



Delhi Metropolitan Education

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

BA (JMC) ■ BBA ■ BBA LLB ■ BA LLB



DME Value Added Courses 2020-21

Always deliver more than expected.

————— *Larry Page* —————

Never stop learning. Never stop growing.

————— *Mel Robbins* —————

The more you learn. The more you earn.

————— *Warren Buffett* —————

The more that you read, the more things you will know.
The more that you learn, the more places you'll go.

————— *Dr. Seuss* —————

Education is a continual process, it's like a bicycle.
If you don't pedal you don't go forward.

————— *George Weah* —————

Learning never exhausts the mind.

————— *Leonardo da Vinci* —————

About DME

Welcome to Delhi Metropolitan Education, a premier educational institute affiliated to Guru Gobind Singh Indraprastha University, New Delhi and approved by Bar Council of India. At DME, we extend first rate infrastructure with strong academic facilities to provide a dynamic and clinical grounding for success.

The courses being taught here are :

- **BA LLB & BBA LLB**
- **BA (JMC)**
- **BBA**

Our society has been involved in education over the last 15 years. We are running the esteemed Mayo College, Noida in collaboration with Mayo College, Ajmer. The school campus is spread over ten acres and the school has over 3000 students enrolled currently.

Our sister college is Delhi Technical Campus at Greater Noida which provides the most sought after programmes affiliated to Guru Gobind Singh Indraprastha University and is approved by All India Council for Technical Education (AICTE). The institute imparts technical education in the fields of engineering, architecture and MBA.

We are also running Delhi World Public School, Noida Extension. It was established in 2016 by our founders. The School has around 1500 enrolled students. Delhi World Public Schools are a new chain of schools under the aegis of the Delhi World Public Foundation A Dipsites Pedagogy System



Importance of DME Value Added Courses

- Inter disciplinary skills imparted
Industry oriented courses
- Opportunity to upskill and reskill for employability enhancement
- Enrich CV with certifications
- Be better equipped with current industry knowledge

Information

- VAC Batch timings will be announced one week before course commencement
- Contact details of VAC Co-ordinators

BA (JMC)	BBA	BA LLB & BBA LLB
Ms. Manmeet Kaur +91 99998 85825 m.kaur@dme.ac.in	Ms. Pooja Tripathi +91 98112 80858 p.tripathi@dme.ac.in	Mr. Gunjan Agrahari +91 93691 56090 g.agrahari@dme.ac.in

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Value Added Courses

Offered by

DME MEDIA SCHOOL

2020-21





Copyright Laws and Creative Commons in Media Industry (32 hours)

The present course makes the learners understand the Copyright Laws: Basics, Process and Potential. By successfully completing this course, students will be able to identify the basic elements of copyright, describe what copyright does and does not protect. This course will explain the limits of copyright protection, analyse fair use and other complex doctrines that extend from copyright law.

Topics Covered

- Introduction to Copyright's Basic Rights
- Basic Requirements for Attaining Copyright Protection
- Copyright's Advanced Rights
- Limitations and Exceptions to Copyright
- Process of Copyright
- Understand Fair Use Doctrine
- Remedies for Infringement
- Potential for Copyright
- Real-world Examples of Legal Battles Surrounding Copyright Law

Batch 1: Date: 3 May 2021 - 24 May 2021



Fundamental of Data Visualisation: Learning Tableau (32 hours)

The present course makes the learners understand the basics of data visualisation with the help of tableau software. This course intends to equip the students with the data visualization and the various tools such as Tableau Public. Furthermore, to impart learning through concepts and exercises in order to identify data sets to connect, explore, analyse, filter and structure the data to create one's desired visualizations for better interpretation of data.

Topics Covered

- Getting Started with Tableau working with Tableau Data Preparation
- Basic Data Visualization/Graph
- Advance Data Visualization/Graph
- Building View Advance Map Option
- Sort and Filter Data
- Grouping Data/Dynamic Representation
- Advanced Filtering and Action on Worksheet and Dashboard
- Advanced Data Preparation
- Calculation, Dashboard Design & Story Creation, and Sharing your Dashboard

Batch 1: Date: 15 March 2021 - 05 May 2021



Fundamental Role of IPR Laws in the Media Domain (32 hours)

This course aims to familiarize the student with the fundamental role of IPR Laws. Students can develop acumen for understanding how IPR will help you to create value for your product/ service/ innovation. Students will enhance their ability to gain an understanding of IPR from a more practical perspective that is beyond the defined walls of the provision. Further, to have a detailed analysis and in-depth learning of real-time cases and practical problems to aid deeper understanding of concepts and their application in real-life scenarios.

Topics Covered

Introduction to Intellectual Property: A Conceptual Primer
Universal Origins of Intellectual Property
Theoretical Justifications for Intellectual Property
Intellectual Property and Interface with Fundamental Freedoms
Intellectual Property and Competition Law- a primer
Patents, Traditional Knowledge and Biodiversity
Originality requirement in Copyright Law
Trademarks
Industrial Designs
Geographical Indications- substantive conditions for registration
Patent Infringement
Copyright Infringement

Batch 1: Date: 3 May 2021 - 24 May 2021



Medico Media World: Understanding Medical Journalism (30 hours)

The present course makes the learners understand the medico media world and understanding medical journalism. By successfully completing this course, students will be able to gain understanding on legality and complexity of the actions taken by medical professionals in relation to journalism. Further, to gain an understanding on the medico-legal guidelines, medico legal examination, documentation, doctor protections, informed consent process, medical ethics, prevention and defence in such scenarios, etc which would further assist the doctors against legally detrimental actions which they may inadvertently be causing while undergoing their medical obligations.

Topics Covered

- Introduction to Medical Laws in Journalism
- Introduction to Medical Negligence in media
- Introduction to Medical Records, Confidentiality, Privacy, Ethics
- Rights and Obligations of Doctors & Patients including
Hospitals, Nursing Homes etc.
- Legal System and Legal Issues in Healthcare
- Medico Legal Documentation and Liabilities in Healthcare Practice
- Patient Screening, Clinical Trials etc.
- Medico Media World Case Studies
- Revision and Exam-Related FAQs

Batch 1: Date: 15 March 2021 - 05 May 2021

Value Added Courses

Offered by

DME MANAGEMENT SCHOOL

2020-21





Hospital Management: Managerial Perspective on Healthcare System (32 hours)

The Hospital Management course trains the students on managerial and administrative roles at a hospital or at a health care institute. Students are trained to get thoughts, skills, models and applications about Hospital Administration. The Course is designed to develop a system for better patient care. This certificate course provides management information systems (MIS) report to the management for better decision making. It leads to utilize human resources to achieve good health goals.

Topics Covered

- Basic Concepts of Management
- Functions of Hospital Administration
 - Decision Making–Nature and Purpose–Principles,
- Models, Roles and Responsibilities of the Hospital Administrator (CEO)
- Applications of Hospital Information System (HIS) and Management Information System (MIS)
- Hospital Waste Management (HWM)
- Administration of Patient Related Schemes – Medical Insurance like CGHS, TPA, ESI, ESH, Admission and Discharge Procedures

Batch 1: Date: 15 March 2021 - 05 May 2021



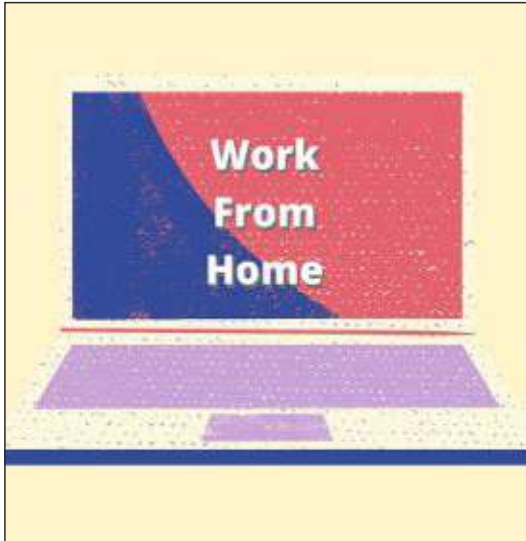
Legal Contracts and Agreements for Entrepreneurs (31 hours)

The present course makes the learners understand the Legal Contracts and Agreements for Entrepreneurs. By successfully completing this course, students will be able to understand how legal contracts and agreements impact the success of entrepreneurs. This course will help participants to understand the role of torts, liability, and negligence in creating and managing products and services. Further, to examine how to create, evaluate, and negotiate contracts and sales agreements. Also, to know the advantages and disadvantages of different types of venture financing.

Topics Covered

Introduction to Work Models Before and After Covid-19
Types of Work and Job Assignments after the Pandemic
Impact of Pandemic on Different Sectors and Industries
Ranking Of Different Sectors as Per the New Normal
Medical Acre- Hospitals and Clinics, Personal Care
Understand How to Form the Business
On Site Customer Interaction-Banks, Retail Stores
Indoor Production and Warehousing-Factories
Computer Based Office Work-Offices and Corporate Houses
Classroom Training and Learning Digital
Revision and Exam-Related FAQs

Batch 1: Date: 15 March 2021 - 05 May 2021



New Models of Work Post COVID 19 (30 hours)

The present course makes the learners understand the New Models of Work Post Covid. By successfully completing this course, students will be able to understand the future of work post Covid-19. Further to examine the impact of Covid-19 on different sectors and to know the advantages and disadvantages of different types of work in the new normal..

Topics Covered

- Introduction to Legal Contracts and Agreements for Entrepreneurs
- Types of agreements and contracts
- Sales Agreements and Warranties
- Raising Capital and Funds
- Managing Risk
- Understand how to form the business, work with the initial customers, and hire
- Intellectual property, patents, copyrights, trademarks, and trade secrets-Influence on business
- Real-world scenarios and address legal and business issues in a practical manner with case studies and role plays
- Revision and Exam-Related FAQs

Batch 1: Date: 3 May 2021 - 24 May 2021



Real Estate Management and Best Practices (30 hours)

To offer hands on experience that is vital to excel in the real estate market by understanding the principles and practices of real estate. This course aims at summarising the scope of the existing real estate industry in the current business environment and to classify the various statutory and legal regulations applicable to real estate market. It outlines the roles, responsibilities, rights and liabilities of different real estate stakeholders. Further, provides an exposure to the various documentation procedures for different real estate transactions, appraisals, agreements and valuation of properties.

Topics Covered

- Real Estate Scope
- Factors Affecting Real Estate Market
- Role of Government in Real Estate Market
- Statutory Provisions, Laws, Rules, and Regulations
- Functions of Real Estate Development like Project Formulation, Feasibility Studies, Developing, Costing and Financing Managing

Batch 1: Date: 3 May 2021 - 24 May 2021

Value Added Courses

Offered by

DME LAW SCHOOL

2020-21





Child Rights and Security Laws: POCSO Act (30 hours)

This course aims to provide an understanding of the POSCO Act which provides comprehensive definition and recognition of crime which covers possible sexual crimes and sexual exploitation against children with the basic intention being to protect children. By successfully completing this course, students will be able to get an insight into the POSCO Act which has been enacted to protect children from offences.

Topics Covered

- Overview of the POSCO Act, 2012 and 2020
- Objects and Special Features
- Age Rules under the Act
- Abetment and Attempt
- Introduction to Specific Procedure to be Adopted
- Disposal and Compensation
- Redressal Mechanism and Dealing with Other Challenges
- Reporting and Recording of Offence
- Comparative Study with IPC
- Child Protection Schemes
- Juvenile Justice Act 2015
- Specific and Other Offences under the Act

Batch 1: Date: 4 Jan 2021 - 22 Jan 2021



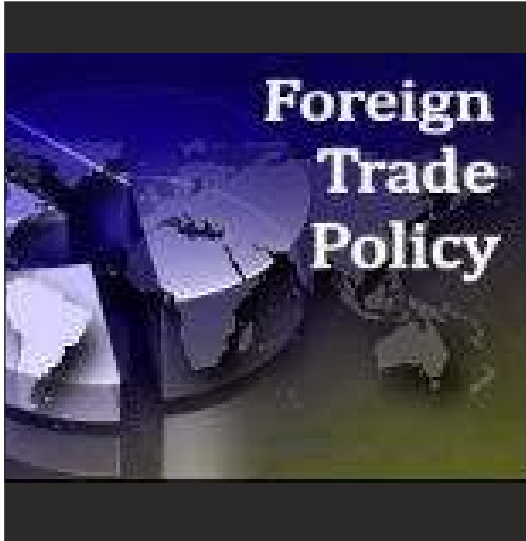
Copyright Laws: Basics, Process and Potential (31 hours)

The present course makes the learners understand the Copyright Laws: Basics, Process and Potential. By successfully completing this course, students will be able to identify the basic elements of copyright and to describe what copyright does and does not protect. Further, to explain the limits of copyright protection. This course aims to provide students an understanding about how to analyse fair use and other complex doctrines that extend from copyright law

Topics Covered

- Introduction to Copyright's Basic Rights
- Basic requirements for attaining copyright protection
- Copyright's Advanced Rights
- Limitations and Exceptions to Copyright
- Process of Copyright
- Understand Fair Use Doctrine
- Remedies for Infringement
- Potential for Copyright
- Real-world Examples of Legal Battles Surrounding Copyright Law
- Revision and Exam-Related FAQs

Batch 1: Date: 4 Jan 2021 - 22 Jan 2021



Foreign Trade Policy of India (32 hours)

This course aims to equip students with a broad based knowledge of trade practices in India by summarizing the scope of the existing real estate industry in the current business environment and to classify the various statutory and legal regulations applicable to real estate market. This course outlines the roles, responsibilities, rights and liabilities of different real estate stakeholders. Students will get exposure to the various documentation procedures for different real estate transactions, appraisals, agreements and valuation of properties.

Topics Covered

Introduction – Trade Its Meaning and Types
Difference between Internal and International Trade
Theories of International Trade
India's Internal Trade- Characteristics and Problems
Coastal Trade and Trade of Uttar Pradesh
Terms of Trade
Foreign Trade Of India – Before Independence, During Planning Period
Major Items of Exports: Composition, Direction And Future Prospects, Major Items Of Imports
Free Trade and Protective Trade Policies, India's Major Trading Partners
Strategy for Trade Policy in India – General Developments during Planning Period
Recent World Trade Scenario
Trade Agreements – Bilateral and Multilateral Trade Agreements, GATT & UNCTAD, WTO
India's Balance of Trade and Balance of Payments

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Fundamentals of Export Import Documentation (31 hours)

The present course makes the learners understand the Fundamentals of Export Import Documentation. By successfully completing this course, students will be able to consider the thriving opportunities and regular demand for Export and Import sector. Focus of this course is on to get a continual practical training of Import and Export Business. The students will get an insight of International Trade.

Topics Covered

- Export-Import Trade: Introduction to Regulatory Framework Export Preliminaries
- Documentation Framework—Aligned Documentation System
- International Business Contracts, Terms of Payment
- Business Risk Coverage
- Cargo Insurance
- Foreign Exchange Regulations
- Quality Control and Pre shipment Inspection
- Role of Clearing and Forwarding Agents
- Excise Clearance of Cargo, Shipment of Export Cargo
- Negotiation of Documents with Banks
- Procedures and Documentation for Availing Export Incentives
- Processing of an Export Order

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Healthcare Management: Understanding the Medico-Legal World (32 hours)

Medical journalism is the dissemination of health and medical stories and health related topics in mass media. It focuses on the community at large, rather than particular professional groups, by delivering health related information via well-known media outlets. By successfully completing this course, students will be able to gain understanding on legality and complexity of the actions taken by medical professionals in healthcare management. So as to be aware of the outcomes their actions could have on a non-medical front. Also, to gain an understanding on the medico-legal guidelines, medicolegal examination, documentation, doctor protections, informed consent process, medical ethics, prevention and defence in such scenarios, etc which would further assist the doctors against legally detrimental actions which they may inadvertently be causing while undergoing their medical obligations.

Topics Covered

- Introduction to Healthcare Management and Medical Laws
- Introduction to Medical Negligence
- Introduction to Medical Records, Confidentiality, Privacy, Ethics
- Rights and Obligations of Doctors & Patients including Hospitals, Nursing Homes etc.
- Legal System and Legal Issues in Healthcare
- Medico Legal Documentation and Liabilities in Healthcare Practice
- Patient - Consent, Safety and Quality including Surgery
- Medico Legal Case Studies
- Revision and Exam-Related FAQs

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Infrastructure Management: Understanding the RERA Act and its implications (32 hours)

The present course helps to have the basic understanding of RERA Act, 2016. By successfully completing this course, students will be able to understand the basic premises of RERA Act, 2016 and understanding of how this act is beneficial for the homebuyers. Further, the course aims to provide an understanding of the process involved in getting a property registered under RERA.

Topics Covered

- Introduction to RERA Act
- Prior Registration of Real Estate Project with RERA
- Application for Registration of Real Estate Project
- Grant, Extension and Revocation of Registration
- Registration of Real Estate Agents
- Functions of Real Estate Agents
- Real Estate Market in India

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Introduction to Economic Offences and White Collar Crimes (32 hours)

The present course makes the learners understand the Fundamentals of economic offences and white collar crimes. By successfully completing this course, students will be able to understand the economic offences and white-collar crimes. Types of socio-economic crimes committed in India. The students will get an insight of prevention of corruption Act and Money Laundering Act.

Topics Covered

Nature, Concept & Scope of Economic offenses and White-Collar Crime
Hoarding, Black-marketing & Adulteration
Tax evasion
White collar crime in different professions
White collar crime vs. Traditional crime
Judicial response to White collar crime
Remedial measures to curb White Collar Crimes
The Prevention of Corruption Act, 1988
The Prevention of Money Laundering Act, 2002
Real Estate Fraud, Fraudulent Bankruptcy, Bank Frauds
Insurance Frauds, Racketeering in Employment
Theft of Intellectual Property, Computer Crime
Stock Market Manipulations

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Learning MS Office Tools for a Lawyer (30 hours)

This course aims to focus on imparting essential skills in Word, Outlook, Excel, PowerPoint, Visio, Publisher, SharePoint, Project and One Note to apply best practices in work and achieve confidence and job satisfaction. Students will learn the essential Microsoft Office skills which can be used confidently in the workplace and become a Microsoft Certified Trainer. Learners will understand which tasks each of the major Office programs can perform in a variety of professional, educational, and personal situations. To give lawyers and personal injury law firms distinct advantages, as the Microsoft Office 365 tools serve as the bedrock of legal technology, a set of foundational tools for everyone in practice.

Topics Covered

Excel- Quick Start, Introduction to Excel, Rows and Columns etc.

Power Point-Quick Start, Introduction to PowerPoint, Slides and Layouts etc.

Visio Publisher-Introduction to Publisher, Application of Publisher for Professional Publications etc.

Share Point- Introduction to SharePoint, Creating Sites, Sharing a file, site, List item, Sharing and Permissions

Project-Introduction; Collaborate-Share your project with a group, Time reporting; Projects and Tasks

One Note-Introduction, Take Notes, format notes, Draw and Sketch, Share and Sync, stay organized

Outlook-Introduction, Customize View, categorize items, Compose or reply email, send save and print email etc.

Visio- Introduction, Collaborate-Use Visio viewer to view or print Visio drawings, share schedule and task details with Visio Gantt Chart

Power BI- Introduction, Learn How to Share, Interact, and Collaborate on Reports; Create Rich Interactive Reports with Visual Analytics

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Legal Research Methods: Quantitative Research Understanding (30 hours)

The main objective of this course is to acquaint the student of law with the scientific method of social science research. This course is expected to provide the knowledge of the technique of selection, collection and interpretation of primary and secondary data in socio legal research. Students can develop a scientific approach to socio legal problems. They will be able to design and execute small scale research problems.

Topics Covered

- Introduction: Concept, Identifying Research Problem, Legal Research Model Types
- Research Designs & Research Techniques
- Research Tools and Data Collection
- Legal Writing
- Individual Research Work Discussions

Batch 1: Date: 4 Jan 2021 - 22 Jan 2021



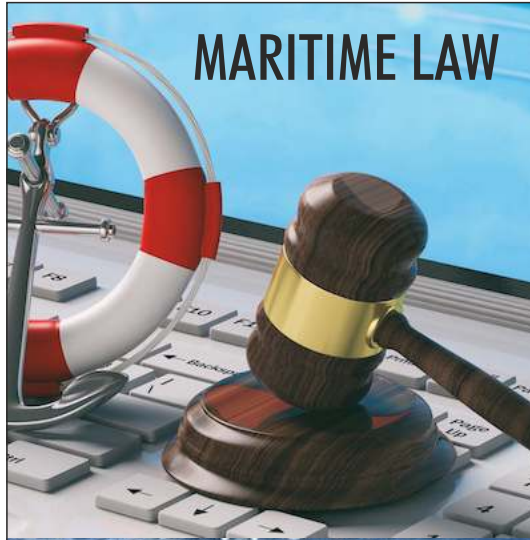
Media and Entertainment Law: Contracts, Licensing and Regulations (30 hours)

The course in Media & Entertainment Law will enable students to understand the basics of Media & Entertainment Law. This will help students to learn about the History of media law, the Constitutional rights of Media, Free press and media ethics, and many more. Furthermore, to gain a holistic understanding of entertainment law and other aspects of media and entertainment law.

Topics Covered

- Media and the Constitution
- Media and the Law
- Regulatory Framework for the Media Sector
- Contract in Film Industries
- Advertisement and Law
- Licencing
- Regulations

Batch 1: Date: 4 Jan 2021 - 22 Jan 2021



Understanding Maritime Laws (31 hours)

The course in Maritime Law will enable students to understand the basics of Maritime Laws and Practices. This course aims to produce law professionals who can analyse and evaluate the laws and legal systems pertaining to water bodies and ports of India from a juristic perspective. It also fosters expertise specialized in areas of maritime law, jurisprudence, and other emerging laws forged out of international water disputes.

Topics Covered

- International Law of the Sea
- Law and Social Transformation in India
- Maritime Laws and Practices
- Indian Maritime Law
- Indian Constitutional Law: The New Challenges
- Judicial Process
- Legal Education and Research Methodology
- Maritime Jurisdictions
- Maritime Insurance Policies and Practices
- Maritime Environment Laws and Practices
- Maritime Safety and Security
- Maritime Businesses & Contracts
- Employment and Seafarer's Right
- Maritime Disputes Settlements
- Regulations

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Women Rights and Security Laws: POSH ACT (32 hours)

By successfully completing this course, students will be able to describe the concept as well as the importance of Prevention, Prohibition and Redressal of Sexual Harassment at Workplace. This course will explain different dimensions of Sexual Harassment and sexual discrimination. Further, explain with examples, quid pro quo and a hostile work environment as types of Sexual Harassment. Participants will analyse Vishakha Guidelines as a precursor to the Sexual Harassment Women Act, 2013. Also, analyse various provisions of Sexual Harassment Women Act, 2013 - definition of Sexual Harassment, constitution of internal committees, procedure for filing complaints of Sexual Harassment, enquiry into complaints, actions during pendency of enquiry, duties of employers and so on. So as to form and implement best practises for the organisation where they work as HR Managers or can become freelance trainer in area of POSH.

Topics Covered

- Introduction to Women Rights and Security Laws - POSH Law/ACT
- Introduction to Sexual Harassment
- Introduction to Complainant & Respondent
- Role as the first responder
- Redressal mechanism and dealing with other challenges
- Case Study and Role Plays
- Revision and Exam-Related FAQs

Batch 1: Date: 7 Dec 2020 - 28 Dec 2020



Affiliated to GGSIP University, New Delhi
Approved by Bar Council of India

Get in touch

Course Co-ordinators

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