FORMAT FOR SYLLABUS DEVELOPMENT OF SKILL DEVELOPMENT COURSE
SAMESTER-1

TITLE OF THE COURSE : OFFICE AUTOMATION WITH INTERNET

Nodal Department of HEI to run course	
Broad Area/Sector	COMPUTER SCIENCE
Sub Sector	IT
Nature of Course	PROGRESSIVE
Name of Suggestive Sector Skill Council	IT-INDUSTRIES / JOB WORK
Aliened NSQF level	5
Expected Fees	
Stipend to student expected from Industry	-
Number of seats	-
Course Code	
Max Marks : 100 Min Marks.	Credit 03 (1 Theory /2 Practical)
Name of Proposed Skill Partner	
Job Opportunities	IT -SECTOR

Syllabus :

Unit	Topics	General/Skill	Th/Prac/Internship/Training	No. of Theory hours	No. of Practical hours
1	INTRODUCTION TO MS-DOS	General	Theory	02	10
2	WINDOWS OS	General	Theory	02	20
3	INTRODUCTION TO MS-OFFICE	Skill	Theory + Practical	08	20
4	USE OF INTERNET	Skill	Theory + Practical	03	10
5	ANTIVIRUS TECHNOLOGY	Skill	Theory + Practical		
6	PRACTICAL	Skill	Practical		
	TOTAL			15	60

- Suggested Readings : 'MS-DOS-5' by 'Alan Simpson' / 'MS-OFFICE 2019 INSIDE OUT'
- Course Pre-requisite : Student must have COMPUTER SCIENCE(10+2)
- Suggested Continuous evaluation methods : Internal Assessment

FORMAT FOR SYLLABUS DEVELOPMENT OF SKILL DEVELOPMENT COURSE
SAMESTER-2

TITLE OF THE COURSE :	DESIGNING & PRINTING
Nodal Department of HEI to run course	
Broad Area/Sector	
Sub Sector	COMPUTER SCIENCE
Nature of Course	PHOTOGRAPHY/PRINTING-SECTOR
Name of Suggestive Sector Skill Council	PROGRESSIVE
Aliened NSQF level	IT-INDUSTRIES / JOB WORK
Expected Fees	5
Stipend to student expected from Industry	
Number of seats	
Course Code	Credit 03 (1 Theory /2 Practical)
Max Marks : 100 Min Marks	
Name of Proposed Skill Partner	
Job Opportunities	IT SECTOR/ INDUSTRIES

Syllabus :

Unit	Topics	General/Skill	Th./Prac./Internship/Training	No. of Theory hours	No. of Practical hours
1	AN INTRODUCTION TO PHOTOSHOP	General	Theory	04	04
2	AN INTRODUCTION TO COREL DRAW	General	Theory	03	20
3	USING TOOL IN COREL DRAW	Skill	Theory + Practical	03	16
4	DESIGN MAKING USING COREL DRAW	Skill	Theory + Practical	05	20
5	PRACTICAL	Skill	Practical		
	TOTAL			15	60

* Suggested Readings : ' COREL DRAW' By 'Satish Jain'
* Course Pre-requisite : Student must have COMPUTER SCIENCE(10+2)
* Suggested Continuous evaluation methods : Internal Assessment

FORMAT FOR SYLLABUS DEVELOPMENT OF SKILL DEVELOPMENT COURSE
SAMESTER-3

TITLE OF THE COURSE :	FINANCIAL ACCOUNTING WITH TALLY-ERP
Nodal Department of HEI to run course	
Broad Area/Sector	COMPUTER SCIENCE
Sub Sector	ACCOUNT SECTOR
Nature of Course	PROGRESSIVE
Name of Suggestive Sector Skill Council	CCS/ CA/ BANK
Aliened NSQF level	5
Expected Fees	
Stipend to student expected from Industry	
Number of seats :	
Course Code :	Credit 03 (1 Theory /2 Practical)
Max Marks : 100 Min Marks :	
Name of Proposed Skill Partner	
Job Opportunities	CCS/ CA/ BANK / SELF EMPLOYEE

Syllabus :

Unit	Topics	General/Skill	Th/Prac/Internship/Training	No. of Theory hours	No. of Practical hours
1	BASIC OF ACCOUNTING	General	Theory	03	20
2	AN INTRODUCTION TO TALLY 9.0/TALLY ERP	General	Theory	03	20
3	CREATING & CUSTOMIZATION OF COMPANY	Skill	Theory + Practical	04	10
4	CREATION OF MASTER HEADS	Skill	Theory + Practical	03	10
5	INTRODUCTION TO TAXATION	Skill	Theory + Practical	02	
6	PRACTICAL	Skill	Practical		
	TOTAL			15	60

* Suggested Readings : 'TALLY ERP-9' BY 'A.K. NADHANI'
* Course Pre-requisite : Student must have (10+2)
* Suggested Continuous evaluation methods : Internal Assessment

FORMAT FOR SYLLABUS DEVELOPMENT OF SKILL DEVELOPMENT COURSE
SAMESTER-4

TITLE OF THE COURSE :	WEB PAGE DESIGNING
Nodal Department of HEI to run course	
Broad Area/Sector	COMPUTER SCIENCE
Sub Sector	WEB PAGE DEVELOPER
Nature of Course	PROGRESSIVE
Name of Suggestive Sector Skill Council	IT-INDUSTRIES / JOB WORK
Aliened NSQF level	5
Expected Fees	
Stipend to student expected from Industry	
Number of seats :	
Course Code :	
Max Marks : 100 Min Marks	Credit 03 (1 Theory /2 Practical)
Name of Proposed Skill Partner	
Job Opportunities	IT -SECTOR

Syllabus :

Unit	Topics	General/Skill	Th/Prac/Internship/Training	No. of Theory hours	No. of Practical hours
1	INTRODUCTION TO WEB DEVELOPMENT	General	Theory	03	20
2	HTML	General	Theory	03	10
3	HTML- Formating	Skill	Theory + Practical	03	20
4	Using image in Web Page	Skill	Theory + Practical	06	10
6	PRACTICAL	Skill	Practical		
	TOTAL			15	60

- Suggested Readings :   'Web Designing & Development' by Satish Jain
- Course Pre-requisite : Student must have COMPUTER SCIENCE(10+2)
- Suggested Continuous evaluation methods : Internal Assessment