



M MAA
C COMPUTER
E EDUCATION

OS-CIT Syllabus 2026

This course is offered by OKCL (Odisha Knowledge Corporation Limited), which operates under the administrative control of the Electronics & IT Department, Government of Odisha. After successful completion, the final certificate is issued by OSOU (Odisha State Open University), Sambalpur, a Government of Odisha university.



CONTACT

 **9178792887**

 **www.maacomputeredu.in**

 **mcemv79@gmail.com**

Course Overview

Learning these skills is key for students to get better at using computers, smartphones, and all the cool apps and software available. By applying what they learn to real-life tasks, students can really improve how they work and create, making things easier and better in school and even in their everyday lives.

Software Tools Covered

Operating System and Internet

- Windows 10
- Internet
- Google Chrome
- Mozilla Firefox

Word Processor

- MS Word 2019/365
- Google Docs

Spreadsheet

- MS Excel 2019/365
- Google Sheets

Presentation Graphics

- MS PowerPoint 2019/365
- Google Slides

Personal Information Manager

- MS Outlook 2019/365
- Gmail Inbox
- Google Drive

Other Essential Tools

- Several Apps on Smart Phones
- AI Tools

Syllabus Structure: The 12 Pillars



1. Basic Computer/Smartphone Skills

In addition to basic concepts in IT and introduction to computers, this topic brings an awareness that in 21st Century almost everything is linked directly or indirectly to Information Technology e.g. from smartphone to Drone Technology to Google car, from Smart watches, Fit Bit to 3D printing and so on. This topic also covers awareness about the life and work of individuals whose inventions and discoveries have made today's world of IT possible and made our life simple, easy and interesting. This topic attempts to motivate and inspire a learner to pursue career in IT.

2. Smart Typing Skills

Learner gets an opportunity to learn scientific method of error-free typing along with use of voice typing while achieving high speed and acceptable as per the industry standards.

3. Digital Skills for Daily Life

Now-a-days, use of internet, mobile and similar gadgets, and Apps available on them have liberated us. 21st Century Daily Life Skills cover how to make smart use of such various Apps and Websites to make job environment efficient, productive and effective.

4. Office Productivity Skills

These are the skills that help the Learner work effectively at the workplace by way of smart use of various office automation tools to quickly deliver various professionally relevant high quality outputs required in normal job environments.

5. Digital Citizenship Skills

Being a citizen belonging to 21st Century, everyone should be aware of various online services and facilities made available by central government. Digital India Skills help in availing these services effectively. e.g.: services like availing passport, Aadhaar card, PAN card, various certificates like, birth/death/marriage/income certificate etc.

6. 21st Century Study Skills

The rapidly changing part of life in 21st Century is, mainly the way we learn/study. 21st Century Study Skills helps us to keep up with it, and open new learning avenues. e.g.: using various websites/apps for accessing interactive learning objects, virtual labs, accessing knowledge-banks like, TED Talks, Google Scholar etc.

7. Ergonomics

Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them. Here in this section, a learner will learn the skills that help in improving their behaviour at workspaces and make them cope up with different environments to minimize risk of physical injury or harm.

8. Go Green

Go Green section includes knowledge and practices that can lead to more environment friendly and ecologically responsible decisions and lifestyles, which can help protect the environment and sustain its natural resources for current and future generations.

9. Netiquettes

Netiquettes are the etiquettes to use the internet. This includes communicating in a polite manner whether through mail, chat or forums, respecting copyright issues, posting topics, respecting the time of others, etc. All these aspects are covered in this section.

10. Cyber Security Skills

Cyber Security skills are the skills that anyone and everyone should be aware about. Skills that educate about vulnerabilities while moving around in the cyber world, and best practices for maintaining safety, securing your digital identity. e.g.: tasks like: I can protect myself from online spoofing, I can secure my net banking account with strong password, I can securely share my data on social media sites etc.

11. Job Readiness Skills

Every learner who is on verge of stepping in to employment, must get his/her basics right so as to be able to grab a job opportunity with success. The aspirant must know things such as how to create an effective resume, what tools are available online to assist him/her with different job opportunities available, how he/she can use Professional networking online to connect with Industry professionals etc.

12. Social Media & Scripting Skills

Social media skills for school students encompass understanding digital etiquette, privacy settings, and the responsible sharing of information. They learn to navigate platforms creatively and safely, enhancing communication and digital literacy. Scripting skills introduce students to the basics of programming, enabling them to automate tasks, develop simple applications, and understand the logic behind digital interactions. This foundational knowledge fosters problem-solving abilities and technical creativity.

Detailed Topic Breakdown

Basic Computer and Smartphone Skills

Computer Basics

- Describe the importance of computers in today's world.
- Identify the main parts of a computer.
- Identify the steps for starting and shutting down a computer.
- Identify the different groups of keys on a keyboard.
- Basic typing, typing in multiple languages.
- Perform different tasks by using a mouse.
- Describe other common computing devices such as laptops, netbooks, tablets, and phones.
- Identify the primary hardware components of a computer.
- Explain an operating system.
- Explain programs and data.
- Describe a network and the types of networks.
- Explain the terms Internet, World Wide Web, and intranet.
- Compare the features of different types of computers.
- Explain the role of memory.
- Explain the basics of computer performance.
- Explain the concept of minimum requirements for software.
- Describe the types of productivity programs and their uses.
- Describe the types of communications programs and their uses.
- Describe the uses of educational and entertainment programs.
- Explain the common functions of an operating system.
- Identify the components of the Windows 10 interface.
- Explain the options available in the Start screen of Windows 10.
- Work with the Windows 10 interface within programs.
- Manage files and folders in Windows Explorer.
- Perform basic file operations.
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- Describe how computers have become a central part of everyday rural and urban life – around the world.
- Identify the career opportunities available for a computer-literate person.

The Internet, and the World Wide Web

- Describe the uses of the Internet and Cloud Services.
- Identify the requirements for an Internet connection.
- Identify the features of two types of Internet connections.
- Relate the term bandwidth to types of Internet connections.
- Describe the components of the Web.
- Explain how Web addresses work.
- Explain how to connect to the Internet.
- Explore Web sites by using a browser.
- Describe how to save favorite Web sites.
- Search for reliable information on the Web.
- Explain how to perform transactions over the Web.
- Explain how e-mail works.
- Write and send e-mail messages.
- Manage e-mail messages.
- Identify correct e-mail etiquette.
- How to create an email address.
- Identify the features of online communities.
- Explain how instant messaging and Web-cam video communication works.
- Explain how to create and publish Web pages.
- Explain how to blog using Windows Live Writer.

Information Technology, The Internet, and You

- Information Systems
- People
- Software
- Hardware
- Data
- Connectivity and the Mobile Internet

The Internet, the Web and Electronic Commerce

- The Internet and the Web
- Internet Access
- Web Utilities (Filters, File transfer utilities, Internet Security Suites)
- Communication
- Search Tools
- Electronic Commerce
- Cloud Computing
- The Internet of Things

Application Software

- Application Software
- General-Purpose Applications
- Specialized Applications

System Software

- System Software
- Operating systems
- Mobile Operating systems
- Desktop Operating systems
- Utilities



The System Unit

- System Unit
- System Board
- Microprocessor
- Memory
- Expansion Slots and Cards
- Bus Lines
- Ports
- Power Supply
- Electronic Data and Instructions

Input and Output

- What is Input?
- Keyboard Entry
- Pointing Devices
- Scanning Devices
- Image Capturing Devices
- Audio-Input Devices
- What is Output?
- Monitors
- Printers
- Audio-Output Devices
- Combination Input and Output devices

Secondary Storage

- Storage
- Hard Disks
- Solid State Storage
- Optical Discs
- Cloud Storage
- Mass Storage Devices

Communications and Networks

- Communications
- Communication Channels
- Connections Devices
- Data Transmission
- Networks
- Network Types
- Network Architecture
- Organizational Networks

Databases

- Data
- Data Organization
- Databases
- DBMS Structure
- Types of Databases
- Database Uses and Issues

Smart Typing Skills

Introduction

- Introduction to Typing
- Touch Typing
- Voice Typing
- Keyboard
- Types of Keyboards
- Ergonomic Keyboards
- PDA Keyboards
- Devanagari Font and complex script settings, Unicode settings
- Muscle Memory
- Names of Fingers
- Finger Placements
- Minimizing Hand Movements
- Typing Trivia
- Measuring Progress

Introduction to Keyboard

- Introduction to Keyboard, Home Row
- The Space Bar
- The Enter Key
- Using Keys
- Typing Tips
- Learning the G and H Keys
- Learning the Apostrophe Key
- Top Row
- Learning the E and I Keys
- Learning the W and O Keys
- Learning the Q and Y Keys

- Learning the P and T Keys
- Bottom Row
- Learning the C and Comma Keys
- Learning the Tab Key

Introduction to Number Pad

- Num Pad
- Touch Typing on the Number Pad
- Num Pad Home Row Positions
- Index Finger Keys
- Typing Tips
- Learning the X and Period Keys
- Learning the Z and Slash Keys
- Learning the B and N Keys

Other Keys

- Other Keys, Numbers and Symbols
- Shift Keys

Number and Symbols

- Numbers
- Using Number Keys – 1 to 5
- Using Number Keys – 6 to 9 and zero
- Symbols
- Learning the Square Brackets and Back Slash Keys
- Navigation Keys
- End Key
- Page Up and Page Down Keys
- Arrow Keys
- Other Keys
- Esc Key
- Windows Key

- Special Keys
- Caps Lock
- Numeric Keypad
- Middle Finger Keys
- Ring Finger Keys
- Little Finger Keys

Data Entry in Various Tools

- Microsoft Excel 2019
- Creating a Workbook
- Using Templates
- Downloading Templates
- Creating a Blank Workbook
- Moving Between Cells
- Entering Headings
- Entering Data
- Adjusting Column Width
- Open Office Writer
- Creating a New Document
- Entering Text
- Text Wrapping and Tabs
- Selecting Text
- Editing Text
- Undoing and Redoing
- Editing Modes
- Open Office Calc
- Creating a Spreadsheet
- Moving Between Cells
- Entering Headings
- Entering Data
- Adjusting Column Width
- Google Docs

- Adobe PageMaker
- CorelDRAW
- Adobe InDesign
- Data Entry
- Role of a Data Entry Operator
- Need for Data Conversion
- Skills Required for Data Entry
- Types of Data Entry Jobs
- Data Entry Jobs in Industrial Sector
- Data Entry Jobs in Medical Sector
- Related Jobs
- Types of Data
- Data Validation
- Data Categories
- Data Correctness
- Compiling Data
- Data Entry Tools

Data Conversion, Scanning and Image Assisted Data Entry

- Scanning
- OCR
- Data Conversion for the Web
- Other Conversions
- Data Entry Pay Scales
- Factors affecting Pay Scale

Copyrights and document formats

- Copyright
- Legal Documents and Stamp Papers
- Other Documents
- Medical Transcription
- How Transcription Works



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91-9178792887



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- Medical Transcription Course
- Stamp Papers
- Bank Documents
- KYC Details
- Loan Applications
- Form Entries
- Form Entry
- Publications
- Types of Typists
- More Information
- Typewriters To Computers

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SAMBALPUR, GOVT. OF ODISHA**

Office Productivity Skills

Office Productivity Programs – MS Office (Word, Excel, PowerPoint) and Google Office (Docs, Sheets, Slides)

- Describe the functionality of the common programs in Microsoft Office 2019 and Office Web Apps.
- Identify the main components of the graphical user interface (GUI) of a productivity program.
- Use the pointer to navigate in a program.
- Identify the tabs, groups, and commands on the Ribbon.
- Use the buttons on the toolbars to perform various tasks.
- Type text and characters in a program by using the keyboard.
- Explain the use of keyboard shortcuts and key combinations.
- Perform basic tasks in a word processor.
- Find and open templates in word processor.
- Edit and format text in word processor.
- Work with tables and pictures in word processor.
- Proofread a document in a word processor.
- Identify the benefits of desktop publishing.
- Identify the components of a spreadsheet.
- Enter data into a spreadsheet.
- Perform basic mathematical tasks in a spreadsheet.
- Insert charts in a spreadsheet.
- Print a spreadsheet.
- Identify the elements of a presentation program.
- Create a presentation.
- Add graphics and multimedia to a presentation.
- Use the print options available in a presentation program.
- Explain basic concepts of a database.
- Create a database. Explain what database queries are and how they work.
- Work with reports.

Digital Skills for Daily Life

Internet and Connectivity

- Buying good internet plans for mobile
- Configure and activate internet connection for mobile
- Wi-Fi
- Tethering, Hotspot

Productivity

- Mobile Number Identification: Truecaller App
- Google Tasks
- Google Calendar
- To-Do, reminders, Alarms, Clock
- Gmail
- Voice Typing
- Smart Voice Assistant: Google Assistant, Siri
- Weather forecast: Accuweather
- JustDial
- Mobile Scanners (Adobe Scanner, Google Lens)
- Evernote
- QR code scanning
- Google Docs, Google Slides, Google Sheets, Google Drive
- Google Playbooks
- Voice Recorder
- Mirroring Apps
- Minutes of meetings: Otter
- Google Keep
- Android File Explorer
- DropBox
- Camera (Photo, Video)

Social Connect

- Networking for professional upgradation: LinkedIn
- Google Duo
- Skype
- Google Meet
- WhatsApp

Entertainment

- Booking movie/theatre tickets online: BookMyShow
- Watching movies online: YouTube, Netflix, Prime Video, Hotstar, Voot
- News apps: Inshorts, Daily Hunt
- Storytel, Audible, BookGanga
- Smart Home: Alexa, Google Home
- Casting (Mobile on TV)
- Online Music: Gaana, JioSaavn

Cashless Transactions

- Google Pay
- Paytm
- BHIM App

eBanking

- Opening net banking account
- Credit or debit card for online shopping

Bill Payment/ Recharge

- Recharge mobile phone online
- Pay Telephone bill online
- Pay electricity bill online



Travel

- Travel Planning: Yatra, MakeMyTrip, Trivago, Google Trip
- Railway Booking: IRCTC
- Flight tracking: Flight Radar
- Booking Cabs online: OLA, Uber
- mParivahan

Navigation

- Google Maps, GPS, Here Maps

New Media Literacy

- Image Editing, Audio Editing, Video Editing, Short clips, Facebook videos, Instagram videos
- Google Photos, Musemaze, Kinemaster

File Sharing

- Transfer using Bluetooth

eCommerce

- Online Shopping
- Amazon, Flipkart, Myntra, AJIO, Snapdeal

Utilities

- Utility services: Urban Company
- Quickr
- Buy and sell: OLX

Backup and Recovery

- Mobile Data Backup
- Contact/SMS Backup
- eWallets
- Digital Wallets
- SMS Organizer

Security

- FaceID
- Biometric Authentication
- PINs
- Emergency Number (ICE)

21st Century Study Skills

Smart Search

- Using Google to search more information about study topics
- Doing clustered search
- Using Wikipedia to search the information
- Searching and downloading eBooks (NCERT)
- Finding information about The World via <https://knoema.com/atlas>

Online and Free Learning

- Watching educational videos online (YouTube)
- Watching educational talks on TED Talks
- Listening to a podcast and learn cool science facts in 60 seconds
- Joining Massive Open Online Courses (MOOCs)
- Learning online courses on Coursera.org
- Learning online courses on Udemy App
- Learning any subject online for free on edx
- Learning from Best Colleges in the World - NPTEL
- Learning through videos on Khan Academy
- I want to improve my Social Learning/General Knowledge using Facebook
- Using Discovery Science for studying in a better way
- Learning programming/coding with peers on www.codecademy.com
- I can access online Research Papers (Google Scholar)
- I can participate in Live Discussions (Facebook Live)
- I can learn by discussions in forums (quora.com)
- Listening to music, watch videos and share online
- Learning through Edmodo
- Learning online courses on Moodle

Notes Making and Presentation

- Using Google Docs to share notes
- Organizing my day/ Notes, important points using Google Keep
- Making a presentation on my research and take real time feedback via Google Slides
- Express my Ideas using Mindmap tool
- Checking my project report for Plagiarism using Plagiarism checker

Collaboration and Data Organization

- Collaborating with peers to practice for competitive exams like IIT JEE
- Conduct a poll/survey/research using Google Forms
- Improving my productivity using StayFocusd app
- Keeping track of my important events/classes all in one place (Google Calendar)

Language Learning

- Searching synonyms, antonyms, and thesaurus on dictionary.com
- Checking grammar and spell check
- Improving vocabulary using volt
- Listening to Online Stories / Classic Literature in any language
- Learning a new language by interacting with my phone with the duoLingo App

Art, History and Humanities

- Learning about History using Google Arts and Culture
- Learning about the History of India, using India History App chronologically
- Drawing art on a tablet using an app

Learning through Experiments, Games

- Performing science experiments online- Physics
- Performing science experiments online– Chemistry
- Performing Math Experiments
- Learning about the stars by using <http://stars.chromeexperiments.com/>
- Testing Intelligence Quotient (IQ)
- Testing Emotional Quotient (EQ)
- Understanding my personality type - <https://www.16personalities.com/>
- Learning by playing games and improve my abilities - Elevate
- Learning by playing games and improve my abilities – NeuroNation
- Exploring <http://planner5d.com/> for interior plans

Digital Citizenship Skills

Digital India Skills

- Applying for Birth Certificate online
- Using online government helpline services
- Finding Vehicle Details
- Visiting and exploring 'mygov.in'
- Booking appointment online in Government Hospital
- Filing income tax return
- Applying for Aadhaar Card, verifying and updating Aadhaar Details
- Getting alerts from Central Government
- Applying for Passport online
- Tracking status of my Passport application online
- Applying online for Pradhanmantri Suraksha Bima Yojana
- Applying online for Pradhanmantri Jeevan Jyoti Bima Yojana
- Using Digilocker to store certificates online
- Scanning and storing documents online
- Applying online for Pradhanmantri Awas Yojana
- Applying online for Voter ID Card
- Searching name in the Voter ID list
- Applying online for Driving License
- Applying for PAN Card online
- Applying online for Pradhan Mantri Fasal Bima Yojana
- Registering complaints on Consumer Forum
- Booking an appointment with Government officer Online Booking
- Viewing details on MGNREGA
- Making an application for right to information
- Using Rakshak App for safety of Women and Senior Citizens
- Applying online for Pradhanmantri Mudra Yojana
- Calculating income tax

- Checking weather status in nearby area
- Knowing all Emergency Numbers
- Applying for ration card online
- Applying online for Start-up Recognition
- Applying for education loan
- Applying online for Pradhanmantri Sukanya Samruddhi Yojana
- Applying for National Scholarships
- Registering complaints with National Human Rights Commission online
- Using mKisan Portal and Kisan App
- Locating blood bank nearby me, and know about stock availability
- Availing ePost Office Service of India Post
- Availability LPG services online
- Checking Provident Fund Online
- Applying online for Atal Pension Yojana
- Tracking status of the court case online
- Getting Soil Health card
- Becoming aware about the Agricultural Market Price using mKissan App
- Applying for Death Certificate online

Ergonomics

Correct Sitting Postures while using computer

- Importance of ideal posture while using computer
- Some neck exercises for stress relief
- Ideal neck Posture
- Shoulder exercises for computer users
- Leg exercises
- Stretch your legs
- Why use an ergonomic chair?
- Use ergonomic table
- Ergonomic keyboard drawer
- Avoid the Lower Back Pain
- Prevent musculoskeletal disorders
- Exercises for your back
- Prevent ergonomic injuries in children

Using Mouse and Keyboard Correctly

- Correct use of keyboard and posture
- Ergonomic keyboards
- Tips to use the keyboard
- Use Mouse Ergonomically
- What is an ergonomic mouse?

Taking Care of Eyes

- Eyes vis-a-vis your computer screen
- Adjust the display's brightness
- Check and optimize the display settings
- Rule of 20-20-20"
- Prevent computer vision syndrome
- Blink your eyes

- Soothe your eyes
- Proper lighting around computer workstation

Taking Care of Ears

- Avoiding high audio volume
- Helpful tips: Reading from your computer screen
- Using ergonomic headphones

Taking Care of Hands and Fingers

- Exercises your hands and fingers
- Ouch! That wrist hurts!
- Flex those fingers

Forming good Habits

- Break the harmful habits
- Adjust your workstation for comfort
- Check the position of your monitor
- Don't keep those legs dangling
- Correct laptop posture
- Exercises at your desk
- Avoid eating at your desk
- Breathing exercises
- Keep away from the noise
- Taking care while working at AC workplaces

Go Green

Saving Energy

- Importance of shutting down and logging off a computer
- Turn off your monitor
- Did you correctly shutdown your computer?
- Hibernate, lock or shut down?
- Screensavers are not energy savers, shun them
- Use apps to save time and fuel
- Use Google Maps to save fuel and time
- Save fuel, go green
- Tips on green computing
- Use shared drive storages instead of email attachments
- Analyze your computer's energy usage
- Use effective power management
- When multitasking, close the unused apps
- Organize files and folders: Saves energy
- Use energy saving technology
- Buy computers that come with a Star rating
- Buy only energy efficient products
- Upgrade to a flat panel LCD monitor
- Adjust the brightness on your monitor
- Remember to turn-off the Bluetooth and Wi-Fi
- Turn off the peripherals
- Verify if your computer's power supply is 80 plus Certified
- Extend the life of your computer

Paperless Working

- Save paper, use the Notepad app
- Send e-invites and save paper
- Reduce your carbon footprints

- Share online and reduce paper waste
- Save paper, use both sides of paper
- Use paperless communication
- Use online services wherever possible
- Think before you take a printout
- Reduce paper margins to decrease paper consumption
- Use soft copies of textbooks whenever possible
- Use digital copies over hard copies
- Opt for e-bills and e-bank statements to save environment
- Use printer rationally, opt for eFax
- Replace colored prints with black and white

Saving Resources

- Use Google Calendar to work effectively
- Create shortcuts, not copies
- Avoid unnecessary digital storage and email attachments
- Delete unused files from the hard drive
- Archive large email folders
- Avoid non-productive message and mail forwards
- Use zip files and PDFs
- Video conference to save time and resources
- Download only the apps and programs you need

Recycling

- Recycle your old computer
- Separate your e-waste and techno trash
- Reuse ink cartridges

Netiquettes

Netiquettes

- Netiquettes
- Email etiquettes
- Online forms and their risks
- Be vigilant while using online classifieds
- Rules of Net-etiquettes
- Sharing is caring, but not on Internet
- Deactivate unused accounts
- Safe online recharge
- Risks in Online registration
- Validate before sharing online
- If you copy-paste, first know about copyrights
- Importance of strong password
- Sharing photos online
- Safe Downloading
- Stay safe on social networking sites
- Surf smarter
- Digital signatures
- Be safe while posting your resume online
- Trusted websites
- Cyber Hacking
- Cyber Mischief
- Cyber Stalking
- Cheating by personation
- Cyber Identity Fraud
- Some safe e-commerce tips
- Keep your software/apps updated
- Be vigilant while using online classifieds
- Just because it's free, it doesn't mean it's safe



Smart Habits

- Encrypt files to protect data
- Online gaming is not always fun!
- Keep your account information for yourself
- Use antivirus protection before you go online
- Protect yourself from cyber bullying
- Stay safe while booking tickets online
- Create back-up copies for your important stuff
- Sharing is caring, but not on the Internet
- Unsecure wireless connections
- Peer to peer sharing
- Keep your data private online
- Surf smarter
- Don't leave copies of your printed pages in a common printer
- Use emoticons in your post
- Don't Type in ALL CAPS
- Read the email before you send
- Risks associated with social bookmarking
- Unsecured wireless connections
- Do not attach unnecessary files
- Don't reply a private message on "reply all"

Cyber Security Skills

Cyber Security Skills

- Managing and maintaining strong passwords
- Securing online banking transactions and taking care of information safety
- Setting Emergency Text on ANDROID phone
- Tracking the data (internet) usage on Android PHONE
- Using good antivirus software for my Laptop and PC
- Securing Profile and other pictures shared on Facebook
- Using App Locker tools for important Mobile Apps
- Restricting Administrator account access on Personal Laptops
- "Safely remove hardware option" for plug and play devices
- Legal aspects of fake Profiles on Social Media Sites
- Securing WhatsApp DP
- Awareness about Legal aspects of publishing/transmitting material containing sexually explicit conducts
- Awareness about defamation through social media and it's legal implications
- Awareness about frauds and cheating through matrimonial sites
- Using Login IDs and passwords on public computers using safety tips
- Be careful while Sharing and Forwarding on social media
- Prevent/Block the appearance of unwanted Ads and Pop-ups
- Importance of using a physical lock for laptop
- Checking the warranty of a product or gadget
- Importance of noting down the IMEI Code
- Avoid malware while downloading Android apps
- Blocking of my SIM card when handset is lost
- Awareness about the legal consequences of using cracked or pirated software
- Protecting yourself from fake emails which pretend to be genuine
- Secure net banking and online transactions on public computers
- Awareness about data theft and IT Act 2000
- Awareness about Online Sexual harassments and it's Legal implications

- Protecting yourself from online lottery cheating and fake messages

Smart Habits

- Protection from 'Work from Home' scams
- Protection from social media blackmailing
- Awareness of consequences of downloading unknown Email attachments and safety tips
- Securing Debit/Credit card physically
- Awareness about the legal consequences of displaying and distributing pirated music/videos
- Protecting data in case of loss or theft of computer/laptop
- Steps to follow whenever Mobile is stolen/lost
- Using safety tips for using public Wi- Fi networks
- Securing Aadhaar card data
- Awareness about the hazards of playing online mobile games
- Avoid peeping while using passwords and PINs
- Using the safety tips while taking selfies
- Awareness about legal consequences about data tampering
- Awareness about the hazards of using mobile while walking or driving a vehicle on road
- Awareness about the legal aspects of offence like internet and drug trafficking
- Protect yourself while travelling by a hired car
- Identifying and protecting from fraud calls regarding online lucky draw

Job Readiness Skills

Job Readiness Skills

- Job Readiness and Digital Freelancing
- Careers in Digital Freelancing
- Use of Mobile for Digital Freelancing
- Internet for Digital Freelancing
- Mobile Data and Hotspot
- Creating Professional email ID
- Security for email account
- Retrieving lost password for email account
- Resume: Do's and Don'ts
- Various Job portals
- Apply for suitable online jobs
- Create Professional Network on LinkedIn
- Digilocker: Store your documents online
- Google Drive for storage
- Communication and Etiquettes
- Gboard: Google Keyboard
- Grammarly
- Voice typing using Google Docs
- Notes taking using Google Keep
- Securing net banking transactions
- Use of Paytm and BHIM for Cashless transaction
- Use of PayPal
- Job opportunities on Freelancing portals

Scripting Skills

Scratch Programming

- Fun with Scratch
- What are Visual Editors?
- Introduction to Scratch
- The Scratch User Interface
- Let's Start Scratching!
- Dancing is also a Program!
- Step-by-Step Process
- Some Steps Further
- Case Study - Aquarium
- Planning a Project
- Creating an Interactive Project
- Case Study - Greeting card

Programming Basics

- Story of an App
- What is Programming Environment?
- What are Keywords in Programming?
- What are Variables in Programming?
- What is Syntax in Programming?
- What are Data Types in Programming?
- What is the Function in Programming?
- What is a Loop in Programming?
- What is Decision Tree in Programming?
- What are Arrays in Programming?



Introduction to C Programming

- Introduction to C
- Definition of Program
- Definition of Programming Language
- Application of C Programming

Intro to Object-Oriented Programming (OOP)

- Introduction to OOP
- Definition and beginning of OOP
- Structured programming
- Object-Oriented Programming
- Characteristics of object-oriented programming

Introduction to Java

- Introduction and Features of Java
- Why should you learn Java?
- Prerequisites for Java
- Introduction to Programming Languages
- Installing Java Development Kit (JDK)
- JDK, JRE and JVM
- Importance of Java in the Context of the Internet
- Features of Java

Introduction to Python

- Introduction to Python
- What is Python?
- History of Python
- Versions of Python
- Features of Python
- Limitations of Python



- Scripting language vs Programming language
- Applications of Python
- Python2 vs Python 3
- What is Python used for?
- Flavors of Python
- Python compared to other languages
- Python vs Java
- How Python works?
- What is PVM?
- Compiler vs Interpreter
- Compile time vs Run time
- Future Scope of Python and Career Opportunities

Introduction to Android

- Introduction to Android
- Introduction to Google Play Store
- Booming Job Prospects
- Career Opportunities in Android
- Android Operating System
- Overview of Android versions
- Introduction to Android versions - Pie, Nougat & Oreo
- Introduction to other Android versions
- Features of Android
- Other unique features of Android
- Android Architecture
- History of Android
- Android Devices

Smart Technologies and Apps

- DALL-E 2
- Playgroundai.com
- Starryai



- Cutout Pro
- Eesel app extension
- Wordtune
- Visily
- Fun with Technology
- Replika app
- Youper
- Womp
- Google Translate
- Be My Eyes
- LibriVox
- Missing Maps
- Earth5R
- Nudge
- Google Meet's Translated Captions Feature
- Move participants using Breakout rooms in Google Meet
- Host meetings with up to 500 participants on Google Meet
- Use WhatsApp Community efficiently
- Sending messages to yourself on WhatsApp
- Scribe how
- Conducting polls and quizzes through MS PowerPoint
- mParivahan
- Adding a Custom tab in MS Office
- YouTube - 'Remind me to 'take a break' feature
- Knoema
- Find the current Wi-Fi Network's password on Windows
- MIT App Inventor
- Blockly
- Lux Meter
- APECS: Body Posture Evaluation
- Telegram
- Instagram

- Twitter
- Snapchat
- Carbon Footprint and CO2 tracker
- Earth Hero: Climate Change
- ChatGPT

Study Skills

- Digital Microscope
- Grade Up School
- Meritnation
- NASA
- Sky Map
- Earth Viewer
- Science Tricks & Experiments in Science College
- Plantsnap
- SimCity Game
- Online Labs
- Periodic Table
- World Map Atlas
- Panchatantra Books
- Quiz: Logo Game
- Timetable Planner
- Flash Card Maker
- Grasshopper
- Grammarly
- Digital Compass
- Canva
- Photomath
- Anatomy Learning
- Avocation
- Study Tips
- Mindly

- Quizlet
- Yoga for kids, Exercise for kids to do at home
- Study Music
- School Planner
- Virtual Vacation - Explore the world from your home

AI Skills

AI Tools

- Bhashini
- Gmail Help me write
- Google Gemini
- Notion
- Otter
- QuillBot
- Todoist
- Google Docs
- Suno
- Freepik
- HeyGen
- Slidesgo
- Pictory
- Veed.io
- Canva (with AI Features)
- Leonardo.Ai
- Pexels (AI-powered Search)
- Google Lens
- Evernote
- CCleaner
- Typing Bolt
- Grammarly
- Hailuo AI

- MS PowerPoint's Rehearse with Coach Feature
- Invideo AI
- Ideogram
- Adobe Firefly
- LinkedIn
- Naukri
- Animaker
- Duolingo
- Google Colab
- ChatGPT
- DeepSeek
- Claude AI
- MicMonster
- Adobe Podcast
- Lumen5
- Google Drive with AI Integration
- Napkin AI