Title of course	**MS Office and Networking**	**116**
Nodal Department of HEI to run course		
Broad Area/Sector	IT Sector, Data Analysis, BPOs	
Sub Sector		
Nature of course- Independent /Progressive	Independent	
Name of suggestive Sector Skill Council	Administrative Assistant, Marketing Professional, Data analyst etc.	
Aliened NSQF Level		
Expected Fees of the Course-Free/Paid		
Stipend to student expected from industry		
Number of Seats		
Course Code	Credits- 03 (1 Theory, 2 Practical)	

Course Outcome
1. Skilled in MS Word, MS Excel and PowerPoint
2. Will be eligible for jobs like Administrative Assistant, Marketing Professional, Data analyst etc.

Max. Marks: 25+75=100	Min Passing Marks: 10+ 30= 40

Syllabus

Unit	Theory Topics	General/Skill Development	Theory/Practical/OJT/Internship/training	No. Of theory Hours(total 15 hours= 1 credit)	No. of skill Hours (total 60 hours=2 credits)
I	Introduction to MS Office			1	2
II	MS Word: The Basics			2	4
III	MS Word: Master the most common uses of word, to learn many type of documents, professional and advanced			2	8
IV	MS Excel: The Basics, Logical Functions, Computer Data Entry, cell formatting, working with multiple work sheets			2	6
V	MS Excel: Basic formulae, back up and recover excel spreadsheets, recover the excel data, format data and numbers to, to personalize your use of Excel using Excel options. PowerPoint: Beginner to Expert			4	25
VI	Networking: Data Communication, Types of Transmission media. Topology Transmission Mode Categories of Networks the OSI model			4	15

Suggested Readings: 1. BPB's Computer course windows 10 and MS Office 2016, Satish Jain, M. Geetha, Shashi Singh, PBP Publication
2. Explaining MS Office: Wilson And Kevin
3. Excel Basics in 30 Minutes by Ian Lament, Third Edition

Suggested Digital platforms/web links for reading:

Suggested OJT/Internship/Training/Skill Partner:

Suggested Continuous Evaluation Methods:

Course Pre-requisites:
• No pre-requisite required, open to all

Suggested equivalent online courses: Any Online Course on MS Office and Data Communication

Any remarks/ Suggestions: