

## Format for syllabus development of skill development course

Title of course – <b>TECHNOLOGY ADVANCEMENT BOOTCAMP</b>					
Nodal Department of HEI to run course					
Broad Area/Sector-			COMPUTER SKILL		
Sub Sector-					
Nature of course – Independent / Progressive			PROGRESSIVE COURSE		
Name of suggestive Sector Skill Council					
Aliened NSQF level					
Expected fees of the course – Free/Paid					
Stipend to student expected from industry					
Number of Seats-.....					
Course Code-.....			Credits – 03 ( 1 Theory, 2 Practical)		
Max Marks...100..... Minimum Marks.....					
Name of proposed skill partner (Please specify, Name of industry, Company etc. for practical/training/internship/OJT					
Job prospects – Expected Fields of Occupation where students will be able to get job after completing this course in (Please specify name/type of industry, company etc.)			In all the sectors this skill is required. (Retail, Finance, Sales & Marketing, Hospitality, Education, etc)		
<b>Syllabus</b>					
Unit	Topics	General/Skill component	Theory/Practical/OJT/ Internship/Training	No of theory hours (Total- 15 Hours= 1 Credit)	No of skill Hours (Total – 60 Hours = 2 credits)
I	Familiarization		Theory	5	
II	Communication		Theory	5	
III	Online Transactions		Theory	5	
IV	Online Learning		Theory		5
V	Online Safety		Practical		5
VI	ICT Literacy & Cyber safety		Practical		8
VII	Communication & Reflection		Practical		5
VIII	eSkill's & eLearning		Practical		7
IX	Microsoft Word		Practical		10
X	Microsoft Excel		Practical		10
XI	Microsoft PowerPoint		Practical		9
XII	Reflection		Practical		1
Suggested readings:					

Suggested digital platforms/web links for readings-
Suggested OJT/Internship/ Training/ Skill partner
Suggested continuous Evaluation Methods: Performance Tasks within the module and attendance
<p>Course pre – requisites:</p> <ul style="list-style-type: none"> <li>• No pre-requisite required, open to all</li> <li>• To study this course, a student must have the subject..... In class/ 12<sup>th</sup> / certificate/diploma</li> <li>• If progressive, to study this course a student must have passed previous courses of this series.</li> </ul>
Suggested equivalent online courses:
Any remarks/Suggestions:
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Number of units in Theory/Practical may vary as per need</li> <li>• Total credits/semester-3 (it can be more credits, but students will get only 3 credit/semester or 6 credits/ year</li> <li>• Credits for Theory = 01 (Teaching Hours = 15)</li> <li>• Credits for internship/OJT/Training/Practical = 02 (Training Hours = 60)</li> </ul>