

SEC PAPER OPTIONS

FIRST SEMESTER 2022

ADVANCED SPREADSHEETS TOOLS

Skill Enhancement Course - Sem. 1

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	A	B	C	D	E	F	G	H	I	J
1	Item	Quantity	Rate	Rating	Cost	Units	Weight	Dimensions W	Dimensions H	Dimensions D
2	agility development process	774	629	123,05	244	109	223,85	1463	1302	112,37
3	agility development speed	222	173	128,32	78	60	126,67	247	21	1176,19
4	aging concept comparison	870	804	108,21	80	52	153,85	224	127	176,38
5	agreement document separation agreement	1072	517	207,35	481	401	119,95	224	127	176,38
6	agreement settlement property settlement	319	186	171,51	659	109	604,59	589	273	215,75
7	agriculture farming lot	363	170	213,53	464	463	100,22	144	76	189,47
8	agriculture fertilizer agriculture drone	885	647	138,33	223	223	100	120	45	266,67
9	agriculture technology sensor	1143	478	238,12	464	442	104,98	230	138	166,67
10	ahead concept viciously flying	198	42	466,67	1051	748	140,51	1019	762	133,73
11	ai	28652	19059	139,84	1323	1063	124,46	141	132	106,82
12	agility development	270	42	642,86	1548	1170	132,31	107	72	148,61
13	arming pov	173	118	146,61	57	51	111,76	102	59	172,88
14	air car fresh air fresheners	345	201	171,64	802	418	191,87	102	54	188,89
15	air car fresh smoke	98	88	112,5	1322	933	141,69	102	49	208,16
16	air conditioner filter	43	38	113,18	1158	682	169,78	102	49	208,16
17	air conditioner inverter	409	86	473,83	7	39	129,99	102	49	208,16
18	air conditioning technician	2463	129	190,93	11	39	131,58	202	157	12918,47
19	air conditioning technician	1839	129	190,93	11	39	149,8	202	157	12918,47
20	air conditioning technician	1839	129	190,93	11	39	149,8	202	157	12918,47
21	air conditioning technician	1839	129	190,93	11	39	149,8	202	157	12918,47
22	air conditioning technician	1839	129	190,93	11	39	149,8	202	157	12918,47
23	air festival open wackon open	648	644	100,78	223	119	515,13	244	93	262,37
24	air fresh home indoor air	2453	51	4809,8	175	89	196,63	3941	216	138,48
25	air fresh indoor	769	2374	324,5	803	72	237,6	34	29	117,24
26	air fresh indoor	769	2374	324,5	803	72	237,6	34	29	117,24
27	air fresh indoor	769	2374	324,5	803	72	237,6	34	29	117,24
28	air fresh indoor	769	2374	324,5	803	72	237,6	34	29	117,24
29	air open regent's park	5094	462	1102,6	50	38	131,58	71	26	273,08
30	air open stage wackon open	445	64	685,31	1113	743	149,8	71	26	273,08
31	air view hotel	2166	39	5553,85	35	24	145,83	244	93	262,37
32	air conditioners for sale	6300	4755	132,49	613	119	515,13	3941	216	138,48
33	aircraft engineering apprenticeships	382	69	510,14	223	218	102,29	153	142	107,75
34	aircraft	1037	25	4148	175	89	196,63	319	142	107,75
		268	28	957,14	387	303	131,02	34	29	117,24

Learning Outcomes



Learn Excel for Professional Career



Use advanced graphs very quickly



Automate your spreadsheets with macros & VBA



Develop PivotTables & Power Pivots



Solve complex problems using superpower functions



Excel Advanced Techniques



Excel Interactivity and Automation



Introduction to Visual Basic Analysis



Data Analysis and Decision-Making

Why should you take this Course?



Building a Career in Consulting / Corporate

Career in Analytics / Data Science



Helpful in any Research Project - esp dissertation in 4th Year

Fundamental Skillset that a student should have in an AI powered world



**Skill Enhancement Course (SEC)
offered by the
Department of Chemistry**

Basic IT tools

Credits: 2 (practicals)

This course will enable you

- To develop computer skills that are a prerequisite in today's work environment
- To develop basic computational skills that will enhance employability in general
- To analyse and present information in a meaningful manner

Course Content

Unit 1: Introduction to Spreadsheets

- Basic concepts of worksheets and workbooks
- Implementing File level security
- Protecting data
- Exchanging data using clip board
- Object linking
- Working with inbuilt mathematical, statistical, logical, financial functions.....

Unit 2: Data Analysis in Spreadsheets

- Consolidating worksheets and workbooks
- Choosing charts and plotting graphs
- Creating sparkline graphics
- Pivot tables – creating , modifying, Producing reports, creating charts
- Calculated field and calculated items
- Recording and execution of macros

Unit 3: Word Processing

- Formatting techniques
- Working with tables
- Create newspaper columns, book marks, Cross referencing
- Adding hyperlinks
- Checking grammar and style
- Converting text to table and vice versa
- Table math
- Linking and embedding

Unit 4: Databases

- Introduction to Database development
- Creating tables, working with fields
- Assigning field properties
- Setting primary keys
- Record manipulating, sorting and filtering
- Creating query by design and wizard; multitable
- Using operators and expressions
- Working with forms
- Understanding property sheets
- Creating basic reports and sub reports; placing controls on reports



Creative writing - SEC

DEPARTMENT OF ENGLISH

Credit distribution
Lectures- 0
Practicals - 2

WHY CREATIVE WRITING?

Are you an aspiring poet or blogger? Want an internship as content writer or an advertiser? Want to tell your own story? Most importantly: Do you hesitate to share your original compositions?

The answer lies in this Creative Writing course as it paves way for your strategic progress. It will assist you to hone your writing skills and enhance your creative faculty. Apart from equipping you with the right tools to write in different genres (poetry, novels, film or television scripts), it will help you to develop a writing style which you can be implemented in different fields like Journalism, Media, Publishing, Screenwriting and Advertisement.

SYLLABUS

The Skill Enhancement Course (SEC) on Creative Writing is divided into three units:

- 1. The Art and Craft of Creative Writing**
- 2. Processes of Creative Writing**
- 3. Writing and Publishing**

Assessment

- I.A. - 25**
- Practical- 25**
- Semester end- 50**

Tap on the link for syllabus: http://www.du.ac.in/uploads/new-web/21092022_SEC.pdf

LEARNING OBJECTIVES AND OUTCOMES

Objectives:

- **Inculcate practical skills in students by mapping their creative talent**
- **Perform hands-on activities to develop the creative skills of students**

Outcomes:

- **Students will become sensitive to the texture of literary language**
- **Students will be better able to venture into publishing and pursue versatile career opportunities**
- **Students will be able to express themselves creatively through poetry, prose, and theatre**

Digital Marketing

Skill Enhancement course

DEPARTMENT OF COMMERCE AND BUSINESS ECONOMICS



D I G I T A L M A R K E T I N G

Digital Marketing Media Types

Earned, Owned & Paid Media

Word of Mouth

Shares, Likes, Mentions
Tweets, Retweets, Reposts
Reviews, Recommendations

Earned Media

Utilize owned, earned, and paid media for comprehensive strategy

SEO & brand content
drive earned media
(sharing) & traffic

Owned Media

Propel sharing &
engagement w/ paid
promotion

Paid Media

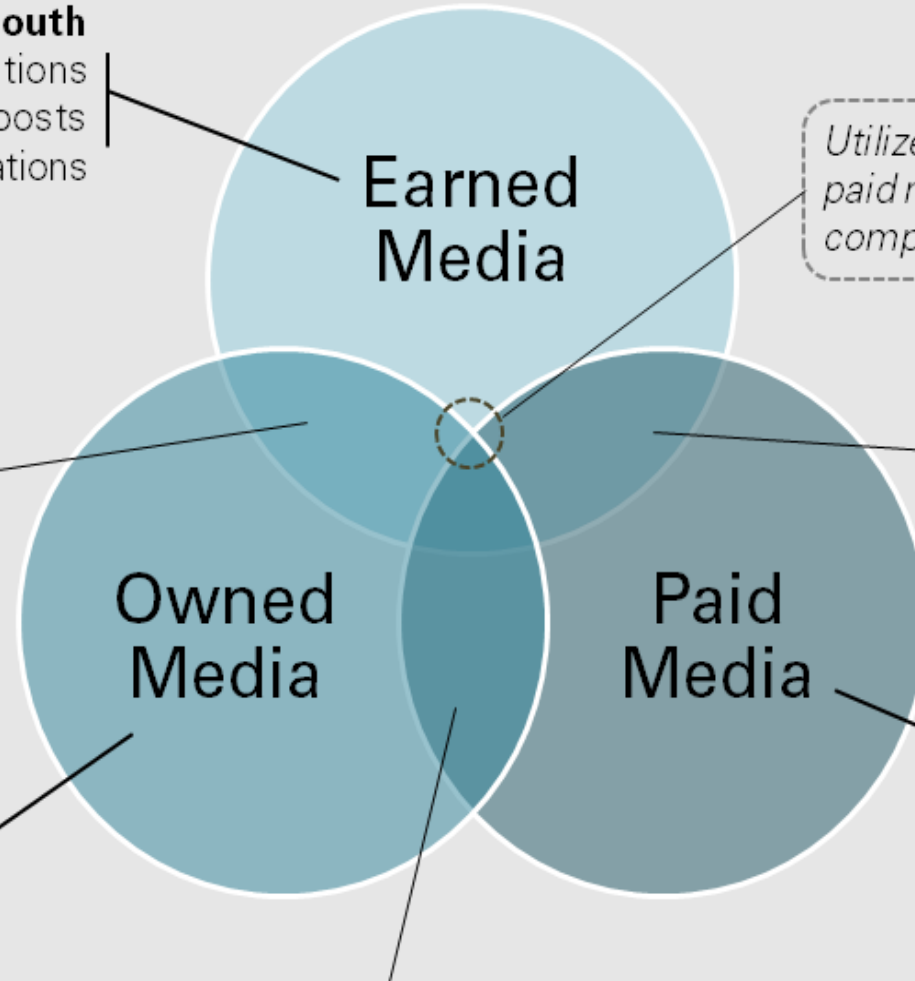
Web Properties

Website, Mobile Site
Content, Blog
Social Media Channels

Paid Advertising

Pay Per Click
Display Ads
Retargeting
Paid Influencers
Paid Content
Promotion
Social Media Ads

Gain more exposure to
web properties w/
SEO and PPC



Digital Marketing

Objective: The course aims to provide knowledge regarding the concepts, tools, techniques and relevance of digital marketing in the current scenario. It also enables the learners to learn the practical application of the Digital Marketing tools.

Learning Outcomes: After completion of Course, Learners will be able to:

1. Identify and assess the impact of digital technology in transforming the business environment and also the customer journey.
2. Understand the functioning of the Digital Marketers and how it is different than the traditional marketing practices
3. Explain the significance of digital marketing tools, such as, SEO, Social media platforms, Online advertising, Blogging etc.

Course Contents

Unit	Unit Wise Weightage of Marks (in %)	C&K	A & A
Unit 1: Introduction	40	Yes	
Unit 2: Digital Marketing Presence	30		Yes
Unit 3: Interactive Marketing	30		Yes

Unit 1: Introduction

Concept, Scope and Importance of Digital Marketing, Traditional Marketing vs Digital Marketing, Challenges and Opportunities for Digital Marketers, Digital marketing-mix, Introduction to the concept of segmentation, targeting, differentiation and positioning

Unit 2: Digital Marketing Presence

Website design and domain name branding, Search Engine Optimization stages, Types of traffic, Online Advertising: Types, formats, requisites of a good online advertisement, Email marketing: types and strategies

Unit 3: Interactive Marketing

Interactive Marketing: Concept and options, Social media marketing: concept and tools, Online Communities and Social networks, Blogging: types and role, PPC marketing, Payment options and Gateways

Practical Exercises:

The learners are required to do the following:

1. Discussing marketing strategies of Companies who have succeeded in marketing their products through online platforms.

-
2. Create a hypothetical Online venture and discuss its marketing and advertising strategies.
 3. Learning the implementation of the various tools with the help of free softwares available online, such as, Google Adword, Google Analytics etc.
 4. Create a Mailing List of the customers of a hypothetical business venture and send an email regarding a Sale event starting next week.
 5. Create an ad showcasing a product and post it on a Business Facebook page.
 6. Create a blog which contains content related to a business of your choice.
 7. Create a YouTube channel for a business and upload a vlog/video promoting your product/service.

SKILL ENHANCEMENT COURSE

FINANCE FOR EVERYONE

DEPARTMENT OF COMMERCE

PAPER OUTLINE

- **The syllabus consists of 5 Units.**

Unit 1 : Introduction, Financial Planning & Budgeting

- Meaning, Importance & Scope of Financial Literacy
- Various Financial Institutions
- Types of Budgets, Budget surplus & deficit

Unit 2: Banking Services

- Banking products and services
- Types of Bank deposit Account
- Debit Cards {ATM Cards) and Credit Card,
Security and precautions against & online frauds

PAPER OUTLINE

Unit 3 : Financial Services from Indian Post Office

- Post office Savings Schemes
- International Money Transfer Services
- NSC,PPF, Senior Citizen Saving Scheme

Unit 4 : Insurance Services

- Life Insurance Policies
- Types of Life Insurance Policies
- Postal Life Insurance & Rural Postal Life Insurance

PAPER OUTLINE

Unit 5: Stock Markets—Basic Concepts

- Terms used in Stock Markets: SENSEX, NIFTY
IPO, FPO, OFS
- DEMAT, Bonus Share, Preference Share,
Debentures, Stock Split, Equity Shares
Buy Back of Shares, Primary Market
& Secondary Market
- Mutual Fund and Various Schemes of
Mutual Fund
- Call Option & Put Option, Derivatives
- Blue Chip & Defensive Stock

LEARNING OUTCOME

The Learning Outcomes of this course are as follows:

- **After studying this course, students will be able to understand the importance of Financial Literacy and the institutions Providing financial services.**
- **After studying this course, students will be able to choose instruments for investment in shares.**
- **After studying this course, students will be able to plan for life insurance and property insurance.**
- **After studying this course, students will be able to open, avail and manage services offered by Post offices.**
- **After studying this course, students will be able to open, avail and manage services offered by Banks.**
- **After studying this course, students will be able to Prepare a financial plan & Budget .**

Examination Scheme

Total Marks : 100 Marks

Internal Assessment : 25 Marks

Practical Exam(Internal) : 25 Marks

End Semester University Exam : 50 Marks

**The Internal Assessment for the course may include
Class Participation, Assignment, Class Tests,
Projects, Field work, Presentation, amongst others
as decided by the Faculty**

Skill Enhancement Course

**Personality Development
and
Communication**

APPLIED PSYCHOLOGY

The aim of the paper is to help students to:

- a)** Develop interpersonal and effective communication skills
- b)** Develop problem solving skills and understand its influence on behavior and attitudes of individuals

Learning Outcomes

After doing this course students will be able to do understand -

- a)** The importance of oral and written communication in day-to-day working of the organization
- b)** Interpersonal skills and problem solving
- c)** The role of body language in effective communication

Unit 1: Introduction, need for communication, Process of communication, written and verbal Communication, Visual Communication, Signs, Signals and Symbols, Silence as a mode of Communication, Inter-cultural, Intra-cultural, Cross cultural and International Communication, Communication through Questionnaires, Business Letter Writing, Electronic Communication.

Unit 2: Business cases and Presentations, Letters within the Organizations, Letters from Top Management, Circulars and Memos, Business Presentations to Customers and other stakeholders, presenting a Positive Image through Verbal and Non-verbal Cues, Preparing and Delivering the Presentations, Use of Audio-visual aids, Report Writing.

Unit 3: Barriers to Communication, Improving Communication Skills, Preparation of Promotional Material, Non-verbal communication, Body Language, Postures and gestures, Value of time, Organizational body language, Importance of listening, Emotional Intelligence. Working individually and in a Team, Leadership skills, Leadership Lessons, Team building, Feedback, Feed forward Interpersonal skills- Delegation, Humour, Trust, Expectations, Values, Status, Compatibility and their role in building team- work Conflict Management.

Unit 4: Negotiation Skills, Types of Negotiation, Negotiation Strategies, Selling skills- to customers, Superiors, peer groups, team mates, and subordinates, Conceptual Selling, Strategic Selling, Selling skills –Body language.

Name of the Department – Political Science

**Name of the SEC paper – Political Leadership And
Communication**



POLITICAL LEADERSHIP AND COMMUNICATION

Course Objective

- To understand the cross-cutting multi-disciplinary linkage of the subject.
- To gain a basic understanding of specific concepts and critical review of political communication and election campaign studies.
- To be able to construct a linkage between political communication and leadership.
- To learn conceptual frameworks and qualitative research skills for the analysis of modes and techniques of political communication and leadership.

Course Learning Outcomes

On successful completion of the course, students would be able to:

- have a professional/career oriented insight by facilitating their journey as media managers, policy makers, political analysts, journalists, and public relation officers in government agencies, political parties and higher education.

POLITICAL LEADERSHIP AND COMMUNICATION

Syllabus

- Unit I: Explaining Political Communication
 - Meaning, Nature and Scope
 - Evolution and Transformation

- Unit II: Exploring Leadership
 - Themes, Theories and Typologies
 - Participation and Performance

- Unit III: Expanding Political Communication and Leadership: Orientation and Action
 - Developing Communication and Leadership through Research
 - Strengthening Techniques of Communication and Leadership

POLITICAL LEADERSHIP AND COMMUNICATION

Syllabus

- Unit IV: Extending Political Communication and Leadership: Research Issues and Challenges
 - Researching Communication and Leadership through Survey: Opinion Poll, Exit Poll
 - Examining Contemporary Issues and Challenges in Communication and Leadership
- Unit V: Executing Political Communication and Leadership: Empirical and Professional Implications
 - Psephology as an Art and Vocation
 - Exploring Career Options

POLITICAL LEADERSHIP AND COMMUNICATION

Course Credits – 2

Lecture – 1

Practical – 1

Examination Scheme and Mode

Total Marks – 100

Internal Assessment – 25

Practical Exam (Internal) – 25

End Semester University Exam - 50



SKILL ENHANCEMENT COURSE IN PYTHON PROGRAMMING

Offered by
Department of Mathematics
Gargi College

Introduction:

- ☐ **This is SEC course offered under UGCF-2022.**
- ☐ **This course has 2 credits and there will be 2 practical classes per week.**
- ☐ **This is a 100 marks paper, where Internal Assessment carries 25 marks, Internal Practical Examination is of 25 marks and End Semester Examination is of 50 marks.**
- ☐ **Internal Assessment includes class tests, assignments, presentations and projects as decided by the faculty.**

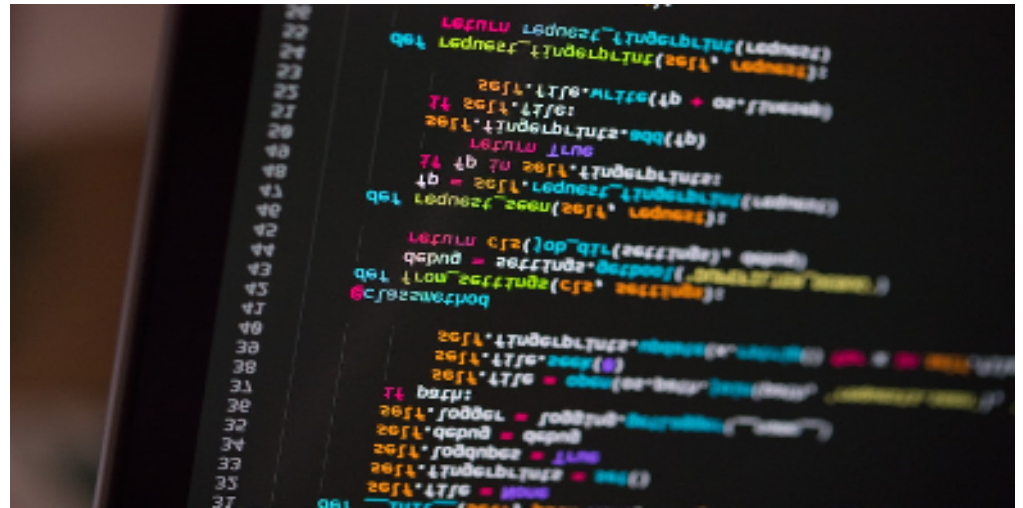
Learning Objectives:

- ☐ To introduce use of python as a programming language.
- ☐ To provide exposure to basic problem-solving techniques using computers.
- ☐ To develop in students logical thinking abilities and learn how to develop solutions for real-world problems.
- ☐ To deepen the knowledge base of students in programming.

Learning Outcomes:

- ☐ Students will be able to learn basics of programming language.
- ☐ Students will be able to interpret the basic representation of data structures and sequential programming.
- ☐ Students will be able to choose appropriate programming and learn how to write, compile and run python programs.
- ☐ After achieving the above, students will finally be able to apply the knowledge of programming language to solve a mathematical problem logically and implement applications on real-world problems.

Syllabus:



The course has been divided into 4 units:

- ☐ Unit 1 introduces Python as a programming language
- ☐ Unit 2 explains various data types and control structures.
- ☐ Unit 3 introduces modules, packages and classes.
- ☐ Unit 4 introduces Data Structures and the concept of Object-Oriented Programming.

Name of the paper: Prospecting E-Waste For
Sustainability (SEC)

Department : Physics, Botany and
Political Science



SEC: Prospecting E-Waste for Sustainability

□ **Total credits: 2**

□ **The course consists of practical (4 periods per week)**

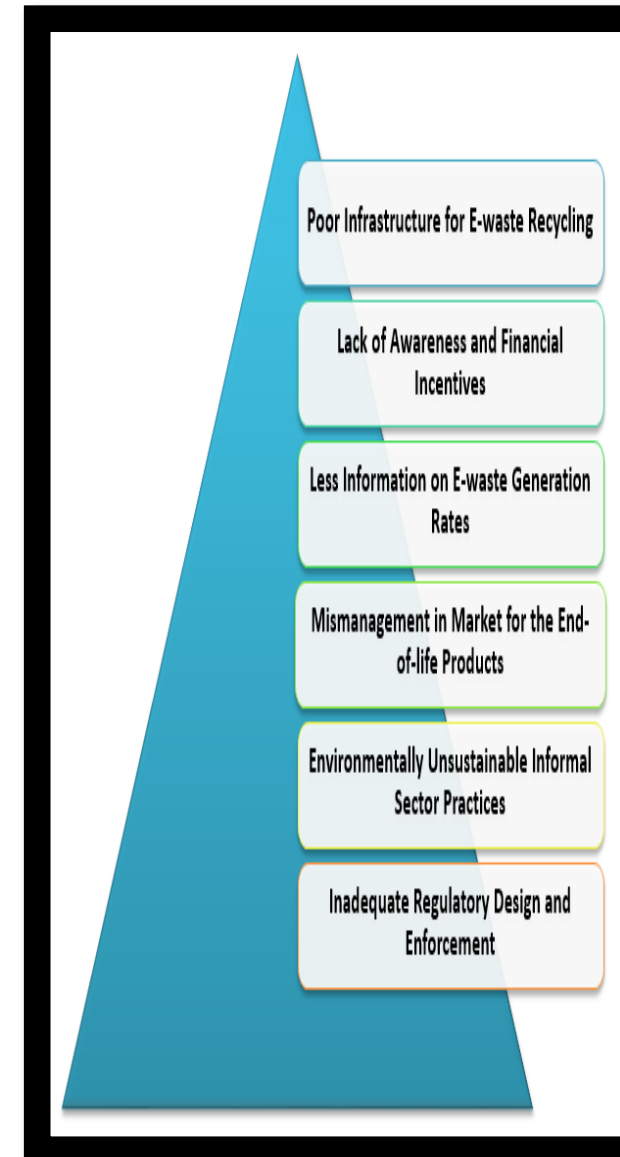
□ Analyzation of environmental impacts of E-waste.

□ Learning of Sustainable Management of e-waste

□ Role of national and international regulations on e-waste management.

□ Understanding of methods of handling e-waste management at different stages.

□ Holistic view on recycling, treatment and disposal and related legislative rules



Course Contents

SYLLABUS INCLUDES

- ❖ Identification and segregations of various types of e-waste.
- ❖ Dismantling and handling process.
- ❖ Environment protection laws on e-waste management.
- ❖ Understanding of regulatory mechanisms on e-waste management.
- ❖ E-waste handling in metro cities.
- ❖ Inventory of the e-waste disposal mechanisms.
- ❖ Study of evolution of e-waste management rules.
- ❖ Study of international laws.





Frame work of E-Waste Management

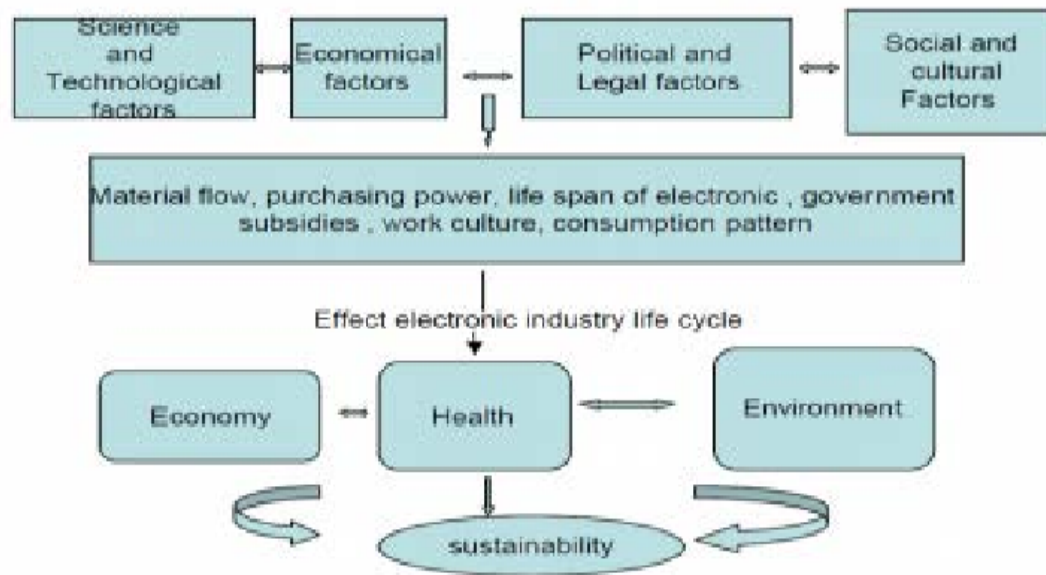


Figure 5. Pollution prevention hierarchy

**Department : Political Science
SEC –B.A(H) – Semester I**

**Paper Name:
Prospecting E-Waste For
Sustainability**



Course Objectives

The Learning Objectives of this course are as follows:

- To provide in-depth knowledge on the effective mechanisms to regulate the generation, collection, and storage of e-waste.
- To gain insights into the internationally/nationally acceptable methods of transport, import, and export of e-waste within and between countries.
- To develop a holistic view on recycling, treatment, and disposal of e-waste and related legislative rules.

Course Learning Outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to holistically analyze the environmental impacts of e-waste.
- After studying this course, students will be able to apply the skills and various concepts for sustainable management of e-waste.
- After studying this course, students will be able to decipher the role of various national and international regulations for e-waste management.
- After studying this course, students will be able to provide specific recommendations for improved methods for handling e-waste at different stages such as generation, collection, storage, transport, and recycling.

Syllabus

- Identification of e-waste and its types
- Composition of e-waste and segregation- from the material provided
- Dismantling of e-waste and handling process
- Visit a nearby e-waste handling facility
- Environmental protection laws and producer's responsibility for e-wastemanagement
- Build an understanding of how regulatory mechanisms can be utilized in the management of e-waste in educational institutions.
- Discussion on plausible ways and implementation of e-waste reduction at the source
- Evaluation of the status of e-waste handling at your institution. Suggest potential solutions as per the existing norms of E-Waste (Management) Rules, 2016 and beyond.
- Estimate how recycling of e-waste in metro cities will go in sync with the circular economy
- Develop an understanding and itinerary of the process for procuring e-waste import permissions.
- Inventory of the e-waste disposal mechanisms.
- Study the evolution of e-waste management rules and its implementation- Hazardous Waste Rules, 2008, E-waste (Management and Handling) Rules, 2011; and E-Waste (Management) Rules, 2016
- Study the international laws on e-waste management- the international legislations: The Basel Convention; The Bamako Convention; The Rotterdam Convention;
- Waste Electrical and Electronic Equipment (WEEE) Directive in the European Union; Restrictions of Hazardous Substances (RoHS) Directive

Assessment

$$\begin{array}{ccccccc} \text{Internal Assessment} & + & \text{University Examination} & = & 100 \\ (25) & & & & \\ 100 & & + & & (75) & & = \end{array}$$

SEC - Public Speaking in English Language and Leadership

Department of English

Credit Distribution:

Lecture 0

Practical 2

Learning Objectives and Outcomes

Objectives

- To impart leadership skills along with adequate communication skills
- To create leaders with ethics and resilience in industry-based fields as well as social fields

Outcome

- Students will become effective communicators with leadership skills
- Students will be responsible citizens and employ their newly-gained skills in their future endeavours
- Students will strengthen their critical mindset and present constructive viewpoints

Syllabus

Unit 1

Introduction to Effective Communication

Unit 2

Public speaking and how to write public speech

Unit 3

Leadership Skills and execution of public speech

Unit 4

Ethics in Public Speaking and Mock parliaments

Tap on the link for syllabus: http://www.du.ac.in/uploads/new-web/21092022_SEC.pdf

Assessment

- Internal Assessment : 25 marks
- Practical Examination : 25 marks
- End Semester Examination : 50 marks

I.A. may include Class participation, Assignments, Projects, Field Work, Presentations etc.

SEC - Visual Culture and Photography

Department of History

Objectives

To appreciate and express the cultural significance of photography as visual art and understand its evolution and purposes.

Learning Outcomes

- Students will be able to acquire knowledge of the cultural and historical importance of the visual medium.
- Students will be able to develop a thorough knowledge of concepts and skills in creating photographs.
- Students will be able to develop a craftsmanship in creating aesthetically creative photographs.
- Students will be able to learn to identify and analyse semiotics in photographs.

Syllabus

- I. Historical Background and Basics of Visual Communication- A brief history of the Visual Arts in relation to Culture
- II. Theories of Visual Communication: emphasis on theory, semiotics and the study of signs.
- III. Photographs of Visual Communication: skills to learn camera and lighting skills
- IV. Camera, Compositions and Accessories-skills about camera accessories

Learning of Practical skills

- Visual storytelling
- Writing captions
- Fundamentals of Design
- Basic shots
- Camera lenses and accessories
- Photo-features
- Basics of photojournalism
- Electronic flash and artificial lights

कौशल संवर्द्धन पाठ्यक्रम
**Skill Enhancement
Course (SEC)**
in Hindi
रचनात्मक लेखन

हिंदी विभाग

रचनात्मक लेखन

- रचनात्मक लेखन का सीधा अर्थ है अपने ज्ञान के आधार पर किसी भी नयी चीज की रचना करना।
- हम जो फिल्म देखते हैं क्या वो ऐसे ही बन गई है क्या ? किसी ने उसकी रचना की होगी, जो कि उसने खुद की कल्पना शक्ति से की होगी या उसने अपने यथार्थ में देखते हुए उस कहानी को लिखा होगा।
- ऐसे ही हम कई प्रकार की किताबें अलग-अलग लेखकों ने लिखी है। आखिर यह पुस्तकें ऐसे ही तो तैयार नहीं हुई होगी, किसी ने तो उनकी रचना की होगी और यही रचनात्मक लेख है।

रचनात्मक लेखन...

- रचनात्मक लेखन से हमें कहीं न कहीं आवश्यकता जरूर पड़ती है। इस पेपर में रचनात्मक लेखन, कैसे करें? इसका स्वरूप क्या है? इसकी विशेषताएं क्या हैं?
- विभिन्न विधाओं जैसे -कविता, कहानी, नाटक , निबंध, संस्मरण, आत्मकथा, यात्रावृत्तांत, रिपोर्टाज, व्यंग्य आदि में कैसे रचनात्मक लेख लिखने में सिद्धहस्त हों? इससे सम्बन्धित बातों पर यह पेपर केन्द्रित हैं।

व्यावहारिक पहलू

- रचनात्मक लेख लिखने से आप क्रिएटिव व्यक्ति बन सकते हैं। यदि लिखने का शौक है, आप एक अच्छे और लेखक बन सकते हैं। कंटेंट राइटिंग को भी कैरियर के रूप में चुना जा सकता है। लोगो के सामने अलग-अलग कंटेंट की प्रस्तुति- वीडियो, कहानियां, ऑडियो देकर उनका मनोरंजन किया जा सकता है।
- वर्तमान में प्रिंट माध्यम और इलेक्ट्रॉनिक माध्यम के लिए कंटेंट लेखक के रूप में बहुत अधिक अवसर उपलब्ध है।

THANK YOU