SF 4.3B: Computer skill content

This is indicative and minimum. However, the PIA can add additional topics or change the schedule within the overall time period. The schedule has to be in the activity cum lesson plan. Include video and audio based teaching methods to improve content delivery.

Sl. No.	Topic and sub topic	Expected outcomes
1	**Computer fundamentals** Why use computers What is in a computer Computer architecture- h/w, s/w, peripherals, OS Create, update, delete files; file structure Using, installing applications	Ability to start a computer, use a mouse and/or touchpad, recognize software applications/programs. Understand PC configurations, Locate, open, update and save a file. Understand types of files, create file names and folders, take printouts
2	**Typing Tutor** (Either English or any Indian language as per market demand)	Average typing speed of 20 words per minute with a minimum 80% accuracy
3	**Internet** Internet fundamental Ways of connecting to internet Use of browsers How to open websites Using search engines to find information Creating mail IDs Password and security	Understanding of basic terms, connecting to the internet, recognize and launch a web browser, Search for a given keyword. Ability to create an email account, logging in, composing a mail, uploading and downloading attachments. Ability to recognize security threats

Sl. No.	Topic and sub topic	Expected outcomes
	Composing, checking and sending emails Email etiquette	
4	**Security Awareness** Need for antivirus tools Running scans every week Email and password security Awareness of possibility of spam mails and phishing	Ability to schedule antivirus scans, address threats, create appropriate passwords for email accounts, detect spam mails
5	**Productivity Tools** Why use tools Spread sheet software Word processing software - Creating, editing, formatting documents, spell check PowerPoint software - Data entry tabulation, calculations Picture editor software - Picture upload, Case study	Basic Word processing skills, ability to use basic functions in Excel. Create a report, formatting a document, creating a PowerPoint presentation

Sl. No.	Topic and sub topic	Expected outcomes
6	**Technology Trends** Mobile technology: smart phones Using massive open online courses (MOOCs) for self-learning Using e-commerce sites Online professional networking Online banking and Online reservations	Features and utilities of smart phones. Use an online learning course, make an online reservation, and check bank account online. Have a web presence in security networking or job sites. Awareness about using e-commerce sites.