

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, In
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

Aⁿ

Annexure V

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

RS

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 Lockers
 - 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

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