



1.3.2 Number of value added courses for imparting transferable and life skills offered during last five years.

1.3.2.1. How many new value-added courses are added within the last five years.

Response:

Revised HEI Input: 16

Following supporting documents are enclosed:

S. No.	Title of Document	Page No.
1	The Certified List of value added courses which are optional and offered outside the curriculum of the programs	2
2	Circular and Brochure of year 2020-21	3-9
3	Circular and Brochure of year 2019-20	10-16
4	Circular and Brochure of year 2018-19	17-21
5	Circular and Brochure of year 2017-18	22-26
6	Circular and Brochure of year 2016-17	27-30





This is to certify that following is the List of Value Added Courses which are optional and offered outside the curriculum of the programs during year 2016-17 to 2020-21.

S. No.	Name of the Value Added Courses offered	Code	Duration of the course	Year Offered
1	Excel	88000100	30 hours	2016-17
2	Proficiency in English - Intermediate	88000200	45 hours	2016-17, 2017-18, 2018-19, 2019-20, 2020-21
3	Tally	88000300	60 hours	2016-17, 2017-18
4	Spanish Language	88000400	30 hours	2016-17, 2017-18
5	Advanced Excel	88000500	35 hours	2017-18, 2018-19, 2019-20, 2020-21
6	Proficiency in English - Advanced	88000600	45 hours	2016-17, 2017-18, 2018-19, 2019-20, 2020-21
7	Event Management	88000700	35 hours	2018-19, 2019-20, 2020-21
8	Human Rights	88000800	30 hours	2019-20, 2020-21
9	Basics of Securities Market	88000900	30 hours	2017-18, 2018-19
10	Contemporary Dance	88001000	30 hours	2017-18, 2018-19, 2019-20, 2020-21
11	Proficiency in English - Proficient	88001100	45 hours	2017-18, 2018-19, 2019-20, 2020-21
12	French Language	88001200	45 hours	2018-19, 2019-20, 2020-21
13	Human Rights	88001400	30 hours	2018-19, 2019-20, 2020-21
14	Tally ACE	88001600	60 hours	2019-20, 2020-21
15	GST Using Tally.ERP 9	88001700	45 hours	2019-20, 2020-21
16	Cyber Laws	88001800	30 hours	2019-20, 2020-21





Circular

Date	10-07-2020	Doc ID	DOC202007100002
Subject	Valued Added Courses for 2020-21		

All the students are hereby informed that following value added courses are offered by the University for year 2020-21.

S. No.	Name of Course	School Offering the Course	Programs Eligible to Undertake
1	Advanced Excel	School of Engineering and Technology	All Programmes
2	Proficiency in English – Intermediate	School of Commerce and Management	All Programmes
3	Proficiency in English – Advanced	School of Commerce and Management	All Programmes
4	Proficiency in English – Proficient	School of Commerce and Management	All Programmes
5	Tally ACE	School of Commerce and Management	All Programmes
6	GST Using Tally.ERP 9	School of Commerce and Management	All Programmes
7	French Language	School of Law and Arts	All Programmes
8	Event Management	School of Commerce and Management	All Programmes
9	Human Rights	School of Law and Arts	All Programmes
10	Contemporary Dance	School of Law and Arts	All Programmes
11	Cyber Laws	School of Law and Arts	All Programmes

Students can select any two of the listed courses to be completed in session 2019-20. The duration of each course will be from 30 to 60 hours followed by assessment. Successful candidates will be awarded certificate. These courses will add value to the regular programmes.





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Brochure of Value Added Courses (2020-21)





About the University

The RNBGU has been established by the Act 20 of 2015 passed by the Rajasthan Vidhan Sabha and notified by the state of Rajasthan on 27/04/2015. RNB Global University is conceptualised with a philanthropic vision into education given by Late Seth Sh. Jagannathji Bajaj, to be a globally recognized university committed to excellence in higher education with strong emphasis on knowledge sharing, multidisciplinary research and entrepreneurial skills to produce professional leaders to serve the society and to bring better future for all. It aspires to be a reputed "Temple of Learning" to play a significant role in serving the higher educational needs of the state of Rajasthan, India and Global arena by emerging as a Centre of Academic Excellence, known for providing healthy learning environment, predominantly developing in every student a trait of Innovation, Leadership & Entrepreneurship skills so that they shine bright like a "Star" and be adjudged champion of humanity and a responsible citizen.

RNB Global University follows a progressive learning approach: Industry Oriented Syllabus, Multi-Disciplinary Approach, International Methodologies and Choice Based Credit System. The University follows a comprehensive pedagogical approach to enhance students' learning experience and nurture them to take the lead in future evolving as winners in all respect through Centre for Leadership development, Skill Enhancement Program, Tailor-made Personality Development Programs, cultural activities. RNBGU, that's why, aims for educating stars for tomorrow.

1. Advance Excel (35 Hours)

Course Objective: Encourage students to gain advanced skill in excel and motivate student to gain Advanced Excel Certification in order to build career profile in their profession.

Course Syllabus:

1. Manage Workbook Options and Settings

- 1.1. Create Worksheets and Workbooks - Create a workbook, Import data from a delimited text file, Add a worksheet to an existing workbook, Copy and move a worksheet
- 1.2. Navigate in Worksheets and Workbooks - Search for data within a workbook, Navigate to a named cell, range, or workbook element, Insert and remove hyperlinks
- 1.3. Format Worksheets and Workbooks - Change worksheet tab colour, Rename a worksheet, Insert and delete columns or rows, Adjust row height and column width, Insert headers and footers
- 1.4. Customize Options and Views for Worksheets and Workbooks - Hide or unhide worksheets, Hide or unhide columns and rows, Customize the Quick Access toolbar, Modify document properties, Display formulas

2. Create Tables

- 2.1. Create and Manage Tables - Create an Excel table from a cell range, Convert a table to a cell range, Add or remove table rows and columns
- 2.2. Filter and Sort a Table - Filter records, Sort data by multiple columns, Change sort order, Remove duplicate records

3. Create Charts and Objects

- 3.1. Create Charts - Create a new chart, Add additional data series, Switch between rows and columns in source data, Analyze data by using Quick Analysis
- 3.2. Format Charts - Resize charts, Add and modify chart elements, Apply chart layouts and styles, Move charts to a chart sheet
- 3.3. Insert and Format Objects - Insert text boxes and shapes, Insert images, Modify object properties, Add alternative text to objects for accessibility

4. Apply Custom Data Formats and Layouts

- 4.1. Apply Custom Data Formats and Validation - Create custom number formats, Populate cells by using advanced Fill Series options, Configure data validation



4.2. Apply Advanced Conditional Formatting and Filtering - Create custom conditional formatting rules, Create conditional formatting rules that use formulas, Manage conditional formatting rules

5. Create Advanced Formulas

- 5.1. Apply Functions in Formulas
- Perform logical operations by using AND, OR, and NOT functions
 - Perform logical operations by using nested functions
 - Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

5.2. Lookup data by using Functions

- Lookup data by using the VLOOKUP function
- Lookup data by using the HLOOKUP function

6. Create Advanced Charts and Tables

6.1. Create and Manage PivotTables - Create Pivot Tables, Modify field selections and options, Create slicers, Group PivotTable data, Add calculated fields, Format data

6.2. Create and Manage Pivot Charts - Create Pivot Charts, Manipulate options in existing Pivot Charts, Apply styles to Pivot Charts, Drill down into Pivot Chart details

Course Outcome: After completion of this course, Students will be able to create and manage the workbooks and worksheets; perform mathematical and statistical operations with the excel tools and shortcuts; execute logical and look-up functions to the exhaustive data; perform V-Lookup, H-Lookup, conditional formatting and pivot charts.

2. Proficiency in English-Intermediate (45 Hours) (In Collaboration with Words Worth)

Course Objective: The course aims to enable the learner to communicate effectively and appropriately in real life situation with the understanding of grammatically correct sentences.

Course Syllabus:

Module I Grammar and Translation - Construction of sentences with there is, there are, it is etc.; Negative and Interrogative sentences; Usage of articles, tenses, prepositions, and modals etc.; Translation of sentences, & passages from Hindi to English.

Module II Common Errors in English - Errors in use of parts of speech, Correct usages with regard to tenses; Subject verb concord; General errors in Sentence Constructions

Module III Vocabulary building - Synonyms, Antonyms, use of appropriate words; Words often confused/ Homonyms & Homophones; Foreign words used in law; Idioms & Phrases Legal terms

Module IV Reading, Listening, and Comprehension skills - Reading short passages aloud and discussion; Listening of conversations and answering questions; Comprehension of Short Passages; Comprehensions of legal texts, judgments and other passages of more general nature

Module V Speaking skills - Introducing oneself; Conversations between two student on a given topic/role play; Impromptu speech on a given topics; Debates and Logical reasoning

Module VI Writing skills - Writing correctly (Grammar, Punctuation); Paragraph Writing

Letters - Structure & Layout (Business & Official letters); Essay writing

Module VII Presentation Techniques - Preparing PowerPoint presentations; Preparing for class-room presentations; Resume writing; Impromptu speeches

Course Outcome: At the completion of this course, the students shall get a basic knowledge of speaking and writing skills along with basic presentation skills.

3. Proficiency in English-Advanced (45 Hours) (In Collaboration with Words Worth)

Course Objectives: To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and writing along with developing and absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.

Course Syllabus:

Section I: Building-up the Basic Concepts

1. Usage of proverbs and Idioms in sentences.
2. Usage of Homophones, Synonyms and Antonyms.
3. One-Word Substitution.
4. Simple Understanding of the concept of syllable, accent and weak forms

Section II: Speaking/Conversation Skills

1. Telling a story in the Present, Past or Future Tense.
2. Interaction with Doctor, Stranger, Teacher, Neighbor and Government/Police officer/Political Leader.
3. Describing an imaginary character/situation.

Section III: GDPI (Group Discussion and personal interview)

1. Cue-Card Speaking
2. Interview Skills
3. Presentation on current topics
4. Group Discussion

Course Outcome: At the completion of the course, the student shall be able to develop a sense of group discussion and public speaking along with developing corporate and professional communication skills.



4. Proficiency in English – Proficient (45 Hours) (In Collaboration with Words Worth)

Course Objective: To Gain knowledge and skills pertaining to group discussion, professional communication, presentation skills for reports and technical papers along with the importance of role play and other Audio Visual techniques.

Course syllabus:

1. Group Discussion: Practical based on Accurate and Current Grammatical Patterns.
2. Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
3. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic/Kinesics.
4. Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics
5. Official/Public Speaking based on suitable Rhythmic Patterns.
6. Theme Presentation/ Keynote Presentation based on correct methodologies argumentation
7. Individual Speech Delivery/Conferencing with skills to defend Interjections/Quizzes.
8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
9. Comprehension Skills based on Reading and Listening Practical's on a model Audio

Course Outcome: At the completion of this course, the students shall be able to develop the skills pertaining to group discussion, professional communication, public speaking and role play presentation.

5. Tally-ACE (60 Hours) (In Collaboration with Tally Education Pvt. Ltd.)

Course Objectives: To gain the knowledge of fundamentals of TALLY and record keeping related to accounting, stock keeping, payroll maintenance and generation of MIS Reports along with basic taxation records under direct and indirect tax.

Course Syllabus:

1: Fundamentals of Accounting

Introduction - Accounting Terms, Accounting Assumptions, Concepts and Principles - Assumptions, Concepts, Principles; Double Entry System of Accounting; Types of Accounts, The Golden Rules of Accounting; Source Documents for Accounting Recording of Business Transactions - The Accounting Equation, Recording of Transactions in Books of Original Entry/Journal: Use of Debit and Credit, Rules of Debit and Credit, Recording of Business Transactions in Journal
Ledger - Need for Ledger, Differences between a Journal and a Ledger, Classification of Ledger Accounts, Posting from Journal; Trial Balance - Methods of Preparation,

Subsidiary Books & Control Accounts, Cash Book

(Single Column Cash Book, Double Column Cash Book and

Three Column Cash Book), Petty Cash Book, Purchase (Journal) Book, Purchases Return (Journal) Book, Sales (Journal) Book, Sales Return (Journal) Book, Journal Proper, Control Accounts.

Financial Statements - Trading and Profit & Loss Account, Trading Account, Profit & Loss Account, Balance Sheet, Types of Assets and Liabilities included in a Balance Sheet, Practice Exercises

2: Maintaining Chart of Accounts in Tally.ERP 9

Introduction - Getting Started with Tally. ERP 9, Mouse/Keyboard Conventions; Company Creation -

Shut a Company, Select a Company, Alter Company Details. Company Features and Configurations- Company Features, Configuration; Chart of Accounts.

Ledger - Group, Ledger Creation - Single Ledger Creation, Multi Ledger Creation, Altering and Displaying Ledgers. Group Creation - Single Group Creation, Multiple Group Creation, Displaying Groups and Ledgers, Displaying Groups, Display of Ledgers, Deletion of Groups and Ledgers, Key Takeaways, Shortcut Keys, Practice Exercises

3: Maintaining Stock Keeping Units (SKU)

Introduction, Inventory Masters in Tally,ERP 9, Creating Inventory Masters - Creation of Stock Group, Creation of Units of Measure, Creation of Stock Item, Creation of Godown, Defining of Stock Opening, Balance in Tally,ERP 9, Stock Category, Reports, Key Takeaways, Shortcut Keys, Practice Exercises

4: Recording Day-to-Day Transactions in Tally.ERP 9

Introduction, Business Transactions - Source Document for Voucher, Recording Transactions in Tally,ERP 9, Accounting Vouchers, Receipt Voucher (F6), Contra Voucher (F4), Payment Voucher (F5), Purchase Voucher (F9), Sales Voucher (F8), Debit Note Voucher, Credit Note (Ctrl+F8), Journal Voucher (F7), Key Takeaways, Shortcut Keys, Practice Exercises

5: Accounts Receivable and Payable Management

Introduction - Accounts Payables and Receivables; Maintaining Bill-wise Details, Activation of Maintain Bill-wise Details Feature, New Reference, Against Reference, Advance, On Account, Stock Category Report, Changing the Financial Year in Tally,ERP 9, Key Takeaways, Shortcut Keys, Practice Exercises

6: MIS Reports

Introduction, Advantages of Management Information Systems, MIS Reports in Tally,ERP 9, - Trial Balance, Balance Sheet, Profit and Loss Account, Cash Flow Statement, Ratio Analysis, Books and Reports - Day Book

Receipts and Payments, Purchase Register, Sales Register, Bills Receivable and Bills Payable, Key Takeaways, Shortcut Keys, Practice Exercises

7: Goods and Services Tax (GST)

Introduction, Goods and Services tax (GST), Key Takeaways, Shortcut Keys, Practice Exercises

8: Recording Vouchers with TDS (Tax Deducted at Source)

Introduction, Basic Concepts of TDS, TDS in Tally.ERP 9, Activation of TDS Feature in Tally.ERP 9, TDS Statutory Masters, Configuring TDS at Group Level, Configuring TDS at Ledger Level, Booking of Expenses in Purchase Voucher, TDS Report, Key Takeaways, Shortcut Keys, Practice Exercises

Course Outcome: At the completion of the course, the students shall be able to maintain stock records, payroll records and generate MIS Reports along with basic taxation records under direct and indirect tax regime (GST).

6. GST Using Tally.ERP9 (45 Hours)

(In Collaboration with Tally Education Pvt. Ltd.)

Course Objective: To gain the knowledge of using GST features in TALLY and record keeping related to transactions under GST, Tax credit system, filing of returns under GST laws.

Course syllabus:

1) Introduction to GST

Introduction, Old Taxation System, Current Taxation System – GST, Why GST was introduced in India? Understanding GST Taxation System, Dual GST, Structure of GST, Taxes Subsumed under GST, Determination of Tax, Registration.

2) Getting Started with GST

Introduction, Enabling GST and Defining Tax Details, Transferring Input Tax credit to GST, Intra-state Supply of Goods, Intra-state Inward Supply, Intra-state Outward Supply, Inter-state Supply, Inter-state Inward Supply

Inter-state Outward Supply, Return of Goods, Purchase Returns, Sales Returns, Supplies Inclusive of Tax, Defining Tax Rates at Master and Transaction Levels, Defining GST Rates at Stock Group Level, Defining GST Rates at Stock Group Level, Defining GST Rate at Transaction Level, Hierarchy of Applying Tax Rate Details, Reports.

3) Recording Advanced Entries

Introduction, Accounting of GST Transactions, Purchases from Composition Dealer, Purchases from Unregistered Dealers, Exports, Imports, Exempted Goods, SEZ Sales, Advance Receipts and Payments, Conclusion.

4) GST Adjustment and Return Filing

Mixed Supply and Composite Supply under GST, Mixed Supply of Goods, Composite Supply of Goods, GST Reports, Generating GSTR- Report in Tally.ERP 9, Generating GSTR- Report in Tally.ERP 9, Input Tax Credit Set Off, GST Tax Payment, Time line for payment of GST tax, Modes of Payment, Challan Reconciliation, Exporting GSTR- return and uploading in GST portal.

5) Getting Started with GST (Services)

Introduction, Determination of supply of services, Determining the Place of Supply of Services, Enabling GST and Defining Tax Details, Transferring Input Tax credit to GST, Intra-state Supply of Goods, Intra-state Inward Supply, Intra-state Outward Supply, Inter-state Supply, Inter-state Outward Supply, Inter-state Inward Supply, Interstate Supply, Interstate Outward Supply, Interstate Cancellation of Services, Cancellation of Inward Supplies, Cancellation of Outward Supply of Services, Defining Tax Rates at Master and Transaction Levels.

6) Recording Advanced Entries

Introduction, Accounting Multiple Services in a Single Supply, Recording Partial Payment to Suppliers, Outward Supplies, Recording Outward Supply with Additional Expenses, BC Supply of services (Business to consumers), Time of Supply of Services, Place of Supply of Services, Determining place of supply of services, Exempt Supply of Services under GST, Export Supply of Services, Reverse Charge on Services under GST, Advance Receipts from Customers under GST, Advance Receipt and issuing Invoice on same month, Advance Receipt and issuing Invoice on different month, Reversal of GST on account of cancellation of advance receipt, Generating GSTR- Report in Tally.ERP 9, Generating GSTR- Report in Tally.ERP 9, Input Tax Credit Set Off.

7) Migration to Tally.ERP 9 Release 6.0

Introduction, Migration to Tally.ERP 9 Release 6.0, Activate Goods and Services Tax (GST) in Tally.ERP 9 Set up GST rates, Update Masters, Update party GSTIN/UIN, Creation of GST Duty ledgers, Conclusion.

Course Outcome: At the end of the course, the students shall be able to gain the knowledge of using GST features in TALLY and record keeping related to transactions under GST, Maintenance of Tax credit system, filing of returns under GST laws.

7. French Language (45 Hours)

Course Objective: Make the students proficient in French Language for meeting the global needs.

Course syllabus:

Commutative Grammar, Language in Writing, Fundamentals of French, Oral Expression, The civilization of French Language, Scientific French, Language in Writing and Oral Expression, Prose, Introduction to Literature, French Commercial, Translation, French Poems, Language for specific purposes, Documents Authentication

Course Outcome: After completion of this course, Students will be able to:

-narrate and describe in past, present and future time in French Language, linking sentences smoothly talk casually about topics of current public and personal interest in French Language.

8. Event Management (35 Hours)

Course Objectives: To give formal instructions and training to students to be future managers of the Event Industry. So that, they technical proficiency to effectively adjust, grow and excel in the field of Event Management.

Course Syllabus: Principles of Event Management; Event Planning & Team Management; Event Marketing and Advertising; Event Leadership & Communication; Event Safety and Security; Basic Event Accounting.

Course Outcome: To create a understating about the intricacies involved in the event management industry to foster employability and entrepreneurial skills in the field of event management.

9. Human Rights (30 Hours)

Course Objectives: To make students aware about Human rights.

Course Syllabus:

1. Introduction to Human Rights: Jurisprudence, Norms, Standards and Mechanisms
2. Promotion of Human Rights and Humanitarian Law; Refugee Law and Specially Disadvantaged Sections of Society in India; Development, International Trade and Human Rights
3. Emerging Dimensions of Human Rights and Evolution of The Concept of Human Rights and Duties In India; Societal Problems of Human Rights in India
4. Human Rights and Duties in India: Normative Framework, Constitution and Statutory Mechanisms
5. Environment and Human Rights

Course Outcome: Demonstrate a good understanding of the provisions under the Constitution of India dealing with human rights and to display a good understanding of the nature and scope of special legislations dealing with protection of human rights of marginalized and vulnerable sections.

10. Contemporary Dance (30 Hours)

Course Objectives: To Gain knowledge of movement techniques; to understand body conditioning and to gain theoretical and choreography knowledge.

Course Syllabus:

Warm up: Systemized warm up- both general and movement specific. Targeting joints and specific muscle groups. Choreographed movement sequences for warm up. Concentrating on weaker areas. Breathing techniques. Creative exercises to increase mental application.

Techniques: Movement Anatomy. Fundamentals of Floor work technique. Fundamentals of contact improvisation. Technique to improve Body alignment. Technique to improve Balance. Technique to improve Agility. Technique to improve flexibility. Exercises targeting space awareness. Technique to understand extension and rotation. Application and understanding of lines. Application of core muscles. Basic Capoeira Kicks.

Conditioning: Strength building exercises targeting specific muscle groups. Strengthening and conditioning weight bearing joints. Strengthening adductors. Increasing overall endurance. Strengthening and conditioning Core muscles. Increasing speed and agility.

Flexibility: Techniques to increase adductor flexibility. Increasing flexibility through movement. Application of relaxed flexibility techniques. Increasing flexibility through the application of breathing techniques.

Theory: Human Anatomy, Movement anatomy- Terminology of specific actions. Brief history of contemporary dance. Brief history of Indian contemporary dance. Discussions and reports on individuals from contemporary dance history.

Practical Sessions (Choreography):

Creating movement sequences applying the techniques learnt in class at the end of each class.

Course Outcome: At the end of this course, the students shall be able to gain knowledge of basic contemporary dance and related movements along with a proper posture and related techniques.

11. Cyber Law (30 Hours)

Course Objective: To exhibit knowledge of procedures for identification, preservation, and extraction of electronic evidence, auditing and investigation of network and host system intrusions, analysis and documentation of information gathered. To learn the Internet Forensics, World Wide Web Threats, Hacking and Illegal access, Obscene and Incident transmission and Domain Name Ownership Investigation.

Course syllabus:

Introduction, Need and History of cyber law, Overview of the Information Technology Act. Overview of Rules issued under the IT Act, Electronic commerce, Cyber crimes / Cyber Frauds

Course Outcome: Students identify and document potential security breaches of computer data that suggest violations of legal, ethical, moral, policy, and/or societal standards. Students learn to apply access and critically evaluate relevant technical and legal information and emerging industry trends. Students learn to Use computer forensics software tools to cross validate findings in computer evidence.

Note:

- Students can select any two of the listed courses to be completed in session 2020-21.
- The duration of each course will be minimum 30 hours followed by assessment. Successful candidates will be awarded certificate.
- These courses will add value to the regular programmes.
- These courses are not mandatory to qualify for any programme.
- Value Added Courses are non credit courses
- Any student can opt these courses irrespective of the stream in which they are studying.
- These courses designed to enhance the standard of the students beyond those levels specified in academic curriculum and enhance the employability of the students.
- Interested candidates may apply for their selected course through mail of helpdesk.

Circular

Date	15-07-2019	Doc ID	DOC201907150007
Subject	Valued Added Courses for 2019-20		

All the students are hereby informed that following value added courses are offered by the University for year 2019-20.

S. No.	Name of Course	School Offering the Course	Programs Eligible to Undertake
1	Advanced Excel	School of Engineering and Technology	All Programmes
2	Proficiency in English – Intermediate	School of Commerce and Management	All Programmes
3	Proficiency in English – Advanced	School of Commerce and Management	All Programmes
4	Proficiency in English – Proficient	School of Commerce and Management	All Programmes
5	Tally ACE	School of Commerce and Management	All Programmes
6	GST Using Tally.ERP 9	School of Commerce and Management	All Programmes
7	French Language	School of Law and Arts	All Programmes
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9	Human Rights	School of Law and Arts	All Programmes
10	Contemporary Dance	School of Law and Arts	All Programmes
11	Cyber Laws	School of Law and Arts	All Programmes

Students can select any two of the listed courses to be completed in session 2019-20. The duration of each course will be from 30 to 60 hours followed by assessment. Successful candidates will be awarded certificate. These courses will add value to the regular programmes.





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Brochure of Value Added Courses (2019-20)



RNB
GLOBAL UNIVERSITY
Educating stars for tomorrow





About the University

The RNBGU has been established by the Act 20 of 2015 passed by the Rajasthan Vidhan Sabha and notified by the state of Rajasthan on 27/04/2015. RNB Global University is conceptualised with a philanthropic vision into education given by Late Seth Sh. Jaganathji Bajaj, to be a globally recognized university committed to excellence in higher education with strong emphasis on knowledge sharing, multidisciplinary research and entrepreneurial skills to produce professional leaders to serve the society and to bring better future for all. It aspires to be a reputed "Temple of Learning" to play a significant role in serving the higher educational needs of the state of Rajasthan, India and Global arena by emerging as a Centre of Academic Excellence, known for providing healthy learning environment, predominantly developing in every student a trait of Innovation, Leadership & Entrepreneurship skills so that they shine bright like a "Star" and be adjudged champion of humanity and a responsible citizen.

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Course Objective: Encourage students to gain advanced skill in excel and motivate student to gain Advanced Excel Certification in order to build career profile in their profession.

Course Syllabus:

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- 1.1. Create Worksheets and Workbooks - Create a workbook, Import data from a delimited text file, Add a worksheet to an existing workbook, Copy and move a worksheet
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2. *Create Tables*

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4. *Apply Custom Data Formats and Layouts*

- 4.1. Apply Custom Data Formats and Validation - Create custom-number formats, Populate cells by using advanced Fill Series options, Configure data validation



4.2. Apply Advanced Conditional Formatting and Filtering - Create custom conditional formatting rules, Create conditional formatting rules that use formulas, Manage conditional formatting rules

5. Create Advanced Formulas

- 5.1. Apply Functions in Formulas
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- 5.2. Look up data by using Functions
- Look up data by using the VLOOKUP function
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2. Proficiency in English-Intermediate (45 Hours)

(In Collaboration with Words Worth)

Course Objective: The course aims to enable the learner to communicate effectively and appropriately in real life situation with the understanding of grammatically correct sentences.

Course Syllabus:

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Module II Common Errors in English - Errors in use of parts of speech; Correct usages with regard to tenses; Subject verb concord; General errors in Sentence Constructions

Module III Vocabulary Building - Synonyms, Antonyms, use of appropriate words; Words often confused/ Homonyms & Homophones; Foreign words used in law; Idioms & Phrases Legal terms

Module IV Reading, Listening, and Comprehension skills - Reading short passages aloud and discussion; Listening of conversations and answering questions; Comprehension of Short Passages; Comprehensions of legal texts, judgments and other passages of more general nature

Module V Speaking skills - Introducing oneself; Conversations between two student on a given topic/role play; Impromptu speech on a given topics; Debates and Logical reasoning

Module VI Writing skills - Writing correctly (Grammar, Punctuation); Paragraph Writing

Letters - Structure & Layout (Business & Official letters); Essay writing

Module VII Presentation Techniques - Preparing PowerPoint presentations; Preparing for class-room presentations; Resume writing; Impromptu speeches

Course Outcome: At the completion of this course, the students shall get a basic knowledge of speaking and writing skills along with basic presentation skills.

3. Proficiency in English-Advanced (45 Hours)

(In Collaboration with Words Worth)

Course Objectives: To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and writing along with developing and absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.

Course Syllabus:

Section I: Building-up the Basic Concepts

1. Usage of proverbs and Idioms in sentences.
2. Usage of Homophones, Synonyms and Antonyms.
3. One-Word Substitution.
4. Simple Understanding of the concept of syllable, accent and weak forms

Section II: Speaking/Conversation Skills

1. Telling a story in the Present, Past or Future Tense.
2. Interaction with Doctor, Stranger, Teacher, Neighbor and Government/Police officer/Political Leader.
3. Describing an imaginary character/situation.

Section III: GDP (Group Discussion and personal interview)

1. Cue-Card Speaking
2. Interview Skills
3. Presentation on current topics
4. Group Discussion

Course Outcome: At the completion of the course, the student shall be able to develop a sense of group discussion and public speaking along with developing corporate and professional communication skills.

4. Proficiency in English – Proficient (45 Hours)
(In Collaboration with Words Worth)

Course Objective: To Gain knowledge and skills pertaining to group discussion, professional communication, presentation skills for reports and technical papers along with the importance of role play and other Audio Visual techniques.

- Course syllabus:**
1. Group Discussion: Practical based on Accurate and Current Grammatical Patterns.
 2. Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
 3. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic/Kinesics.
 4. Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics
 5. Official/Public Speaking based on suitable Rhythmic Patterns.
 6. Theme Presentation/ Keynote Presentation based on correct methodologies argumentation
 7. Individual Speech Delivery/Conferencing with skills to defend Interjections/Quizzes.
 8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
 9. Comprehension Skills based on Reading and Listening Practical's on a model Audio

Course Outcome: At the completion of this course, the students shall be able to develop the skills pertaining to group discussion, professional communication, public speaking and role play presentation.

5. Tally-ACE (60 Hours)
(In Collaboration with Tally Education Pvt. Ltd.)

Course Objectives: To gain the knowledge of fundamentals of TALLY and record keeping related to accounting, stock keeping, payroll maintenance and generation of MIS Reports along with basic taxation records under direct and indirect tax.

Course Syllabus:

1: Fundamentals of Accounting

Introduction - Accounting Terms, Accounting Assumptions, Concepts and Principles - Assumptions, Concepts, Principles; Double Entry System of Accounting; Types of Accounts, The Golden Rules of Accounting; Source Documents for Accounting Recording of Business Transactions - The Accounting Equation, Recording of Transactions in Books of Original Entry/Journal: Use of Debit and Credit, Rules of Debit and Credit, Recording of Business Transactions in Journal Ledger - Need for Ledger, Differences between a Journal and a Ledger, Classification of Ledger Accounts, Posting from Journal; Trial Balance - Methods of Preparation,

Subsidiary Books & Control Accounts, Cash Book (Single Column Cash Book, Double Column Cash Book and

Three Column Cash Book), Petty Cash Book, Purchase (Journal) Book, Purchases Return (Journal) Book, Sales (Journal) Book, Sales Return (Journal) Book, Journal Proper, Control Accounts.

Financial Statements - Trading and Profit & Loss Account, Trading Account, Profit & Loss Account, Balance Sheet, Types of Assets and Liabilities included in a Balance Sheet, Practice Exercises

2: Maintaining Chart of Accounts in Tally.ERP 9

Introduction - Getting Started with Tally. ERP 9, Mouse/Keyboard Conventions; Company Creation -

Shut a Company, Select a Company, Alter Company Details, Company Features and Configurations-Company Features, Configuration; Chart of Accounts.

Ledger - Group, Ledger Creation - Single Ledger Creation, Multi Ledger Creation, Altering and Displaying Ledgers. Group Creation - Single Group Creation, Multiple Group Creation, Displaying Groups and Ledgers, Displaying Groups, Display of Ledgers, Deletion of Groups and Ledgers, Key Takeaways, Shortcut Keys, Practice Exercises

3: Maintaining Stock Keeping Units (SKU)

Introduction, Inventory Masters in Tally.ERP 9, Creating Inventory Masters - Creation of Stock Group, Creation of Units of Measure, Creation of Stock Item, Creation of Godown, Defining of Stock Opening, Balance in Tally.ERP 9, Stock Category, Reports, Key Takeaways, Shortcut Keys, Practice Exercises

4: Recording Day-to-Day Transactions in Tally.ERP 9

Introduction, Business Transactions - Source Document for Voucher, Recording Transactions in Tally.ERP 9, Accounting Vouchers, Receipt Voucher (F6), Contra Voucher (F4), Payment Voucher (F5), Purchase Voucher (F9), Sales Voucher (F8), Debit Note Voucher, Credit Note (Ctrl+F8), Journal Voucher (F7), Key Takeaways, Shortcut Keys, Practice Exercises

5: Accounts Receivable and Payable Management

Introduction - Accounts Payables and Receivables; Maintaining Bill-wise Details, Activation of Maintain Bill-wise Details Feature, New Reference, Against Reference, Advance, On Account, Stock Category Report, Changing the Financial Year in Tally.ERP 9, Key Takeaways, Shortcut Keys, Practice Exercises

6: MIS Reports

Introduction, Advantages of Management Information Systems, MIS Reports in Tally.ERP 9, - Trial Balance, Balance Sheet, Profit and Loss Account, Cash Flow Statement, Ratio Analysis, Books and Reports - Day Book

Receipts and Payments, Purchase Register, Sales Register, Bills Receivable and Bills Payable, Key Takeaways, Shortcut Keys, Practice Exercises

7: Goods and Services Tax (GST)

Introduction, Goods and Services tax (GST), Key Takeaways, Shortcut Keys, Practice Exercises



Introduction, Basic Concepts of TDS, TDS in Tally.ERP 9, Activation of TDS Feature in Tally.ERP 9, TDS Statutory Masters, Configuring TDS at Group Level, Configuring TDS at Ledger Level, Booking of Expenses in Purchase Voucher, TDS Report, Key Takeaways, Shortcut Keys, Practice Exercises

Course Outcome: At the completion of the course, the students shall be able to maintain stock records, payroll records and generate MIS Reports along with basic taxation records under direct and indirect tax regime (GST).

6. GST Using Tally.ERP9 (45 Hours)

By the end of this course, the students will be able to:

Course Objective: To gain the knowledge of using GST features in TALLY and record keeping related to transactions under GST, Tax credit system, filing of returns under GST laws.

Course syllabus:

1) Introduction to GST

Introduction, Old Taxation System, Current Taxation System – GST, Why GST was introduced in India? Understanding GST Taxation System, Dual GST, Structure of GST, Taxes Subsumed under GST, Determination of Tax, Registration.

2) Getting Started with GST

Introduction, Enabling GST and Defining Tax Details, Transferring Input Tax credit to GST, Intrastate Supply of Goods, Intrastate Inward Supply, Intrastate Outward Supply, Interstate Supply, Interstate Inward Supply

Interstate Outward Supply, Return of Goods, Purchase Returns, Sales Returns, Supplies Inclusive of Tax, Defining Tax Rates at Master and Transaction Levels, Defining GST Rates at Stock Group Level, Defining GST Rates at Stock Group Level, Defining GST Rate at Transaction Level, Hierarchy of Applying Tax Rate Details, Reports.

3) Recording Advanced Entries

Introduction, Accounting of GST Transactions, Purchases from Composition Dealer, Purchases from Unregistered Dealers, Exports, Imports, Exempted Goods, SEZ Sales, Advance Receipts and Payments, Conclusion.

4) GST Adjustment and Return Filing

Mixed Supply and Composite Supply under GST, Mixed Supply of Goods, Composite Supply of Goods, GST Reports, Generating GSTR- Report in Tally.ERP 9, Generating GSTR- Report in Tally.ERP 9, Input Tax Credit Set Off, GST Tax Payment, Time line for payment of GST tax, Modes of Payment, Challan Reconciliation, Exporting GSTR- return and uploading in GST portal.

5) Getting Started with GST (Services)

Introduction, Determination of supply of services, Determining the Place of Supply of Services, Enabling GST and Defining Tax Details, Transferring Input Tax credit to GST, Intrastate Supply of Goods, Intrastate Inward Supply, Intrastate Outward Supply, Interstate Supply, Interstate Outward Supply, Interstate Inward Supply, Interstate Outward Supply of Services, Cancellation of Services, Cancellation of Inward Supplies, Cancellation of Outward Supply of Services, Defining Tax Rates at Master and Transaction Levels.

6) Recording Advance Entries

Introduction, Accounting Multiple Services in a Single Supply, Recording Partial Payment to Suppliers, Outward Supplies, Recording Outward Supply with Additional Expenses, BC Supply of services (Business to consumers), Time of Supply of Services, Place of Supply of Services, Determining place of supply of services, Exempt Supply of Services under GST, Export Supply of Services, Reverse Charge on Services under GST, Advance Receipts from Customers under GST, Advance Receipt and issuing Invoice on same month, Advance Receipt and issuing Invoice on different month, Reversal of GST on account of cancellation of advance receipt, Generating GSTR- Report in Tally.ERP 9, Generating GSTR- Report in Tally.ERP 9, Input Tax Credit Set Off.

7) Migration to Tally.ERP 9 Release 6.0

Introduction, Migration to Tally.ERP 9 Release 6.0, Activate Goods and Services Tax (GST) in Tally.ERP 9 Set up GST rates, Update Masters, Update party GSTIN/UIN, Creation of GST Duty ledgers, Conclusion.

Course Outcome: At the end of the course, the students shall be able to gain the knowledge of using GST features in TALLY and record keeping related to transactions under GST, Maintenance of Tax credit system, filing of returns under GST laws.

7. French Language (45 Hours)

Course Objective: Make the students proficient in French Language for meeting the global needs.

Course syllabus:

Commutative Grammar, Language in Writing, Fundamentals of French, Oral Expression, The civilization of French Language, Scientific French, Language in Writing and Oral Expression, Prose, Introduction to Literature, French Commercial, Translation, French Poems, Language for specific purposes, Documents Authentication

Course Outcome: After completion of this course, Students will be able to:

• narrate and describe in past, present and future time in French Language, linking sentences smoothly talk casually about topics of current public and personal interest in French Language.

8. Event Management (35 Hours)

Course Objectives: To give formal instructions and training to students to be future managers of the Event Industry. So that, they technical proficiency to effectively adjust, grow and excel in the field of Event Management.

Course Syllabus: Principles of Event Management; Event Planning & Team Management; Event Marketing and Advertising; Event Leadership & Communication; Event Safety and Security; Basic Event Accounting.

Course Outcome: To create a understating about the intricacies involved in the event management industry to foster employability and entrepreneurial skills in the field of event management.



9. Human Rights (30 Hours)

Course Objectives: To make students aware about Human rights.

Course Syllabus:

1. Introduction to Human Rights: Jurisprudence, Norms, Standards and Mechanisms
2. Promotion of Human Rights and Humanitarian Law; Refugee Law and Specially Disadvantaged Sections of Society in India; Development, International Trade and Human Rights
3. Emerging Dimensions of Human Rights and Evolution of The Concept of Human Rights and Duties In India; Societal Problems of Human Rights in India
4. Human Rights and Duties in India: Normative Framework, Constitution and Statutory Mechanisms
5. Environment and Human Rights

Course Outcome: Demonstrate a good understanding of the provisions under the Constitution of India dealing with human rights and to display a good understanding of the nature and scope of special legislations dealing with protection of human rights of marginalized and vulnerable sections.

10. Contemporary Dance (30 Hours)

Course Objectives: To Gain knowledge of movement techniques; to understand body conditioning and to gain theoretical and choreography knowledge.

Course Syllabus:

Warm up: Systemized warm up- both general and movement specific. Targeting joints and specific muscle groups. Choreographed movement sequences for warm up. Concentrating on weaker areas, Breathing techniques. Creative exercises to increase mental application.

Techniques: Movement Anatomy, Fundamentals of Floor work technique. Fundamentals of contact improvisation. Technique to improve Body alignment. Technique to improve Balance, Technique to improve Agility. Technique to improve flexibility. Exercises targeting space awareness, Technique to understand extension and rotation. Application and understanding of lines. Application of core muscles, Basic Capoeira Kicks.

Conditioning: Strength building exercises targeting specific muscle groups. Strengthening and conditioning weight bearing joints, Strengthening adductors. Increasing overall endurance, Strengthening and conditioning Core muscles. Increasing speed and agility.

Flexibility: Techniques to increase adductor flexibility, Increasing flexibility through movement, Application of relaxed flexibility techniques, Increasing flexibility through the application of breathing techniques.

Theory: Human Anatomy, Movement anatomy- Terminology of specific actions, Brief history of contemporary dance. Brief history of Indian contemporary dance. Discussions and reports on individuals from contemporary dance history.

Practical Sessions (Choreography):

Creating movement sequences applying the techniques learnt in class at the end of each class.

Course Outcome: At the end of this course, the students shall be able to gain knowledge of basic contemporary dance and related movements along with a proper posture and related techniques.

11. Cyber Law (30 Hours)

Course Objective: To exhibit knowledge of procedures for identification, preservation, and extraction of electronic evidence, auditing and investigation of network and host system intrusions, analysis and documentation of information gathered. To learn the Internet Forensics, World Wide Web Threats, Hacking and Illegal access, Obscene and Incident transmission and Domain Name Ownership Investigation.

Course syllabus:

Introduction, Need and History of cyber law, Overview of the Information Technology Act. Overview of Rules issued under the IT Act, Electronic commerce, Cyber crimes / Cyber Frauds

Course Outcome: Students identify and document potential security breaches of computer data that suggest violations of legal, ethical, moral, policy and/or societal standards. Students learn to apply access and critically evaluate relevant technical and legal information and emerging industry trends. Students learn to Use computer forensics software tools to cross validate findings in computer evidence.

Note:

- Students can select any two of the listed courses to be completed in session 2020-21.
- The duration of each course will be minimum 30 hours followed by assessment.
- Successful candidates will be awarded certificate.
- These courses will add value to the regular programmes.
- These courses are not mandatory to qualify for any programme.
- Value Added Courses are non credit courses
- Any student can opt these courses irrespective of the stream in which they are studying.
- These courses designed to enhance the standard of the students beyond those levels specified in academic curriculum and enhance the employability of the students.
- Interested candidates may apply for their selected course through mail on helpdesk.



Circular

Date	16-07-2018	Doc ID	DOC201807160012
Subject	Valued Added Courses for 2018-19		

All the students are hereby informed that following value added courses are offered by the University for year 2018-19.

S. No.	Name of Course	School Offering the Course	Programs Eligible to Undertake
1	Advanced Excel	School of Engineering and Technology	All Programmes
2	Proficiency in English – Intermediate	School of Commerce and Management	All Programmes
3	Proficiency in English – Advanced	School of Commerce and Management	All Programmes
4	Proficiency in English – Proficient	School of Commerce and Management	All Programmes
5	French Language	School of Law and Arts	All Programmes
6	Event Management	School of Commerce and Management	All Programmes
7	Contemporary Dance	School of Law and Arts	All Programmes
8	Human Rights	School of Law and Arts	All Programmes
9	Basics of Securities Market	School of Commerce and Management	All Programmes

Students can select any two of the listed courses to be completed in session 2018-19. The duration of each course will be more than 30 hours followed by assessment. Successful candidates will be awarded certificate. These courses will add value to the regular programmes.





It is more than an education, come see yourself take a closer look

RNB Global City, Sri Ganganagar Road, Bikaner, Rajasthan-334601

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Website: www.mbglobaledu.in | Email: info@mbglobaledu.in



Brochure of Value Added Courses (2018-19)



RNB
GLOBAL UNIVERSITY
Educating stars for tomorrow





About the University

The RNBGU has been established by the Act 20 of 2015 passed by the Rajasthan Vidhan Sabha and notified by the state of Rajasthan on 27/04/2015. RNB Global University is conceptualised with a philanthropic vision into education given by Late Seth Sh. Jaganathji Bajaj, to be a globally recognized university committed to excellence in higher education with strong emphasis on knowledge sharing, multidisciplinary research and entrepreneurial skills to produce professional leaders to serve the society and to bring better future for all. It aspires to be a reputed "Temple of Learning" to play a significant role in serving the higher educational needs of the state of Rajasthan, India and Global arena by emerging as a Centre of Academic Excellence, known for providing healthy learning environment, predominantly developing in every student a trait of Innovation, Leadership & Entrepreneurship skills so that they shine bright like a "Star" and be adjudged champion of humanity and a responsible citizen.

RNB Global University follows a progressive learning approach: Industry Oriented Syllabus, Multi-Disciplinary Approach, International Methodologies and Choice Based Credit System. The University follows a comprehensive pedagogical approach to enhance students' learning experience and nurture them to take the lead in future evolving as winners in all respect through Centre for Leadership development, Skill Enhancement Program, Tailor-made Personality Development Programs, cultural activities. RNBGU, that's why, aims for educating stars for tomorrow.

1. Advance Excel (35 Hours)

Course Objective: Encourage students to gain advanced skill in excel and motivate student to gain Advanced Excel Certification in order to build career profile in their profession.

Course Syllabus:

1. **Manage Workbook Options and Settings**

- 1.1. Create Worksheets and Workbooks - Create a workbook, Import data from a delimited text file, Add a worksheet to an existing workbook, Copy and move a worksheet
- 1.2. Navigate in Worksheets and Workbooks - Search for data within a workbook, Navigate to a named cell, range, or workbook element, Insert and remove hyperlinks
- 1.3. Format Worksheets and Workbooks - Change worksheet tab colour, Rename a worksheet, Insert and delete columns or rows, Adjust row height and column width, Insert headers and footers
- 1.4. Customize Options and Views for Worksheets and Workbooks - Hide or unhide worksheets, Hide or unhide columns and rows, Customize the Quick Access toolbar, Modify document properties, Display formulas

2. **Create Tables**

- 2.1. Create and Manage Tables - Create an Excel table from a cell range, Convert a table to a cell range, Add or remove table rows and columns
- 2.2. Filter and Sort a Table - Filter records, Sort data by multiple columns, Change sort order, Remove duplicate records

3. **Create Charts and Objects**

- 3.1. Create Charts - Create a new chart, Add additional data series, Switch between rows and columns in source data, Analyze data by using Quick Analysis
- 3.2. Format Charts - Resize charts, Add and modify chart elements, Apply chart layouts and styles, Move charts to a chart sheet
- 3.3. Insert and Format Objects - Insert text boxes and shapes, Insert images, Modify object properties, Add alternative text to objects for accessibility

4. **Apply Custom Data Formats and Layouts**

- 4.1. Apply Custom Data Formats and Validation - Create custom number formats, Populate cells by using advanced Fill Series options, Configure data validation
- 4.2. Apply Advanced Conditional Formatting and Filtering - Create custom conditional formatting rules, Create conditional formatting rules that use formulas, Manage conditional formatting rules

5. **Create Advanced Formulas**

- 5.1. Apply Functions in Formulas
 - Perform logical operations by using AND, OR, and NOT functions
 - Perform logical operations by using nested functions
 - Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions
- 5.2. Look up data by using Functions
 - Look up data by using the VLOOKUP function
 - Look up data by using the HLOOKUP function

6. **Create Advanced Charts and Tables**

- 6.1. Create and Manage PivotTables - Create Pivot Tables, Modify field selection options, Create slicers, Group PivotTable data, Add calculated fields, Format data
- 6.2. Create and Manage Pivot Charts - Create Pivot Charts, Manipulate options in existing Pivot Charts, Apply styles to Pivot Charts, Drill down into Pivot Chart details



Course Outcome: After completion of this course, Students will be able to create and manage the workbooks and worksheets; perform mathematical and statistical operations with the excel tools and shortcuts; execute logical and look-up functions to the exhaustive data; perform V-Lookup, H-Lookup, conditional formatting and pivot charts.

2. Proficiency in English-Intermediate (45 Hours) (In Collaboration with Words Worth)

Course Objective: The course aims to enable the learner to communicate effectively and appropriately in real life situation with the understanding of grammatically correct sentences.

Course Syllabus:

Module I: Grammar and Translation - Construction of sentences with there is, there are, it is etc.; Negative and Interrogative sentences; Usage of articles, tenses, prepositions, and modals etc.; Translation of sentences, & passages from Hindi to English

Module II Common Errors in English - Errors in use of parts of speech; Correct usages with regard to tenses; Subject verb concord; General errors in Sentence Constructions

Module III Vocabulary building - Synonyms, Antonyms, use of appropriate words; Words often confused/ Homonyms & Homophones; Foreign words used in law; Idioms & Phrases
Legal terms

Module IV Reading, Listening, and Comprehension skills - Reading short passages aloud and discussion; Listening of conversations and answering questions; Comprehension of Short Passages; Comprehensions of legal texts, judgments and other passages of more general nature

Module V Speaking skills - Introducing oneself; Conversations between two student on a given topic/role play; Impromptu speech on a given topics; Debates and Logical reasoning

Module VI Writing skills - Writing correctly (Grammar, Punctuation); Paragraph Writing
Letters – Structure & Layout (Business & Official letters); Essay writing

Module VII Presentation Techniques - Preparing PowerPoint presentations; Preparing for class-room presentations; Resume writing; Impromptu speeches

Course Outcome: At the completion of this course, the students shall get a basic knowledge of speaking and writing skills along with basic presentation skills.

3. Proficiency in English-Advanced (45 Hours) (In Collaboration with Words Worth)

Course Objectives: To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and writing along with developing and absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.

Course Syllabus:

Section I: Building-up the Basic Concepts

1. Usage of proverbs and Idioms in sentences.
2. Usage of Homophones, Synonyms and Antonyms.
3. One-Word Substitution.

4. Simple Understanding of the concept of syllable, accent and weak forms

Section II: Speaking/Conversation Skills

1. Telling a story in the Present, Past or Future Tense.
2. Interaction with Doctor, Stranger, Teacher, Neighbor and Government/Police officer/Political Leader.
3. Describing an imaginary character/situation.

Section III: GDPI (Group Discussion and personal interview)

1. Cue-Card Speaking
2. Interview Skills
3. Presentation on current topics
4. Group Discussion

Course Outcome: At the completion of the course, the student shall be able to develop a sense of group discussion and public speaking along with developing corporate and professional communication skills.

4. Proficiency in English-Proficient (45 Hours) (In Collaboration with Words Worth)

Course Objective: To Gain knowledge and skills pertaining to group discussion, professional communication, presentation skills for reports and technical papers along with the importance of role play and other Audio Visual techniques.

Course Syllabus:

1. Group Discussion: Practical based on Accurate and Current Grammatical Patterns.
2. Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
3. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic /Kinesics.
4. Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics
5. Official/Public Speaking based on suitable Rhythmic Patterns.
6. Theme Presentation/Keynote Presentation based on correct methodologies argumentation
7. Individual Speech Delivery/Conferencing with skills to defend Interjections/Quizzes.
8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
9. Comprehension Skills based on Reading and Listening Practical's on a model Audio

Course Outcomes:

At the completion of this course, the students shall be able to develop the skills pertaining to group discussion, professional communication, public speaking and role play presentation.



5. French Language (45Hours)

Course Objective: Encourage students to gain basic understanding of the Spanish Language including reading, writing and basic communication skills of Spanish Language.

Course syllabus:

Greet people, introduce yourself, classroom directions, numbers, time, body parts, alphabet, things in classroom, calendar events, weather conditions, season.

Talk about activities you like and don't like to do, ask others what they like to do, understand cultural perspectives on favorite activities Grammar-infinitive, negatives, expressing agreement and disagreement Connections, Music Language exploration, cognates Pronunciation: The vowels a, e, and i Spanish in our community.

Personality traits, ask/tell what people are like, use adjectives to describe people, understand cultural perspectives on friendship Grammar-adjectives, definite and indefinite articles, word order Connections, Literature Language exploration cognates that begin with es- + consonant Pronunciation- the vowels o and u Spanish in the work force, School schedules and subjects, what students do during the day, ask and tell who is doing an action, compare your school with a student in a Spanish - speaking country Grammar, subject pronouns, present tense of - ar-verbs Connections, connections between Latin, English, and Spanish Pronunciation- the letter c Spanish in the community.

Describe a classroom. indicate where things are located, talk about more than one object or person, and understand cultural perspectives on school. Grammar-the verb Estar; the plurals of nouns and articles Connections- mathematics Language exploration- language through gesture Pronunciation.

Course Outcome: After completion of this course, Students will:

- be able to satisfy the requirements of everyday situations and routine work requirements,
- be able to handle—at times with confidence and in some cases with facility— complicated tasks and social situations (e- g., elaborating, complaining and apologizing).
- be able to narrate and describe in past, present and future time, linking sentences smoothly
- be able to talk casually about topics of current public and personal interest.

6. Event Management (35 Hours)

Course Objectives: To give formal instructions and training to students to be future managers of the Event Industry. So that, they technical proficiency to effectively adjust, grow and excel in the field of Event Management.

Course Syllabus:

Principles of Event Management; Event Planning & Team Management; Event Marketing and Advertising; Event Leadership & Communication; Event Safety and Security; Basic Event Accounting.

Course Outcome: To create a understanding about the intricacies involved in the event management industry to foster employability and entrepreneurial skills in the field of event management.

7. Contemporary Dance (30 Hours)

Course Objectives: To Gain knowledge of movement techniques; to understand body conditioning and to gain theoretical and choreography knowledge.

Course Syllabus:

Warm up: Systemized warm up- both general and movement specific. Targeting joints and specific muscle groups. Choreographed movement sequences for warm up. Concentrating on weaker areas. Breathing techniques.

Creative exercises to increase mental application.

Techniques: Movement Anatomy, Fundamentals of Floor work technique, Fundamentals of contact improvisation, Technique to improve Body alignment, Technique to improve Balance, Technique to improve Agility, Technique to improve flexibility, Exercises targeting space awareness. Technique to understand extension and rotation, Application and understanding of lines, Application of core muscles. Basic Capoeira Kicks.

Conditioning: Strength building exercises targeting specific muscle groups. Strengthening and conditioning weight bearing joints, Strengthening adductors, Increasing overall endurance, Strengthening and conditioning Core muscles, Increasing speed and agility.

Theory: Human Anatomy, Movement anatomy- Terminology of specific actions. Brief history of contemporary dance. Brief history of Indian contemporary dance. Discussions and reports on individuals from contemporary dance history.

Practical Sessions (Choreography): Creating movement sequences applying the techniques learnt in class at the end of each class.

Course Outcomes:

At the end of this course, the students shall be able to gain knowledge of basic contemporary dance and related movements along with a proper posture and related techniques.

8. Human Rights (30 Hours)

Course Objective: To make students aware about Human rights.

Course syllabus:

1. Introduction to Human Rights: Jurisprudence, Norms, Standards and Mechanisms
2. Promotion of Human Rights and Humanitarian Law; Refugee Law and Specially Disadvantaged Sections of Society in India; Development, International Trade and Human Rights
3. Emerging Dimensions of Human Rights and Evolution of The Concept of Human Rights and Duties In India; Societal Problems of Human Rights in India
4. Human Rights and Duties in India: Normative Framework, Constitution and Statutory Mechanisms
5. Environment and Human Rights

Course Outcome: : Demonstrate a good understanding of the provisions under the Constitution of India dealing with human rights and to display a good understanding of the nature and scope of special legislations dealing with protection of human rights of marginalized and vulnerable sections.

9. Basics of Securities Market (30 Hours)

Course Objective: The Securities Markets Foundation Certification Examination aims to impart basic knowledge about the Indian Securities Markets and different rules and regulations governing the securities markets

Course syllabus:

- Introduction to Indian Securities Markets; Securities: Types, Features and Concepts
- Issue of Securities in the Primary Market
- Stock Exchange – Regulations and Trading Mechanisms
- Primary Markets – Basics of IPO, FPO, Offer for Sale
- Secondary Markets; Mutual Funds, CIS, AIF
- Derivatives Markets and Financial Planning

Course Outcome: Securities Markets Foundation Certification Examination is for entry-level professionals, who wish to make a career in the securities markets.

Note:

- Students can select any two of the listed courses to be completed in session
- The duration of each course will be minimum 30 hours followed by assessment.
- Successful candidates will be awarded certificate.
- These courses will add value to the regular programmes.
- These courses are not mandatory to qualify for any programme.
- Value Added Courses are non credit courses
- Any student can opt these courses irrespective of the stream in which they are studying.
- These courses designed to enhance the standard of the students beyond those levels specified in academic curriculum and enhance the employability of the students.
- Interested candidates may apply for their selected course through mail on helpdesk.



Circular

Date	17-07-2017	Doc ID	DOC201707170013
Subject	Valued Added Courses for 2017-18		

All the students are hereby informed that following value added courses are offered by the University for year 2017-18.

S. No.	Name of Course	School Offering the Course	Programs Eligible to Undertake
1	Advanced Excel	School of Engineering and Technology	All Programmes
2	Proficiency in English – Intermediate	School of Commerce and Management	All Programmes
3	Proficiency in English – Advanced	School of Commerce and Management	All Programmes
4	Proficiency in English – Proficient	School of Commerce and Management	All Programmes
5	Tally	School of Commerce and Management	All Programmes
6	Spanish Language	School of Law and Arts	All Programmes
7	Basics of Securities Market	School of Commerce and Management	All Programmes
8	Contemporary Dance	School of Law and Arts	All Programmes

Students can select any two of the listed courses to be completed in session 2017-18. The duration of each course will be minimum 30 hours followed by assessment. Successful candidates will be awarded certificate. These courses will add value to the regular programmes.





Brochure of Value Added Courses (2017-18)



It is more than an education, come see yourself take a closer look

RNB Global City, Sri Ganganagar Road, Bikaner, Rajasthan-334601

Tel no.: 91-7230834441-44 | Toll free no.: 1800-313-0075

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RNB
GLOBAL UNIVERSITY
Educating stars for tomorrow





About the University

The RNBGU has been established by the Act 20 of 2015 passed by the Rajasthan Vidhan Sabha and notified by the state of Rajasthan on 27/04/2015. RNB Global University is conceptualised with a philanthropic vision into education given by Late Seth Sh. Jagannathji Bajaj, to be a globally recognized university committed to excellence in higher education with strong emphasis on knowledge sharing, multidisciplinary research and entrepreneurial skills to produce professional leaders to serve the society and to bring better future for all. It aspires to be a reputed "Temple of Learning" to play a significant role in serving the higher educational needs of the state of Rajasthan, India and Global arena by emerging as a Centre of Academic Excellence, known for providing healthy learning environment, predominantly developing in every student a trait of Innovation, Leadership & Entrepreneurship skills so that they shine bright like a "Star" and be adjudged champion of humanity and a responsible citizen.

RNB Global University follows a progressive learning approach: Industry Oriented Syllabus, Multi-Disciplinary Approach, International Methodologies and Choice Based Credit System. The University follows a comprehensive pedagogical approach to enhance students' learning experience and nurture them to take the lead in future evolving as winners in all respect through Centre for Leadership development, Skill Enhancement Program, Tailor-made Personality Development Programs, cultural activities. RNBGU, that's why, aims for educating stars for tomorrow.

1. Advance Excel (35 Hours)

Course Objective: Encourage students to gain advanced skill in excel and motivate student to gain Advanced Excel Certification in order to build career profile in their profession.

Course Syllabus:

1. Manage Workbook Options and Settings

- 1.1. Create Worksheets and Workbooks - Create a workbook, Import data from a delimited text file, Add a worksheet to an existing workbook, Copy and move a worksheet
- 1.2. Navigate in Worksheets and Workbooks - Search for data within a workbook, Navigate to a named cell, range, or workbook element, Insert and remove hyperlinks
- 1.3. Format Worksheets and Workbooks - Change worksheet tab colour, Rename a worksheet, Insert and delete columns or rows, Adjust row height and column width, Insert headers and footers
- 1.4. Customize Options and Views for Worksheets and Workbooks - Hide or unhide worksheets, Hide or unhide columns and rows, Customize the Quick Access toolbar, Modify document properties, Display formulas

2. Create Tables

- 2.1. Create and Manage Tables - Create an Excel table from a cell range, Convert a table to a cell range, Add or remove table rows and columns
- 2.2. Filter and Sort a Table - Filter records, Sort data by multiple columns, Change sort order, Remove duplicate records

3. Create Charts and Objects

- 3.1. Create Charts - Create a new chart, Add additional data series, Switch between rows and columns in source data, Analyze data by using Quick Analysis
- 3.2. Format Charts - Resize charts, Add and modify chart elements, Apply chart layouts and styles, Move charts to a chart sheet
- 3.3. Insert and Format Objects - Insert text boxes and shapes, Insert images, Modify object properties, Add alternative text to objects for accessibility

4. Apply Custom Data Formats and Layouts

- 4.1. Apply Custom Data Formats and Validation - Create custom number formats, Populate cells by using advanced Fill Series options, Configure data validation
- 4.2. Apply Advanced Conditional Formatting and Filtering - Create custom conditional formatting rules, Create conditional formatting rules that use formulas, Manage conditional formatting rules

5. Create Advanced Formulas

- 5.1. Apply Functions in Formulas
 - Perform logical operations by using AND, OR, and NOT functions
 - Perform logical operations by using nested functions
- 5.2. Look up data by using Functions
 - Look up data by using the VLOOKUP function
 - Look up data by using the HLOOKUP function

6. Create Advanced Charts and Tables

- 6.1. Create and Manage PivotTables - Create Pivot Tables, Modify field selections and options, Create slicers, Group PivotTable data, Add calculated fields, Format data
- 6.2. Create and Manage Pivot Charts - Create Pivot Charts, Manipulate options in existing Pivot Charts, Apply styles to Pivot Charts, Drill down into Pivot Chart details

Course Outcome: After completion of this course, Students will be able to create and manage the workbooks and worksheets; perform mathematical and statistical operations with the excel tools and shortcuts; execute logical and look-up functions to the exhaustive data; perform V-Lookup, H-Lookup, conditional formatting and pivot charts.



2. Proficiency in English- Intermediate (45 Hours) (In Collaboration with Words Worth)



Course Objective: The course aims to enable the learner to communicate effectively and appropriately in real life situation with the understanding of grammatically correct sentences.

Course Syllabus:

- Module I Grammar and Translation** - Construction of sentences with there is, there are, it is etc.; Negative and Interrogative sentences; Usage of articles, tenses, prepositions, and modals etc.; Translation of sentences, & passages from Hindi to English
- Module II Common Errors in English** - Errors in use of parts of speech; Correct usages with regard to tenses; Subject verb concord; General errors in Sentence Constructions
- Module III Vocabulary building** - Synonyms, Antonyms, use of appropriate words; Words often confused/ Homonyms & Homophones; Foreign words used in law; Idioms & Phrases
- Legal terms**
- Module IV Reading, Listening, and Comprehension skills** - Reading short passages aloud and discussion; Listening of conversations and answering questions; Comprehension of Short Passages; Comprehensions of legal texts, judgments and other passages of more general nature
- Module V Speaking skills** - Introducing oneself; Conversations between two student on a given topic/role play; Impromptu speech on a given topic; Debates and Logical reasoning
- Module VI Writing skills** - Writing correctly (Grammar, Punctuation); Paragraph Writing Letters - Structure & Layout (Business & Official letters); Essay writing
- Module VII Presentation Techniques** - Preparing PowerPoint presentations; Preparing for classroom presentations; Resume writing; Impromptu speeches
- Course Outcome:** At the completion of this course, the students shall get a basic knowledge of speaking and writing skills along with basic presentation skills.

3. Proficiency in English-Advanced (45 Hours) (In Collaboration with Words Worth)

Course Objectives: To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and writing along with developing and absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.

Course Syllabus:

Section I: Building-up the Basic Concepts

1. Usage of proverbs and Idioms in sentences.
2. Usage of Homophones, Synonyms and Antonyms.
3. One-Word Substitution.
4. Simple Understanding of the concept of syllable, accent and weak forms

Section II: Speaking/Conversation Skills

1. Telling a story in the Present, Past or Future Tense.
2. Interaction with Doctor, Stranger, Teacher, Neighbor and Government/Police officer/Political Leader.
3. Describing an imaginary character/situation.

Section III: GDPI (Group Discussion and personal interview)

1. Cue-Card Speaking
2. Interview Skills
3. Presentation on current topics
4. Group Discussion

Course Outcome: At the completion of the course, the student shall be able to develop a sense of group discussion and public speaking along with developing corporate and professional communication skills.

4. Tally (60 Hours)



Course Objective: This course is an ideal solution for tracking the business efficiently. Used by scores of small and medium enterprises, Tally has become a popular software for record-keeping and accounting purposes.

Course syllabus: Tally and fundamental features - Company Creation, Shut a Company, Select a Company, Alter Company Details, Basics of ledger creation - Single Ledger Creation, Multi Ledger Creation, Altering and Displaying Ledgers, Maintaining inventory - Creating Inventory Masters, Creation of Stock Group, Creation of Units of Measure, Creation of Stock Item, Creation of Godown, Defining of Stock Opening Balance, Stock Category, Reports.

Fundamentals of taxation Payroll and advanced features.

Course Outcome: Learn to generate Financial Statements easily. Able to export data from tally to excel and use such data for deeper insights. Learn to process pays lip. To process and generate MIS Reports. To protect all your data by using the Security features in Tally.

5. Spanish Language (30 Hours)

Course Objective: Encourage students to gain basic understanding of the Spanish Language including reading, writing and basic communication skills of Spanish Language.

Course syllabus:

Greet people, introduce yourself, classroom directions, numbers, time, body parts, alphabet, things in classroom, calendar events, weather conditions, season. Talk about activities you like and don't like to do, ask others what they like to do, understand cultural perspectives on favorite activities Grammar-infinitive, negatives, expressing agreement and disagreement Connections, Music Language exploration, cognates Pronunciation: The vowels a, e, and i Spanish in our community.

Personality traits, ask/tell what people are like, use adjectives to describe people, understand cultural perspectives on friendship Grammar-adjectives, definite and indefinite articles, word order Connections, Literature Language exploration cognates that begin with es- + consonant Pronunciation- the vowels o and u Spanish in the work force. School schedules and subjects, what students do during the day, ask and tell who is doing an action, compare your school with a student in a Spanish - speaking country Grammar, subject pronouns, present tense of - ar-verbs Connections, connections between Latin, English, and Spanish Pronunciation- the letter c Spanish in the community. Describe a classroom. indicate where things are located, talk about more than one object or person, and understand cultural perspectives on school. Grammar-the verb Estar, the plurals of nouns and articles Connections- mathematics Language exploration- language through gesture Pronunciation.

Course Outcome: After completion of this course, Students will:

- be able to satisfy the requirements of everyday situations and routine work requirements,
- be able to handle -at times with confidence and in some cases with facility- complicated tasks and social situations (e.g., elaborating, complaining and apologizing).
- be able to narrate and describe in past, present and future time, linking sentences smoothly
- be able to talk casually about topics of current public and personal interest.



6. Basics of Securities Market (30 Hours)

Course Objectives: The Securities Markets Foundation Certification Examination aims to impart basic knowledge about the Indian Securities Markets and different rules and regulations governing the securities markets

Course Syllabus:

- Introduction to Indian Securities Markets; Securities: Types, Features and Concepts
- Issue of Securities in the Primary Market
- Stock Exchange – Regulations and Trading Mechanisms
- Primary Markets – Basics of IPO, FPO, Offer for Sale
- Secondary Markets; Mutual Funds, CIS, AIF
- Derivatives Markets and Financial Planning

Course Outcome: Securities Markets Foundation Certification Examination is for entry-level professionals, who wish to make a career in the securities markets.

7. Proficiency in English-Proflcient (45 Hours)

(In Collaboration with Words Worth)

Course Objective: To Gain knowledge and skills pertaining to group discussion, professional communication, presentation skills for reports and technical papers along with the importance of role play and other Audio Visual techniques.

Course Syllabus:

1. Group Discussion: Practical based on Accurate and Current Grammatical Patterns.
2. Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
3. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic/Kinesics.
4. Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics
5. Official/Public Speaking based on suitable Rhythmic Patterns.
6. Theme Presentation/ Keynote Presentation based on correct methodologies argumentation
7. Individual Speech Delivery/Conferencing with skills to defend Interjections/Quizzes.
8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
9. Comprehension Skills based on Reading and Listening Practical's on a model Audio

Course Outcomes:

At the completion of this course, the students shall be able to develop the skills pertaining to group discussion, professional communication, public speaking and role play presentation.

8. Contemporary Dance (30 Hours)

Course Objectives: To Gain knowledge of movement techniques; to understand body conditioning and to gain theoretical and choreography knowledge.

Course Syllabus:

Warm up: Systemized warm up- both general and movement specific. Targeting joints and specific muscle groups. Choreographed movement sequences for warm up. Concentrating on weaker areas. Breathing techniques.

Creative exercises to increase mental application.

Techniques: Movement Anatomy. Fundamentals of Floor work technique. Fundamentals of contact improvisation. Technique to improve Body alignment. Technique to improve Balance. Technique to improve Agility. Technique to improve flexibility. Exercises targeting space awareness. Technique to understand extension and rotation. Application and understanding of lines. Application of core muscles. Basic Capoeira Kicks.

Conditioning: Strength building exercises targeting specific muscle groups. Strengthening and conditioning weight bearing joints. Strengthening adductors. Increasing overall endurance. Strengthening and conditioning Core muscles. Increasing speed and agility.

Flexibility: Techniques to increase adductor flexibility. Increasing flexibility through movement. Application of relaxed flexibility techniques. Increasing flexibility through the application of breathing techniques.

Theory: Human Anatomy, Movement anatomy-

Terminology of specific actions. Brief history

of contemporary dance. Brief history of Indian contemporary dance. Discussions and reports on individuals from contemporary dance history.

Practical Sessions (Choreography): Creating movement sequences applying the techniques learnt in class at the end of each class.

Course Outcomes:

At the end of this course, the students shall be able to gain knowledge of basic contemporary dance and related movements along with a proper posture and related techniques.

Note:

- Students can select any two of the listed courses to be completed in session 2017-18.
- The duration of each course will be minimum 30 hours followed by assessment.
- Successful candidates will be awarded certificate.
- These courses will add value to the regular programmes.
- These courses are not mandatory to qualify for any programme.
- Value Added Courses are non credit courses
- Any student can opt these courses irrespective of the stream in which they are studying.
- These courses designed to enhance the standard of the students beyond those levels specified in academic curriculum and enhance the employability of the students.
- Interested candidates may apply for their selected course through mail on helpdesk.

Circular

Date	18-07-2016	Doc ID	DOC201607180003
Subject	Valued Added Courses for 2016-17		

All the students are hereby informed that following value added courses are offered by the University for year 2016-17.

S. No.	Name of Course	School Offering the Course	Programs Eligible to Undertake
1	Excel	School of Engineering and Technology	All Programmes
2	Proficiency in English – Intermediate	School of Commerce and Management	All Programmes
3	Tally	School of Commerce and Management	All Programmes
4	Proficiency in English – Advanced	School of Commerce and Management	All Programmes
	Spanish Language	School of Law and Arts	All Programmes

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1. Excel (30 Hours)

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Create Worksheets and Workbooks, Copy and move a worksheet, Navigate in Worksheets and Workbooks, Insert and remove hyperlinks, rename a worksheet, Insert and delete columns or rows, Adjust row height and column width, Insert headers and footers, Create and Manage Tables, Filter and Sort a Table.

Create Charts - Create a new chart, Switch between rows and columns in source data, Analyze data by using Quick Analysis, Format Charts - Resize charts, Add and modify chart elements, Apply chart layouts and styles, Move charts to a chart sheet, Insert and Format Objects - Insert text boxes and shapes, Insert images, Modify object properties, Add alternative text to objects for accessibility

Course Outcome: Increase interactivity and automate your spreadsheet with macros and Visual Basic. Solve complex problems with superpower functions. Creation and use of tables, charts and graphs, to present analyse the data systematically.

2. Proficiency in English - Intermediate (45 Hours) (In Collaboration with Words Worth)

Course Objective: The course aims to enable the learner to communicate effectively and appropriately in real life situation with the understanding of grammatically correct sentences.

Course Syllabus:

Module I Grammar and Translation - Construction of sentences with there is, there are, it is etc.; Negative and Interrogative sentences; Usage of articles, tenses, prepositions, and modals etc.; Translation of sentences, & passages from Hindi to English

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