

## Syllabus Development of Skill Development Course

<b>Title of Course:- MS OFFICE &amp; INTERNET</b>					
<b>Nodal Department of HEI to Run Course:-</b>					
<b>Broad Area/Sector:- Comprehensive knowledge of Computer Operations</b>					
<b>Sub-sector:-</b>					
<b>Nature of Course:- Independent</b>					
<b>Name of Suggestive Skill Council:</b>					
<b>Aliened NSQF Level:</b>					
<b>Expected Fees of the Corse: -</b>					
<b>Stipend to Student Expected from Industry:-</b>					
<b>Number of Seats:- Online + Offline Mode</b>					
<b>Course Code:-</b>					
<b>Maximum Marks: - 100</b>		<b>Minimum Marks:-</b>		<b>Credits:- 03(01 Theory, 02 Practical)</b>	
<b>Name of Proposed Skill Partner (Please specify, Name of Industry, Company etc. for Practical/Training/Internship/OJT):-</b>					
<b>Job Prospects-</b>					
<ol style="list-style-type: none"> <li><b>1. Computer/ Internet Operator</b></li> <li><b>2. Letter Drafting/ Spread Sheet Operator</b></li> <li><b>3. Office Management and Data Operator in Computerized Environment</b></li> </ol>					
<b>Syllabus</b>					
<b>Unit</b>	<b>Topics</b>	<b>General/ Skill Component</b>	<b>Theory/ Practical/ OJT/ Internship/ Training</b>	<b>No. of Theory Hours (Total 15 Hours = 01 Credit)</b>	<b>No. of Skill Hours (Total 60 Hours = 02 Credit)</b>
<b>I</b>	General Computer Operations	Computer Operator	Theory/Practical	2	2
<b>II</b>	Practice of MS Word – Basic	Letter Drafting	Theory/Practical	2	10
<b>III</b>	Practice of MS Word – Advance Features	Advance Letter Drafting	Theory/Practical	3	15
<b>IV</b>	Practice of MS Excel – Basic	Data Operator – Excel	Theory/Practical	2	10
<b>V</b>	Practice of MS Excel – Advance Features	Data Operator – Advance Excel	Theory/Practical	3	15
<b>VI</b>	Practice of Internet Related Aspects	Computer Operator - Internet	Theory/Practical	3	8
<b>Suggested Readings:-</b>					
1. All Study and practice material will be provided by ACCOUNTS.COM, Agra					
<b>Suggested Digital Platforms/Web Links for Readings:- Not required</b>					
<b>Suggested OJT/Internship/Training/Skill Partner:- ACCOUNTS.COM, AGRA</b>					
<b>Suggested Continuous Evaluation Methods:-</b>					
<b>Course Pre-requisites:-</b>					
<ul style="list-style-type: none"> <li>• No pre-requisite required, Open to All.</li> </ul>					
<b>Suggested Equivalent Online Courses:- NA</b>					
<b>Any Remarks/Suggestions:-</b>					
<b>Note:</b>					
<ul style="list-style-type: none"> <li>• Number of units in Theory/Practical may vary as per need.</li> <li>• Total Credits per Semester = 03(It can be more, but students will get only 03 credits/ semester or 06 credits/year</li> <li>• Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)</li> </ul>					