

Syllabus Development of Skill Development Course

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