Laptops/PCs/Desktops with the latest hardware configuration and Wi-Fi internet connectivity. Students enrolling in the course shall be responsible for fulfilling all requirements as per the directions of the College and Taxmann.

**Brief about Trainers profile:** All our trainers possess a wealth of experience in both industry and academia. Here are the brief profiles of our trainers, each bringing expertise in their respective fields.

1. **CA. Ridhima Bhatia (Faculty for Income Tax)**



- ❖ Senior Manager in Taxmann's Research and Advisory Department
- ❖ Over 7 years of practical and teaching experience in Income-tax
- ❖ Formerly worked with Price water house Coopers in International taxation
- ❖ Visiting Faculty member of the ICAI
- ❖ Specializes in facilitating conceptual learning of Income-Tax
- ❖ Serves as the first point of contact for queries related to Taxmann Academy

## 2. CA. Tarun Kumar (Faculty for Income Tax)

- ❖ Practising Chartered Accountant with over 7 years of experience in taxation
- ❖ Regularly speaks and writes about Income Tax issues
- ❖ Holds a Diploma in International Taxation
- ❖ Specializes in taxation for start-ups and NGOs
- ❖ Close Ally of the Research and Advisory department of Taxmann
- ❖ Co-authored the book 'Trusts & NGOs Ready Reckoner'
- ❖ Contributor to the book 'Master Guide to Income Tax Act'

## 3. CA. Naveen Wadhwa (Faculty for Income Tax)

- ❖ An All India Rank holder in Chartered Accountancy (ICAI )
- ❖ VP of the Research and Advisory Department of Taxmann
- ❖ Worked previously with Grant Thornton
- ❖ 14+ years of experience in Income-tax and International Tax
- ❖ Writes and speaks regularly on Income-tax issues for renowned media houses.

## 4. CS. Divya Bajpai (Faculty for Corporate and Business Laws)

- ❖ Partner at 'MSD & Associates', a firm of Practising Company Secretaries
- ❖ Trademark Attorney holder
- ❖ A member of the Women Empowerment Committee of NIRC ICSI 2019 & 2020
- ❖ Author of various books on Corporate, Business and Allied Laws
- ❖ An expert academician of ICAI- BoS
- ❖ Practical experience of working with Listed Entities, Medium and Large-size organizations
- ❖ Certified posh trainer
- ❖ Guest faculty at NALSAR, Hyderabad

## 5. CA. Vivek Laddha (Faculty for GST)

- ❖ An author, litigator, consultant, and speaker on GST
- ❖ Founder and National Head of LAW BROTHERS
- ❖ Holds all 4 pillars of business solutions: Bachelor of Law, Chartered Accountant, Cost Accountant, and Company Secretary
- ❖ Provided more than 450 legal opinions on complex GST matters and dealt with over 500 cases of litigation
- ❖ Delivered more than 400 sessions on GST for large companies
- ❖ Authored seven books on GST published by Taxmann
- ❖ Chief Advisor at NAREDCO
- ❖ Chairman of the GST Advisory Board of NIRC of the Institute of Cost Accountants of India
- ❖ Co-opted member of the Indirect Tax Committee of CIRC of ICAI



**6. CA. Ankur Agrawal (Faculty for Financial Accounting, Book Keeping, Costing, Financial Management & GST)**

- ❖ 12 years of experience in Teaching and Practice in the field of Accounting, Auditing & Taxation
- ❖ Taught more than 6000+ students of CA, CS and CMA
- ❖ Statutory Auditor in more than 80+ Companies, including 3 listed Companies
- ❖ Founder of Rupee Expert - A start-up catering to Financial Consultancy
- ❖ Excellent Command over the teaching of Accounts, Costing and Finance

**7. Mrs. Deepa Agrawal (Faculty for Computer Skills and Personality Development)**

- ❖ Also a Faculty at the most renowned institute of commerce in India, Kolkata
- ❖ 6+ years of experience in teaching
- ❖ 3+ years of experience of working with a CA firm
- ❖ Successfully handled many statutory audits, tax compliance related assignments
- ❖ Uses student-friendly techniques and well-structured study notes for a better understanding
- ❖ Students' Enrichment & Excellence in the subject is her ultimate Goal

**8. Mr. Vijay Negi (Faculty for Labour Laws)**

- ❖ An LL.B and MBA (Finance)
- ❖ Currently working as Industrial and Labour law advisor for different companies
- ❖ Has an experience of over 15 years of working with large multinationals, Indian companies and entrepreneurial growth companies

- ❖ Has worked with Ernst & Young India and Indiamart.com as a Compensation & Benefit and Industrial and Labour Law compliance specialist

**9. CA. Vishu Dhingra (Faculty for Tender Bidding)**

- ❖ CA with 10+ year of industry experience
- ❖ Associated with several prestigious Government projects of Central/ State Government
- ❖ Have wide experience of Govt liasioning, vendor management, project management etc

**10. Dr. Ranjeet Mehta (Leadership Coach for Personality Development)**

- ❖ University Gold Medalist and Ph. D. in Management
- ❖ Fellow IVLP and a Law Graduate
- ❖ Leadership Coach and Public Policy expert
- ❖ 34+ years of experience in leadership roles spread across various sectors
- ❖ Represented Indian Industry in many Government and Parliamentary Committees
- ❖ A frequent speaker in Electronic and Print Media including participation in International Forums
- ❖ Authored six books and 45+ research papers

**Job Prospects:** We facilitate our students based on their experience and performance in live classes, assisting them in securing roles such as accounts executives, accountants, tax consultants, and similar positions in various industries, including manufacturing, CA firms, consultancies, and more.

**Date of Commencement:** We started this journey almost two years ago, and now we're excited to announce a new session for Level 1 beginning on February 19th 2024, followed by Level 2 starting on March 15th, 2024.



**Number of Seats:** 50-60 per batch

**Course Structure:** Lesson Plan

**Level 1| Foundation** - Our curriculum covers a wide range of tax and accounting topics, organized into easy-to-follow modules. You'll start from the basics of setting up a business and progress to understanding day-to-day tasks, bookkeeping, and meeting legal requirements. Plus, you'll enhance your MS Office skills, develop personally, and adopt a positive mindset.

**Level 2| Advanced** - Experience a thoughtfully

designed curriculum addressing the complexities of various laws. Our detailed modules comprehensively tackle Income Tax, GST, Accounts, and Corporate Law compliance, ensuring a robust understanding of vital compliances. Explore critical topics like trademarks, IEC, start-up taxation, loan operations, etc. Elevate your skills with advanced Excel formulas and receive expert guidance for successful job interviews, propelling your career growth.

For detailed curriculum and hour-wise allocation, please visit the website.





## **APPLIED PSYCHOMETRICS AND SCALE CONSTRUCTION COUNSELLING AND ITS APPLICATIONS**

**Presented by Dept of Psychology, SOL**

### **About the Department**

The Department of Psychology, DDCE, COL, University of Delhi offers students a holistic education in the field of psychology, with an emphasis on creating a strong theoretical basis, critical thinking, research skills, and practical experience. Learners are given the opportunity to advance at their own pace and take a multidisciplinary approach to their education thanks to the flexibility offered by the programme. As a result, it is a programme that is centred on the student and has built-in provisions for adaptability, mobility, and employability.

### **Certificate Course in Applied Psychometrics and Scale Construction**

**About the Course:** The applied psychometrics and scale creation course offers a comprehensive understanding of the principles and techniques used in developing and utilizing psychological measurement tools. Psychological research and practice utilize a range of scales and evaluations, and students acquire the skills to develop, assess, and analyse them. The covered subjects include item response theory, factor analysis, item analysis, validity, and reliability. Through a combination of academic knowledge and practical experience, learners gain the necessary skills to create, evaluate, and improve measurement tools used to assess psychological concepts in different contexts.

**Mode of conduction** - The classes will be conducted in hybrid mode. Offline classes on weekdays and contact hours on weekends for practice sessions and queries.

**Duration** - 6 months

**Fees** - Rs. 5,000/-

**Eligibility** : A bachelor's degree in psychology, education, human resources, or a related field is preferred. Students and professionals from other fields may also apply if the applicant has relevant work experience. Applicants must have a basic proficiency in statistics or research methods and relevant IT tools and software's.

**Job Prospects/ Future Opportunities:** The certificate can enhance opportunities in various sectors, including human resources, education, clinical settings, market research, and organizational development. In HR and consultancy, professionals with applied psychometry skills are often involved in employee selection, talent management, and performance evaluation. They may use psychometric assessments for recruitment, training needs analysis, and team development. Professionals may use psychometric assessments to identify strengths and areas for improvement within a team or organization. In educational settings, professionals may use psychometric assessments to evaluate students' academic abilities, identify learning disabilities or assess career interests. Professionals can also utilize psychometric tools for career counselling, psychological assessments, and intervention planning. Psychometric tools can be applied in



market research to understand consumer behaviour, preferences, and decision-making processes. This information can inform training programs and interventions. Furthermore, the course may enhance skills in statistical analysis, test development, and interpretation of psychometric assessments.

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes -**

Online mode twice a week: 6 to 8 p.m. (on weekdays)

Offline mode: 4 hours once in two weeks (on weekends)

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Structure Of Lesson Plan**

**Level 1**

**APPLIED PSYCHOMETRICS AND SCALE CONSTRUCTION (APSC)  
COURSE DURATION: 6 MONTHS  
LEVEL 1**

COURSE CODE	COURSE TITLE	THEORY	PRACTICAL	TOTAL
APSC - 01	Foundations of Psychometrics	40	40	80
APSC - 02	Scale Construction	40	40	80
APSC - 03	Item Analysis	40	40	80
APSC - 04	Project Work 01	-	-	80

**Level 2**

**APPLIED PSYCHOMETRICS AND SCALE CONSTRUCTION (APSC)  
COURSE DURATION: 6 MONTHS  
LEVEL 1**

COURSE CODE	COURSE TITLE	THEORY	PRACTICAL	TOTAL
APSC - 05	Modern Psychometric Approaches	40	40	80
APSC - 06	Applications in Various Settings-Clinical/Educational/Organizational/HR & Social Development	40	40	80
APSC - 07	Ethical Issues in Psychological Assessment	40	40	80
APSC - 08	Project Work 02	-	-	80



**Assessment:**

- Two level of assessment shall be taken.
- Assessments will be held online.
- Level 1 - Assessment will be based on the project work on item working and item difficulty.
- Level 2 - Assessment will be based on videos and practice sessions.

**COUNSELLING AND ITS APPLICATION**

**About the Course:** The course on counselling and its applications delves into the theoretical foundations and practical skills necessary for achieving success in counselling practice across many settings. Students explore several counselling ideologies, such as humanistic-existential therapy, psychodynamic therapy, and cognitive-behavioural therapy. Emphasis is placed on the cultivation of therapeutic rapport, active listening, empathy, and cultural competence. The areas covered include the counsellor's role in promoting client well-being, methods of evaluation, approaches for intervention, and ethical considerations. Students acquire the skills to apply counselling theories and practices to effectively address a range of client challenges and facilitate constructive transformation. This is achieved via the use of case studies, role-playing exercises, and supervised practice.

**Mode of Conduction:** The classes will be conducted in hybrid mode. Offline classes on weekdays and contact hours on weekends for practice sessions and queries.

**Duration:** 6 months

**Fees:** 5000/-

**Eligibility:** Any student who is pursuing or has completed their under-graduate degree in the field of Psychology, Social Work, Education, and allied areas.

**Job Prospects/ Future Opportunities:** A candidate will acquire the skill of counselling a person by understanding what counselling all is about along with various approach to do it. There will be wide scope of opportunities for working as a child and adolescent counsellor at school setup and NGOs, becoming of marriage and family counsellor to help people maintain good personal relationships and help the youth to opt for the right career for their future.

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes:**

**Online mode twice a week:** 6 to 8 p.m. (on weekdays)

**Offline mode:** 4 hours once in two weeks (on weekends)

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)



## Structure Of Lesson Plan

### Level 1

#### COUNSELING AND ITS APPLICATION

COURSE DURATION: 6 MONTHS

#### LEVEL 1

COURSE CODE	COURSE TITLE	THEORY	PRACTICAL	TOTAL
CA - 01	Counselling: Nature & Process	40	40	80
CA - 02	Counselling Theories	40	40	80
CA - 03	Individual & Group Counselling	40	40	80
CA - 04	Project 01	-	-	80

### Level 2

#### COUNSELING AND ITS APPLICATION

COURSE DURATION: 6 MONTHS

#### LEVEL 1

COURSE CODE	COURSE TITLE	THEORY	PRACTICAL	TOTAL
CA - 05	Child and Adolescence Counselling	40	40	80
CA - 06	Family, Relationship and Marital Counselling	40	40	80
CA - 07	Career Counselling	40	40	80
CA - 08	Project Work 02	-	-	80

#### Assessment:

- Two level of assessment shall be taken.
- Assessments will be held online.
- Level 1 - Assessment will be based on the project work and case studies
- Level 2 - Assessment will be based on videos and practice sessions.

#### Experts and Trainers:

- ❖ Prof. Promila Batra, Retired, MDU, Rohtak
- ❖ Prof. Sonia Malik, MDU, Rohtak
- ❖ Prof. R.K Sokhi, Retired, DRDO
- ❖ Prof. Soumi Awasthi, DRDO
- ❖ Prof. Rachna Bhargava, AIIMS
- ❖ Dr. Harpreet Bhatia, KMV, DU

❖ Dr. Shiksha Deepak, LSR, DU

❖ Dr. Vandana Gambhir Chopra, LBC, DU

❖ Dr. Swati Jain, IPCW, DU

#### Faculty Coordinators:

❖ Dr. Nupur Gosain, Teacher-In Charge,  
Department of Psychology, SOL, DU

❖ Ms. Vidyut Singh, SOL, DU







## ❖ BEAUTY AND HAIR LAB ❖ AC REFRIGERATOR REPAIRING ❖ BAKERY AND CONFECTIONARY

**Presented by Samarth Bharat**

### **Course Name:**

## **BEAUTY AND HAIR LAB**

### **About the Course:**

The Beauty and Hair Lab course provides in-depth training in the art and science of beauty and haircare. Students learn important methods for skincare, makeup application, hair style, and salon management. The program includes skin analysis, color theory, haircutting, hair coloring, and client consultation. Students learn how to provide a variety of beauty and hair services through hands-on practical sessions and theoretical studies. Graduates have the necessary skills and expertise to seek professions as cosmetologists, estheticians, makeup artists, hair stylists, or salon owners. With the increasing need for beauty services, this course offers exciting employment options in the beauty business.

**Duration:** 3 Months

**Fee:** Rs. 10500/-

**Eligibility:** 10th pass from any stream and professionals from any fields may also apply.

### **Job Prospects/Future Opportunities:**

Job prospects in the Beauty and Hair Lab are numerous and attractive, with opportunities for those with a passion for beauty and hair care. Here are a few possible job paths:

Cosmetologists offer a variety of beauty services, such as haircuts, hair styling, coloring, skincare treatments, and makeup application. They work in

salons, spas, beauty clinics, and resorts, meeting clients' beauty needs and preferences.

Estheticians specialize in skincare procedures like facials, chemical peels, and microdermabrasion. They may also provide waxing, threading, and other hair removal therapies. Estheticians work in skincare clinics, spas, salons, and medical spas to assist clients attain healthy, glowing skin.

Makeup Artists apply makeup for a variety of situations, such as weddings, picture shoots, fashion presentations, and special events. They work in beauty salons, cosmetic stores, film and television studios, and as freelancers for customers.

Hair stylists specialize in hair cutting, style, and coloring. They work in salons, barbershops, spas, and beauty clinics, offering hair services to people of all ages and hair kinds.

Salon Owner/Manager: Experienced beauty and hair experts may decide to open their own salon or spa. Salon owners/managers oversee business operations, personnel management, client relations, and marketing.

Product Sales Representative: Beauty and hair care experts can work as product sales representatives for cosmetic firms, skincare brands, or haircare product makers. They market and sell beauty items to salons, spas, stores, and individual customers.

Overall, there are numerous job options in Beauty and Hair Lab, including innovation, entrepreneurship, and professional progression in the beauty and



health business. With the increasing demand for beauty services and products, talented individuals in this industry are highly regarded and sought after around the world.

**Date of Commencement:** 2nd April, '24

**Schedule of Classes :** Offline mode

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Assessment:**

- ❖ Assessments will be done on the basis of demo sessions in the lab and based on performance after the completion of the course.

**Experts and Trainers:** Ms. Sudesh Rani

**Course Name:**

## AC REFRIGERATOR REPAIRING

**About the Course:**

The AC Refrigerator Repairing course offers comprehensive training in HVAC technology, focusing on the maintenance, troubleshooting, and repair of air conditioning (AC) units and refrigeration systems. Students learn fundamental principles, including refrigeration cycles, electrical circuits, and system components. Through hands-on practical exercises, they develop proficiency in diagnosing issues, performing repairs, and ensuring system efficiency and safety. Graduates are prepared for careers as HVAC technicians, refrigeration mechanics, or appliance repair specialists in residential, commercial, or industrial settings. With increasing demand for skilled professionals in the HVACR industry, this course provides promising career opportunities for individuals seeking practical training in a high-demand field.

**Duration:** 3 Months

**Fee:** Rs. 5500/-

**Eligibility:** 10th pass from any stream and professionals from any fields may also apply.

**Job Prospects/Future Opportunities:**

Job opportunities in AC Refrigerator Repairing are promising, considering the ongoing demand for maintenance, troubleshooting, and repair services in the residential, commercial, and industrial sectors.

**HVAC Technicians:** Experienced technicians are in high demand for installing, maintaining, and repairing air conditioning systems in homes, workplaces, and industrial sites. HVAC, facilities management, and construction industries all offer job prospects.

Refrigeration mechanics work at supermarkets, food processing factories, restaurants, and cold storage facilities. They are in charge of maintaining and repairing refrigeration equipment to ensure the safe storage and preservation of perishable items.

**Appliance Repair Specialists:** Repair specialists who specialize in air conditioning and refrigeration systems are in high demand among appliance repair shops, electronics stores, and warranty providers.

**Entrepreneurship:** Skilled individuals may decide to start their own air conditioner and refrigerator repair enterprises. Entrepreneurs can build profitable businesses that serve residential and commercial clients in their areas with the correct training, certification, and marketing techniques.

**Manufacturing and Sales:** Some AC and refrigeration repair technicians may advance to positions in manufacturing, sales, or technical support for HVACR equipment manufacturers. They offer product support, troubleshooting advice, and training to technicians and customers.

Overall, work opportunities in AC Refrigerator Repairing are numerous and plentiful, providing opportunities for employment, entrepreneurship, and promotion in a critical industry that provides



comfort, safety, and efficiency in both home and commercial settings.

**Date of Commencement:** 2nd April, '24

**Schedule of Classes:** Offline mode

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Assessment:**

- ❖ Assessments will be done on the basis of demo sessions in the lab and based on performance after the completion of the course.

**Experts and Trainers:**

- ❖ Mr. Anku Sharma
- ❖ Mr. Basant Kumar

**Course Name:**

## **BAKERY AND CONFECTIONARY**

**About the Course:**

The Bakery and Confectionary degree provide extensive training in the art and science of baking and confectionery. Students learn key methods for pastry making, bread baking, cake decorating, and chocolate work. The program covers ingredient selection, recipe creation, baking techniques, and food safety guidelines. Students learn how to make a variety of baked goods and confections through hands-on practice sessions and theoretical studies. Graduates have the skills and experience to work as pastry chefs, bakers, cake decorators, or open their own bakery enterprises. With the increased need for high-quality baked goods, this course offers exciting job options in the culinary industry.

**Duration:** 3 Months

**Fee:** Rs. 15000/-

**Eligibility:** 10th pass from any stream and professionals from any fields may also apply.

**Job Prospects/Future Opportunities:**

Job opportunities in bakery and confectionery are numerous and promising, catering to those with a passion for pastry arts and culinary inventiveness. Here are a few possible job paths:

Pastry chefs provide a wide range of baked products and sweets for bakeries, restaurants, hotels, and catering organizations. They oversee pastry manufacturing, create recipes, and ensure that baked goods are of high quality and consistent.

Bakers produce bread and pastries and work in bakeries, cafes, supermarkets, and specialty food stores. They prepare dough, bake bread, pastries, and cakes, and may be in charge of inventory management and customer service.

Cake Decorator: Cake decorators create and decorate cakes for special occasions such as weddings, birthday parties, and holidays. They operate in bakeries, pastry shops, and specialized cake studios, utilizing icing, fondant, and other decorative techniques to make visually appealing cakes.

Chocolatiers create truffles, bonbons, and other chocolate delicacies. They might work in chocolate stores, artisanal chocolate factories, or open their own chocolate business.

**Entrepreneurship:** Individuals with the necessary abilities and expertise can establish their own bakery, pastry shop, or confectionery business. Opening a boutique bakery, running a food truck or pop-up store, or selling baked goods online are all viable business ventures.

Food stylists work in the advertising, photography, and film industries, designing and arranging food



for commercials, cookbooks, publications, and TV shows. Knowledge of bread and confectionery processes is useful in this sector.

Overall, there are several work options in bakery and confectionery, including opportunities for innovation, entrepreneurship, and career progression in the culinary field. With the increasing need for high-quality baked goods and confections, qualified individuals in this industry are in high demand around the world.

**Date of Commencement:** 2nd April, '24

**Schedule of Classes :** Offline mode

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Assessment:**

- ❖ Assessments will be done on the basis of demo sessions in the lab and based on performance after the completion of the course.





**GRAPHIC DESIGN AND DTP**  
**ANIMATION, MOTION GRAPHICS, PHOTOGRAPHY AND VIDEO EDITING**  
**STENOGRAPHY, SECRETARIAL PRACTICES, AND IT SKILLS**  
**RADIO JOCKEYING, ANCHORING, T.V JOURNALISM**  
**Presented by RK EDUCATIONAL TRUST**

**Course Name:**

**GRAPHIC DESIGN AND DTP**

**About the Course:**

The goal of Delhi University's DDCE SOL/COL Graphic Design course is to give students the fundamental information and abilities needed for desktop publishing and graphic design. Teaching a complete understanding of desktop publishing tools, typography, design concepts, and image editing skills is the main goal. Students learn how to make visually appealing designs that work for print and digital media platforms through practical experience. The course's objectives are to foster creativity, industry-standard software skills, and a solid understanding of design aesthetics, all of which will enable students to pursue professions or additional education in graphic design.

Learning how to effectively combine text and visuals for use in posters, signage, brochures, newsletters, logos, and other visual communication materials is one of the core learning modules. Students graduate from the program with the abilities and knowledge needed to succeed in the graphic design industry and make significant contributions.

**Duration:** 6 Months

**Fee:** Rs. 20,000/-

**Eligibility:** 12th pass from any stream and professionals from any fields may also apply.

**Job Prospects/Future Opportunities:**

Because there is a growing need for visually appealing and efficient communication products, there are many different areas in which Graphic Design and Desktop Publishing (DTP) have plentiful job opportunities.

Opportunities for graphic designers can be found in corporate environments, publishing houses, marketing departments, advertising agencies, and design firms. For websites, social media platforms, and mobile applications, they design graphic concepts, logos, branding materials, packaging, ads, and digital content.

Professionals with knowledge in layout design, typesetting, and document formatting are in high demand in the DTP industry. They produce books, periodicals, brochures, manuals, reports, and other printed products while employed for publishing houses, printing companies, educational institutions, and governmental organizations.

Furthermore, both graphic designers and DTP specialists can operate independently and in conjunction with clients on a variety of projects via freelancing. The need for graphic designers and DTP specialists to provide digital assets, product packaging, and marketing collateral for online enterprises is rising along with the popularity of online platforms and e-commerce.



For those with strong creative abilities, technical design software competency, and an attention to detail, job prospects in graphic design and DTP are generally good. Skilled experts are always needed to provide engaging visual material for print and digital media since businesses continue to place a high priority on visual communication and branding.

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes :** Online mode and offline mode as per the requirement.

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Assessment:**

- ❖ Offline: Class assignments + Viva voce in person
- ❖ Online: Class assignments + Viva voce online

**Course Name:**

## **ANIMATION, MOTION GRAPHICS, PHOTOGRAPHY AND VIDEO EDITING**

**About the Course:**

This course offers a thorough examination of visual storytelling in a variety of media: animation, motion graphics, photography, and video editing. In order to prepare for professions in animation studios, movies, video games, and advertising, students study animation fundamentals, character design, and narrative creation. While photography gives abilities in image composition, lighting, and editing for a variety of sectors, motion graphics combines animation with graphic design. Students who learn video editing are better prepared to create compelling visual storytelling and unified storylines for online, television, cinema, and advertising content. With practical instruction and industry-standard software, graduates are prepared for a variety of positions in the ever-changing multimedia business.

**Duration:** 6 Months

**Fee:** 40,000 Rs.

**Eligibility:** 12th pass from any stream and professionals from any fields may also apply.

**Job Prospects/Future Opportunities:**

The wide-ranging and bright career possibilities in animation, motion graphics, photography, and video editing are indicative of the industry-wide need for creative workers.

Opportunities in animation are abundant at advertising firms, game companies, film production companies, and animation studios. Character designers, storyboard artists, animation directors, and animators are among the roles.

Specialists in motion graphics can be found working for marketing companies, advertising agencies, production companies for movies and television, and online content platforms. They produce visually captivating content for promotional materials, educational videos, title sequences, and ads.

Photographers can operate as freelancers, photojournalists, commercial, fashion, or event photographers. They can operate as independent freelancers or for publications, studios, advertising firms, or magazines. Video editors are in high demand in a range of industries, including corporate communications.

Film, television, advertising, and digital media.

They assemble and edit video footage, apply special effects, and ensure that the end result meets specifications. Furthermore, as digital media and online platforms expand in popularity, there is an increased demand for professionals who are versed in all aspects of visual communications. This encompasses content creation for digital marketing campaigns, e-learning platforms, social media



platforms, and virtual events. Overall, creative individuals with technical expertise, artistic aptitude, and a passion for these subjects have promising job opportunities in animation, motion graphics, photography, and video editing.

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes :**

- ❖ Online mode
- ❖ Offline mode

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Assessment:**

- ❖ Offline: Class assignments + Viva voce in person
- ❖ Online: Class assignments + Viva voce online

**Course Name:**

**STENOGRAPHY, SECRETARIAL PRACTICES, AND IT SKILLS**

**About the Course:**

Stenography, an intricate art, involves shorthand writing mastery, enabling swift and precise verbal transcription. This course offers a comprehensive introduction to stenography basics, covering key principles, techniques, and practical applications. Students delve into shorthand's nuanced rules and develop dexterity for accurate transcription. Whether aspiring court reporters, transcribers, or seeking typing speed enhancement, this course is pivotal. It serves as a solid stenographic foundation, empowering individuals for diverse professional roles where rapid and accurate transcription is essential.

**Duration:** 5 Months

**Fee:** 15,000 Rs.

**Eligibility:** 12th pass from any stream and professionals from any fields may also apply.

**Job Prospects/Future Opportunities:**

With today's changing job market, there are many different and potential career opportunities in stenography, secretarial techniques, and IT abilities.

Stenographic experts are in high demand in the legal, medical, and media industries and can find work as court reporters, transcriptionists, or captioning specialists. In a variety of sectors, secretarial abilities are still highly valued for positions ranging from executive assistants to administrative support professionals, which provide stability and possibility for advancement.

Furthermore, given the always changing nature of technology, having strong IT abilities opens doors to a wide range of careers, including network administrators, software developers, and IT support professionals. Those who possess these talents are well-positioned for successful and enjoyable career opportunities, given the ongoing improvements in digitalization.

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes:**

- ❖ Online mode
- ❖ Offline mode

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Assessment:**

- ❖ Offline: Class assignments + Viva voce in person
- ❖ Online: Class assignments + Viva voce online



**Course Name:**  
**RADIO JOCKEYING, ANCHORING, T.V JOURNALISM**

**About the Course:**

The course in Radio Jockeying, Anchoring, and TV Journalism offers comprehensive training in broadcast media, preparing students for dynamic careers in radio, television, and journalism. Students learn the art of engaging audiences through effective communication, mastering techniques in live hosting, scriptwriting, and interview skills. With a focus on journalistic integrity and storytelling, the curriculum equips students to report news, conduct interviews, and present information with credibility and professionalism. Through hands-on experience and exposure to industry-standard equipment, graduates emerge ready for diverse roles as radio jockeys, TV anchors, reporters, correspondents, and news presenters in the fast-paced world of broadcast media.

**Duration:** 3 Months

**Fee:** 20,000 Rs.

**Eligibility:** 12th pass from any stream and professionals from any fields may also apply.

**Job Prospects/Future Opportunities:**

The dynamic aspect of the media industry is reflected in the bright and various job chances available in radio jockeying, TV journalism, and anchoring.

For people who have an aptitude for communication and entertaining, radio jockeying presents fascinating

options. In their roles as radio presenters or hosts, they connect with listeners and cultivate devoted listener bases through interactive parts, music, and conversation shows.

There is a wide range of duties in anchoring, from leading news broadcasts to hosting live events and shows. Anchors are the public face of television, radio, and online streaming services. They are charismatic, authoritative, and graceful communicators of information.

Jobs in TV journalism, radio jockeying, and anchoring essentially appeal to people who love to communicate, tell stories, and interact with a wide range of people. Professionals in these professions continue to be essential to educating, motivating, and amusing audiences throughout the world as media consumption trends continue to change.

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes :**

- ❖ Online mode
- ❖ Offline mode

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

**Assessment:**

- ❖ Offline: Class assignments + Viva voce in person
- ❖ Online: Class assignments + Viva voce online







## MEDICAL TRANSCRIPTION

Presented by Selectronics

### Course Name:

## MEDICAL TRANSCRIPTION

### About the Course:

Medical transcription is the process of accurately and quickly transcribing medical records that have been dictated by physicians and other healthcare providers. This includes letters, psychiatric evaluations, laboratory, x-ray, and pathology reports; it also includes history and physical reports, clinical notes, office notes, operative reports, consultation notes, and discharge summaries. An MT, or medical transcriptionist, is a person who helps doctors and specialized surgeons by transcribing, formatting, and editing their dictated medical reports. They are knowledgeable about medical terminology, typing, and language. Few diagnostic centers and hospitals transcribing reports use the specialized software that students learn during practical training.

**Duration:** 6 Months

**Fee:** 30,000 Rs.

**Eligibility:** 12th pass from any stream and professionals from any fields may also apply.

### Job Prospects/Future Opportunities:

Potential career paths in medical transcription are available to those with strong attention to detail, proficient typing abilities, and a thorough awareness of medical language and documentation protocols. Medical transcriptionists turn healthcare providers' dictated recordings into written reports or patient records. They usually work in hospitals, clinics, medical offices, or transcription corporations.

There are still plenty of career prospects in medical transcribing due to the growing need for precise

and effective medical documentation. In addition, some medical transcriptionists might prefer to operate remotely as freelancers or independent contractors, offering healthcare institutions contract or project-based transcription services.

Furthermore, medical transcriptionists now play new roles as editors or quality assurance professionals, guaranteeing the accuracy and completeness of transcribed documents produced by automated systems, thanks to developments in speech recognition technology.

For those who possess the required education and experience, medical transcribing jobs are generally promising, providing chances for both flexible work schedules and steady employment in the healthcare sector.

**Date Of Commencement:** 2nd April, '24

**Schedule Of Classes :** Online or offline as per the requirements.

**No. of Seats:** On first come first serve basis, 40 students per batch. (If the number of students exceeds, second batch will be created)

### Assessment:

- ❖ Two level of assessment shall be taken.
- ❖ Assessments will be held online.
- ❖ Level 1 - Assessment will be based on the project work on item working and item difficulty.
- ❖ Level 2 - Assessment will be based on videos and practice sessions.

**Experts and Trainers:** Ms. Pratibha Singhal



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