Format for syllabus development of Skill Development Course

Title of course	Computer Basic
Nodal Department of HEI to run course	
Board Area/Sector	Service/Education
Sub Sector	Computer Based
Nature of course - Independent / Progressive	Progressive
Name of suggestive Sector Skill Council	
Aliened NSQF level	Level - 3
Expected fees of the course - Fees/Paid	
Stipend to Student expected from industry	
Number of Seats	
Course Code	Credits 03 (1Theory, 2 Practical)
Max Marks......100....... Minimum Marks....	
Name of proposed skill Partner (Please specify, Name of Industry, company etc. for Practical/ Training/ Internship/ OJT)	
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Pleases specify name/type of industry, company etc.)	

Syllabus

Unit	Topics	General/Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of theory hours (Total-60 Hours=2 credit)	
I	Computer Fundamental	Understanding Basics	2	(3 +	2 =	5
II	Connecting to the MS Office	Uses	3	(8 +	7 =	15
III	Operation in World	Operations	2	(8 +	7 =	15
IV	Operation in Excel	Operations	3	(5 +	5 =	10
V	Operation in Power Point	Operations	3	(4 +	4 =	8
VI	Short Cut Keys	Operations	2	(4 +	3 =	7

Suggestive Readings: Fundamentals, Microsoft and study material will be provided during study session. Total Hours= 60

Suggestive Digital platforms/web links for reading- NIELT

Suggestive OJT/Internship/Training/Skill partner- MSME/NQF/NSQF

Suggestive Continuous Evaluation Methods: GRADE

Course Pre-requisities:

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

Suggestive equivalent online courses:

Any remarks/Suggestions: