Syllabus for Skill development course

Title of course- **Computer Basic**	
Paper Title: **Computer Basic** (Theory) **Notepad, Paint, Typing, Basic of MS-Office** (Practical)	
Nodal Department of HEI to run course	Department of Vocational studies
Broad Area/Sector-	IT
Sub Sector-	Computer Basic/ Data Entry Operator
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	IT SECTOR SKILL
Aliened NSQF level	
Expected fees of the course –Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats-………….	As suggested by college
Course Code...................	Credits- 03 (1 Theory, 2 Practical)
Max Marks……… Minimum Marks………	
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
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.)	Student will be able to get job of Typing, Computer Office Work, MS-Office (Word, Excel, PowerPoint), Internet Surfing, Email

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of Practical Hours (Total-60 Hours=2 credits)
I	Introduction to Component of Computer System, Computer Memory, CPU, Keyboard, Mouse, Other Input / Output Device, Typing (Hindi/English).	**Skill**	**Theory**	5	15
II	Introduction to Component of Computer System, Computer Memory, CPU, Keyboard, Mouse, Other Input / Output Device, Typing (Hindi/English).	**Skill**	**Theory/ Practical**	5	15
III	Notepad, Paint, Some Basic Concept of computer. Operating System Basic Settings and options.	**Skill**	**Theory / Practical**	3	15
IV	**Basics of MS Office** **Word**- Word processing basics, opening and closing of documents, text creation and manipulation Formatting of text, Table etc. **Excel**- Basics of Spreadsheet, Manipulation of Cell, Formula and functions etc. **PowerPoint**- Create presentations, add text, images, art, and videos, transition and animation etc.	**Skill**	**Theory / Practical**	2	15

Suggested Readings: As suggested by college or University.
Suggested Digital platforms/ web links for reading- www.aptechmeerut.com www.aptechlearning.com www.aptechaviationacademy.com
Suggested OJT/ Internship/ Training/ Skill partner – Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: **Total Marks: 25, House Examination/Test**: 10 Marks
Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks
Class performance/Participation: 5 Marks

Course Pre-requisites:
• Intermediate in any stream

Suggested equivalent online courses: Aptech Learning Center, Meerut
Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.
Notes: • Number of units in Theory/Practical may vary as per need • Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year • Credits for Theory =01 (Teaching Hours = 15) • Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)