

**Format for syllabus development of  
Skill development course**

Title of course- Certificate course in Computer	
Nodal Department of HEI to run course	Botany
Broad Area/Sector-	IT
Sub Sector-	COMPUTER BASICS
Nature of course - Independent / Progressive	INDEPENDENT
Name of suggestive Sector Skill Council	IT ITES SECTOR SKILL
Aliened NSQF level	
Expected fees of the course –Free/Paid	FREE
Stipend to student expected from industry	NIL
Number of Seats-.....	25
Course Code-.....	Credits- 03 (1 Theory, 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 (Please specify name/type of industry, company etc.)	PROGRAMMER,DEVELOPER, WEB DESIGNERS, COMPUTER OPERATORS

**Syllabus PFA SYLLABUS**

**SKILL COURSE - CERTIFICATE COURSE IN COMPUTER**

	Theory	Practical
Knowing Computers	2	0
What is Computer ?		
Basic Application of Computer: Component of Computer System. CPU, VDU, Keyboard & Mouse, Other Inputs/Outputs Devices, Computer Memory		
Concept of hardware and software	2	0
Concept of Computing		
Data And Information		
Application of ICT		
Connecting Keyboard, Mouse m Keyboard, Monitor and Printers to CPU and Checking Power Power supply		



		Theory	Practical
Operating Computer using GUI based Operating System		2	5
	What is an operating system ? Basics of Popular Operating Systems		1
	The User Interface, Using Mouse , using right button of the mouse, and moving icon on the screen, use of common icons, status bar, using Menu and Menu Selection, Running an application, Viewing of file, folder and directories, creating and renaming the files and folders, opening and closing of different windows, using Help, Creating shortcuts, Basic of O.S Setups and Common utilities	2	4
		Theory	Practical
Understanding Word Processing		3	8
	Word processing basics, opening and closing of documents, text creation and manipulation, Formatting of text, Table handling, Spell Check, language setting and treasures, printing of word document	3	8
		Theory	Practical
Using Spread Sheet		3	4
	Basics of Spreadsheet, Manipulation of Cell, Formula and functions, editing of spread sheet, printing of spread sheet	3	4
		Theory	Practical
Introdcement to Internet, WWW, and Web Browser		1	4
	Basic of computer network, Application of internet, Connecting to internet , Web Browser, Safe Browsing, Understanding URL, Using E governance websites.	1	4
		Theory	Practical
Communication and Collaboration		2	7
	Emails		3
	Basic of Electronica Mail		
	Getting an Email Account		
	Sending and Receiving Mails		
	Accessing Sent Mails		
	Using Emails	2	
	Gmail Drive		2
	Online Storage		
	Document Collaboration		
	Discussion and Chats		2



		Instant Messaging: Netiquettes		
			Theory	Practical
Making Small Presentation			3	6
	MS PPT/ Apple Keynote			
	Basic of Presentation Software		1	2
	Creating Presentation: Preparation & Presentation of sliders		1	2
	Slide Shows			1
	Taking Printout of presentation/Handouts		1	1
			Theory	Practical
Basic Laws of Cyber Crimes and Laws			2	0
	What is a Virus ?			
	What is hacking ?			
	Cyber Laws and Crime		2	0
	Safe guarding the account			
	How to use safely Debit and Credits Cards			
Total Hours			Theory	Practical
			15	30

Suggested Readings: Absolute Beginner's Guide to Computer Basics by Michael miller, Computer Basics by G. Manjunath, Computer Fundamentals by Priti Sinha

Suggested Digital platforms/ web links for reading- <https://eskillindia.org>  
<https://nsdcindia.org>  
<https://nsdcindia.org/skillcentres>  
<https://eskillindia.org>  
<https://www.ugc.ac.in/skill/SectorReports.html>

Suggested OJT/ Internship/ Training/ Skill partner

Suggested Continuous Evaluation Methods:

Course Pre-requisites:

- No pre-requisite required, open to all
- To study this course, a student must have the subject ..... in class/12<sup>th</sup>/ 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 (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)

