		1446	i		
Title of course	MS Office and Networking	<b>116</b>			
Nodal Department of HEI to run course					
Broad Area/Sector	IT Sector, Data Analysis, BPOs				
Sub Sector					
Nature of course- Independent / Progressive	Independent				
Name of suggestive Sector Skill Council	Administrative Assistant, Marketing Professional, Data analyst etc.				
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)				

## **Course Outcome**

- 1. Skilled in MS Word, MS Excel and PowerPoint
- 2. Will be eligible for jobs like Administrative Assistant, Marketing Professional, Data analyst etc.

Max. Marks: 25+75=100 Min Passing Marks: 10+ 30= 40							
Syllabus							
Unit	Theory Topics	General/Skill	Theory/Practi	No. Of theory	No. of skill		
		Development	cal/OJT/Intern	Hours(total 15	Hours (total 60		
			ship/training	hours= 1 credit)	hours=2 credits)		
I	Introduction to MS Office			1	2		
II	MS Word: The Basics			2	4		
III	MS Word: Master the most common uses of word, to learn many type of documents, professional and advanced			2	8		
IV	MS Excel: The Basics, Logical Functions, Computer Data Entry, cell formatting, working with multiple work sheets	3		2	6		
V	MS Excel: Basic formulae, back up and recove excel spreadsheets, recover the excel data, format data and numbers to, to personalize your use of Excel using Excel options.  PowerPoint: Beginner to Expert	r		4	25		
VI	Networking: Data Communication, Types of Transmission media. Topology Transmission Mode Categories of Networks the OSI model			4	15		

**Suggested Readings**: 1. BPB's Computer course windows 10 and MS Office 2016, Satish Jain, M. Geetha, Shashi Singh, PBP Publication

- 2. Explaining MS Office: Wilson And Kevin
- 3. Excel Basics in 30 Minutes by Ian Lament, Third Edition

Suggested Digital platforms/web links for reading:

Suggested OJT/Internship/Training/Skill Partner:

Suggested Continuous Evaluation Methods:

## Course Pre-requisites:

• No pre-requisite required, open to all

Suggested equivalent online courses: Any Online Course on MS Office and Data Communication

Any remarks/ Suggestions: