

Dayalbagh Educational Institute ICT Continuing Education Centre

Courses for DEI/DEC Students and Job Seekers

(C: DEI Certificate Awarded)*

	Course Title/Activity	Target Audience (Faculty/Field)	Comments
1	Computer Basics & Microsoft Office-C*	All Faculties	With Distance Education
2	Tally ERP 9-C*	Commerce, BBM, MBA, MOM	With Distance Education & Job seekers also
3	Microsoft Access-C*		
4	Unix and Perl -C*	Science and Engg.(B.Tech), Technical (Diploma, with prerequisites)	
5	An Introduction to Perl-C*		
5	Programming through C-C*		
6	An Intro to Networking and Network Admn-C*		
7	An Introduction to Python C*		
8	Software Testing-C*		
9	An Introduction to Java-C*		

10	Data Based Management Systems- C**	Science and Engg., Comm., BBM, MBA	<i>New</i>
11	Soft Skills C*	All Faculties/ Fields	For Job seekers also
12	Spoken English C*	All faculties	With Distance Education
13	Placement Preparation	MBA, Engg., (B.Tech & Diploma, with WPTC Electronics)& Others	Weekly (scheduled) In- faculty visits
14	UGC-NET Study Group (Preparation and Practice Sessions)	Humanities primarily	Bi-weekly
15	Career Guidance	B. Tech Co-Op 5 th semester	Once a week, 2 semesters
16	Personality Development	Diploma WPTC	Once a week, even semester
17	Technical Writing	Science Dual Degree	Twice a week

Workshops /In Office Sessions

1	Interview Skills (Resume Checking)	All Faculties/Semesters/Jobseekers	For Distance Education <i>also</i>
2	Personality Development		
3	Communication Skills-GD		
4	(MS) Excel* (Basic & Advanced)		
5	Time Management		
6	Presentation Skills		<i>New</i>

Duration of Courses/Workshops

1	IT/Vocational/Advanced IT	8-9 weeks, 2- days /week, approx. 27-30 hours with lab/theory on Sundays	Aug-Sept Tally ERP 9 with DEC Basic IT January session with DEC Sundays and one weekday
2	Soft Skills (Communication Skills. Interview Skills,& Personality Dev.)	12 weeks, 2 days /week, approx. 36 hours with role-plays and speaking activities, 2 sessions per semester	Sundays –Mock Interviews scheduled periodically
3	Spoken English	12 weeks, twice a week, 36 hours approx., per semester	Also available on line module for self-learning Sundays and one weekday tutorial-AM for DEI or PM for WTC
4	Workshops	6 hours per day, 1-2 days per workshop	Usually on Sundays or permitted holidays
5	NET Study Group-Competitive exams	1-3 sessions a week, 60-90 minutes each, 20+ sessions in a semester	On -going preparation-Paper 1 With Experts On-line self learning materials available

6	General Aptitude Tests/Defence/Civil Services Competitive exams	1 hour sessions on working Sundays and online	Sundays and weekdays Also available, on-line
7	Career Guidance	60 minute classes /week	2 semesters, approx. 30 hours
8	Personality Development	60 minute classes/2 times a week	1 semester, approx.. 30 hours

Note: Some of these courses, especially advanced IT, are conducted only on demand/need.