

Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre
Skill Development Course

Title of course- Basic Certificate in MIS (V0001100)

Syllabus

Paper Title: Management Information Systems (Theory) and 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, companyetc 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, ComputerOffice 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	1	
II	Operating Computer using Windows, Using Mouse, viewing of file, folder and directories, creating and renaming the file and folders.	Skill	Theory/ Practical	2	5
III	Word processing basics, opening and closing of documents, text creation and manipulation Formatting of text, Table, Spell Check, printing of word document	Skill	Theory / Practical	3	15
IV	Basics of Spreadsheet, Manipulation of Cell, Formula and functions, editing of spread sheet, printing of spread sheet	Skill	Theory / Practical	3	15
V	Create presentations, add text, images, art, and videos, select a professional design, transitions, animations, and motion.	Skill	Theory / Practical	3	15
VI	Introduction of Internet, WWW, computer network, Web Browser, Safe Browsing, Understanding URL.	Skill	Theory/ Practical	2	5
VII	Basic of Electronic Mail, Getting and Email Account, Sending and Receiving Mails.	Skill	Theory / Practical	1	5

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)

Sachin Sisodia
R.G. (P.G.) Computer Centre
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Principal
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