ICT Course Contents for Group A & B (ICT Level 2) (126 – 200 hours)

- Computer Fundamentals
  - Hardware
  - Software
  - Drivers
  - File formats

- e-Governance portals
  - eHRMS portal
  - Digi Lockers
  - MOOCS: Massive open online course
    (Using SWAYAM platform initiated by GOI)
  - e-Tendering with use of Digital Signature
  - mygov.in
  - National Digital Library
  - GeM
  - e-Office (NIC)
  - PFMS

- Ms-Office
  - Ms-Word
  - Ms-Excel
  - Ms-PowerPoint
  - Ms-Outlook

- Programming concepts of C/C++/Java/Python
  - Introduction
  - Datatypes
  - Control statements
  - Functions

- Internet and its applications
  - Features of Browsers with add-ons and plugins
    - Google Drive
    - Google Docs
    - Google forms
    - Google Hangouts
    - Net Banking
    - Teamviewer/ AnyDesk
    - Google Cloud Business intelligence

- Basic concepts of Networking
  - Internet settings and use of internet using different methods
  - Use of internet by using various modes
  - Cloud Computing

- Awareness to social media
  - Blogs
  - Twitter
  - YouTube Channels
  - Instagram
  - Facebook – Group language development collaboration, Intranet Communication
  - Flickr (Communication with other students)

- Cyber Security
  - Backup Your Files
  - Email Scams
  - Fight Against Malware (Viruses)
  - Password protection

- Awareness to Project Management Tools
  - MIS Report and Analysis
  - Different Graphical Representation and Study Analysis
  - PERT/CPM
  - Primavera/JIRA/Confluence
- Basic concepts of Mobile
  - Mobile features awareness
  - Operating system and applications
  - Application development using Android

- Awareness to IoT
ICT Course Contents for Group D (Introductory Level) - 20 hours

- Basic Computer Fundamentals
- Social media awareness
- Knowledge about connections of Computer System
- Use and Knowledge of Printer and scanner
- Creation of email account, Use of Google Map
- Microsoft Word
- Basic concepts of Microsoft Excel
ICT Course Contents for Group C (ICT Level 1) - 80 hours

- Computer Fundamentals
  - Hardware
  - Software
  - Drivers
  - File formats
  - Printer sharing

- Ms-Office
  - Ms-Word
  - Ms-Excel
  - Ms-PowerPoint
  - Ms-Outlook

- Internet and its applications
  - Features of Browsers with add ons and plugins
  - Google Drive
  - Google Docs
  - Google forms
  - Google Hangouts
  - Net Banking

- e-Governance portals
  - eHRMS portal
  - Digi Locker
  - e-Tendering with use of Digital Signature
  - GeM
  - e-Office

- Basic concepts of Networking
  - Internet settings and use of internet using different methods
  - Use of internet by using various modes

- Awareness to Cyber Security concepts