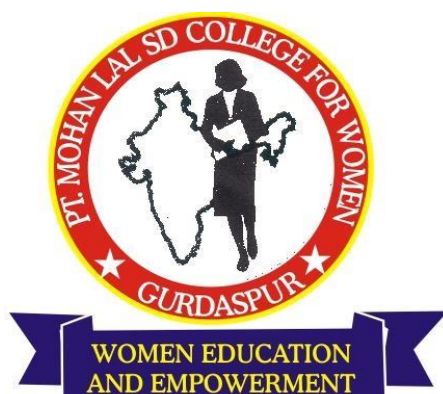


Pt. Mohan Lal S.D. College for Women Gurdaspur

1.2.1 SYLLABUS



Principal

Dr. (Mrs.) Neeru Sharma


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PT. MOHAN LAL SD COLLEGE FOR WOMEN, GURDASPUR

Add on syllabus for Banking and Insurance Certificate course 2022-23

Objectives:

- Master arithmetic concepts such as percentage, ratio & proportion, average.
- Strengthen skills in number series and simplification to solve complex mathematical problems efficiently.
- Enhance verbal reasoning skills by understanding and applying principles of blood relations and coding-decoding.
- Improve non-verbal reasoning abilities through practice in series completion.
- Gain comprehensive knowledge of banking and financial systems, including the history of banking and RBI functions **Course Content:**
- **Quantitative Aptitude** ○ Vedic math's- {Calculations 'addition, subtraction, multiplication, division'} ○ Simplification
 - Number series- {Missing number series}
- **Reasoning** ○ Coding- decoding ○ Blood relation
- **Banking and financial Awareness** ○ Types of banks in India ○ Rbi & it's functions

Learner Outcomes;

- Demonstrate proficiency in solving quantitative aptitude problems efficiently and accurately.
- Exhibit strong reasoning skills through logical thinking and problem-solving techniques.
- Possess a comprehensive understanding of general awareness topics relevant to banking and insurance sectors.
- Students will gain an understanding of the different types of banks operating in India, including commercial banks, cooperative banks, and development banks, along with their distinctive features and functions.


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Diploma Course

Objectives:

- Master arithmetic concepts such as percentage, ratio & proportion, average.
- Strengthen skills in number series and approximation to solve complex mathematical problems efficiently.
- Enhance verbal reasoning skills by understanding and applying principles of syllogism, blood relations, and coding-decoding.
- Improve non-verbal reasoning abilities through practice in series correction, analogy, and classification.
- Gain comprehensive knowledge of banking and financial systems, including the history of banking, RBI functions, and monetary policy.

Course Content:

- **Quantitative Aptitude** ○ Vedic math's- {Calculations 'square and cube roots tricks'}
 - Approximation
 - Number series- {Wrong number series} ○ Percentage
- **Reasoning** ○ Syllogism ○ Direction
- **Banking and financial Awareness** ○ Monetary policy of RBI ○ NPCI & It's Products

Learner Outcomes:

- Demonstrate proficiency in solving quantitative aptitude problems efficiently and accurately.
- Exhibit strong reasoning skills through logical thinking and problem-solving techniques.
- Possess a comprehensive understanding of general awareness topics relevant to banking and insurance sectors.
- Students will comprehend the functions of the Reserve Bank of India (RBI) and its significance in regulating the Indian banking system, monetary policy formulation, and currency management.


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Advance Diploma Course

Objectives:

- Master arithmetic concepts such as percentage, ratio & proportion, average.
- Develop proficiency in interpreting and analyzing data presented in various formats including tabular data, pie charts, bar graphs, and line graphs.
- Strengthen skills in number series, simplification, and approximation to solve complex mathematical problems efficiently.
- Enhance verbal reasoning skills by understanding and applying principles of syllogism, puzzles, blood relations, and coding-decoding.
- Improve non-verbal reasoning abilities through practice in series completion, analogy, and classification.
- To gain insights into the functions and regulatory framework of the Insurance Regulatory and Development Authority (IRDA), ensuring compliance with insurance laws and protecting the interests of policyholders.

Course Content:

- **Quantitative Aptitude** ○ Vedic math's- {Calculations 'addition, subtraction, multiplication, division, square and cube roots tricks'}
 - Approximation
 - Number series- {Missing number series and wrong number series} ○ Percentage
- **Reasoning** ○ Puzzle ○ Syllogism ○ Direction ○ Data Interpretation
- **Banking and financial Awareness** ○ Types of Insurance Products in India ○ Rbi & it's functions ○ Monetary policy of RBI ○ IRDA

Learner Outcomes:

- Students will master Vedic mathematics techniques for rapid calculations including addition, subtraction, multiplication, division, and tricks for square and cube roots, enhancing their computational proficiency.
- Students will demonstrate the ability to approximate numerical values accurately, facilitating quick estimations and problem-solving in real-world scenarios.
- Students will develop proficiency in identifying and completing missing number series and wrong number series, improving their analytical and pattern recognition skills.


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- Students will understand and apply concepts of percentage in various mathematical problems, enabling them to calculate discounts, interests, and profit margins effectively.
- Students will enhance their problem-solving skills by solving puzzles efficiently, fostering logical thinking and strategic planning.
- Students will demonstrate proficiency in syllogism by accurately determining logical conclusions based on given premises.
- Students will develop a strong understanding of directional reasoning, enabling them to interpret and solve problems involving directions and spatial relationships effectively.
- Students will gain knowledge of different types of insurance products available in India, including life insurance, general insurance, and health insurance, along with their features and benefits.


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Add on Information Technology

Certificate

Introduction

This course is meant for absolute beginners. It is meant for students who have little or no prior experience with computers. The purpose of this course is to empower learners with the knowledge and skills needed to use computers effectively in life, college, work and beyond.

Students will learn what computers can do for them and how to use the Internet for communication.

Course Objectives

Students will learn what computers can do for them and how to use the Internet for communication.

Emphasis will be placed on using software packages for emails, word processing, spreadsheets, and presentation as well as using the Internet.

Course Content

Internet

Introduction to computers and the internet

MS Word

- Organizing content using tables and charts
- Customizing formats using styles and themes
- Inserting content using quick parts
- Using templates to automate document formatting
- Controlling the flow of a document
- Simplifying and managing long documents
- Using mail merge to create letters, envelopes, and labels
- Table of content


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Intermediate & Advanced MS Excel

- Introduction to MS Excel basics
- Entering, selecting & editing data
- Formatting cells, rows, columns & sheets
- Creating formulas and functions
- Charts, graphs, and data sort
- Printing Excel documents
- Naming cell ranges
- Linking sheets and files
- Conditional functions
- Basic lookup functions
- Essential list management **MS PowerPoint**

- QuickStart
- Slides & layouts
- Text & tables
- Pictures & graphics
- Present slideshows
- Animation, video & audio
- Share & co-author
- Use 3D models
- PowerPoint keyboard shortcuts
- PowerPoint templates
- Office templates

Email

- Begin and end emails professionally
- CC, BCC, Reply, Reply All, forward
- Understand the fundamentals of grammar, formatting and punctuation to improve readability
- Write better emails faster
- Tactics to manage email volume
- Write clear and well-structured professional emails
- Save time through communicating appropriately from the outset
- Avoid frustrating others with email overload

Add on IT Diploma

Introduction

This is a beginner training on how to read and write the web languages HTML and CSS to structure and style a web page from scratch.

Learning Objectives

- Structure text and image content for the web using HTML5
- Learn semantic markup new to the HTML standard
- Style a web page using Cascading Style Sheets (CSS)
- Create hyperlinks to link to other pages
- Learn the box model for basic layout
- Make web pages accessible and well-formed

The Basics Contents

- The Structure of an HTML Page
- Core HTML Tags
- HTML Spacing
- HTML Text Formatting & Decoration
- HTML Lists (Ordered, Unordered)
- HTML Image Insertion
- HTML Embedding Videos
- Absolute vs. Relative File Referencing
- Link Creation, Anchor Tags, Tables
- Table Background Images
- Form Tags and Attributes - Buttons, Input Areas, Select Menus
- Parts of a CSS Rule
- CSS - Classes, Spans, Divisions
- CSS Text Properties, Margins, & Padding
- CSS Borders, Backgrounds, & Transparency
- CSS Positioning - Relative, Absolute, Fixed, Float, Clear
- CSS Z-Index, Styling Links, Tables
- Responsive Web Page Design using CSS

Add on IT Advance diploma

Introduction

In this course, you'll learn the basics of Adobe Photoshop, the premiere image editing application. As part of the course, you'll learn how to perform basic photo retouching tasks while exploring the Photoshop interface and becoming more familiar with the program. You'll also work on a more complex photo compositing project, and learn about layers, selections, healing tools, and image adjustments.

Learning Objectives

- Navigate the Photoshop interface
- Perform basic photo retouching tasks
- Understand how to work with layers
- Use effects and filters
- Combine two separate images into one
- Understand image resolution and file output for print and web graphics

The Basics Contents

Adobe Photoshop Bootcamp. Learn how to retouch and color correct photos, combine images, and create graphics in Photoshop. ...

Getting Started. Zooming. ...

Photo Retouching. Spot Healing Brush. ...

Cropping Photos. ...

Creating Graphics: Combing Photos, Text, & Graphics. ...

Replacing Backgrounds. ...

Blend Modes & Opacity.

PT. MOHAN LAL SD COLLEGE FOR WOMEN, GURDASPUR
Certificate Course in Add on Cosmetology session 2022-23

Objective: -To create awareness about cosmetology and personal grooming.
To impart knowledge about makeup and hair removing
To create awareness about cosmetology and personal grooming

COURSE CONTENT:-

- Massage
- Benefit of massage
- Method of massage
- Plain facial
- Different skin types and different skin problem
- Blackhead removing method
- Removing body hair
- threading
- waxing
- tweezing
- removing spilt ends
- Basic haircut, sectioning of hair, preparation of haircut, technique of haircut, U-Cut, V-Cut

LEARNERS OUTCOMES- 1. Engage and take responsibility as active learners

Students will be involved in the learning process as they gain deeper levels of understanding of the subject matter. They will design, complete, and analyze projects while developing group interaction and leadership skills.

2. Think critically

Students will develop and practice analytical skills, problem-solving skills, and quantitative reasoning skills. Using creativity and selfreflection, they will be able to engage in inquiry that produces wellreasoned, meaningful conclusions.

3. Communicate effectively

Students will develop the organizational and research skills necessary to write and speak effectively. The students will demonstrate awareness of different audiences, styles, and approaches to oral and written communication.


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4. Participate in diverse environments

Students will gain the awareness of and sensitivity to diversity, including one's own place as a global citizen. Students attain knowledge and understanding of the multiple expressions of diversity, and the skills to recognize, analyze, and evaluate diverse issues and perspectives.


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Certificate Course in Basics of Mathematics

Duration: 24th Jan.- 8th Feb.2023

Syllabus

Objective:

Understand and be able to use the language, symbols and notation of mathematics. develop mathematical curiosity and use inductive and deductive reasoning when solving problems.

Outcome:

Children are expected to: move from concrete ideas of numbers to number sense. sees relationships between numbers and looks for patterns in relationship. understand and applies concept related to variables, expressions, equations, identities, etc.

• Curriculum:

- Multiplication,
- Division,
- LCM,
- Rational Numbers,
- Integers,
- Fractions,
- Simple Equation


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Syllabus

Certificate Course for Spoken English

Duration: 40 Hours

Introduction: This paper introduces students to the skills of attaining basics of effective communication in English. It charts through the various needs and requirements of a new learner into the domain of English language speaking. The paper covers a range of units starting from listening skills to reading skills to writing and composing.

Course Objectives

- To prepare the students for a competitive English environment.
- Build the basic foundation for English communication skills.

Course Outcomes:

- Get a better grasp of grammatical depth.
- Develop conversational skills in English.
- Master the art of public speaking.
- Learn to hone the listening and vocabulary skills and apply it in daily communication.
- Learn to draft applications, notices, reports and other compositions.
- Acquire a basic understanding of the technicalities of speaking the English language.

Unit I (Listening Skills)

- Have a discussion on it.
- Formulate groups and let them speak and write on a topic.
- Listening to audio and answering questions based on it.

Unit II (Discussions and Interactions)

- Have a discussion on it.
- Formulate groups and let them speak and write on a topic.

Unit III (Reading Skills)

- Contextual reading.
- Reading Comprehension from different texts.


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Unit IV (Dialogues)

- Writing/Formulating and Speaking.

Unit V (Public Speaking)

- Elocutions
- Recitations
- Oration on different topics

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