

Format for syllabus development of Skill development course

Basic course in computer application

Title of course-	Computer Science
Wider Department of HEI to run course	Basic course in computer science
Broad Area/Sector-	Both
Sub Sector-	
Nature of course- Independent / Progressive	
Name of suggestive Sector Skill Council	Both
Aligned NSQF level	
Expected fees of the course - Free/Paid	
Subsidy to student expected from industry	
Number of Seats.....	Credits- 03 (1 Theory, 2 Practical)
Course Code.....	Minimum Marks- 71
Max Marks...100..... Minimum Marks.....	Polytechnic, Computer centers, any other organizations etc.
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical/training/ internship/OJT)	Computer Centre, Receptionist, any organizations etc.
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	

Syllabus		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	MS DDS (Input & Output device)	Skill	Th/Prac.	03 hours	15 hours
II	MS Word, MS Excel	Skill	"	04 hours	15 hours
III	MS Access, MS Power point	Skill	"	04 hours	15 hours
IV	Basics of Internet	Skill	"	04 hours	15 hours
V					
VI					

Suggested Readings:

Suggested Digital platforms/ web links for reading- Swayam, MOOCs, Ignou, etc

Suggested OJT/ Internship/ Training/ Skill partner Polytechnic, Computer science, any organizations, et

Suggested Continuous Evaluation Methods: MCQ, Practical

- Course Pre-requisites:
- No pre-requisite required, open to all - open to all
 - To study this course, a student must have the subject..... in class/12th/ certificate/diploma
 - If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/ suggestions:

- Notes:
- Number of units in Theory/Practical may vary as per need
 - Total credits/semester-3 (if can be more credits, but students will get only 3 credit/ semester or 6 credits/ year
 - Credits for Theory = 01 (Teaching Hours = 15)
 - Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)