Module 1
Basic Computer
- Fundamental of computer
- Operating System and its various types
- Computer Protection and Using Antivirus Software
- Growing Typing Skills- Typing Master/Typeshala
- Word Processing(MS-WORD)
- Spreadsheet (MS-EXCEL)
- Presentation(M- POWERPOINT)

Module 2
Email & Internet
- Fundamental of E-mail & Internet
- E-mail(Create, Send & Receive)
- Online Form
- E-Shopping
- Downloads
- Google Tools
- Understanding of the Internet

Module 3
Hardware, Maintenance & Troubleshooting
- Introduction of Hardware
- Basic Electronics(Analog & Digital)
- Hardware Parts & Devices
- Installation of OS
- PC Assembling and Drivers
- Printing & Scanning
- Installation of required software

Module 4
Computer Network
- Introduction of LAN
- Network Wiring & LAN Setup
- File Sharing in LAN
- Router Basic Configuration

Module 5
Web designing & development

- Concept of Web
- Web Browser, Web Server, Website
- HTML, Basic CSS
- Concept of Domain & Hosting
- Algorithm & Flowcharts
- C Programming
- Basic PHP

Module 6
Cyber Security & Relevant Legislations and Institutions

- Introduction to Cyber Security
- Common security threats: Social engineering; Distributed Denial of Services; Malwares: Phishing, Spyware, Viruses, Worms, Trojans, etc.
- Security Mechanisms
- ICT PolicyElectronic Transaction Act
- Information Technology Emergency Response Team (ITERT) Operation and Management Directive
- Government Website Development and Management Directive
- Roles of related Institutions

Module 7
Graphic Designing

- Photoshop
- Illustrator or Corel Draw
- Pagemaker or Indesign

Module 8
Social Media Marketing

- Social Media Marketing Fundamentals
- Profile Optimization
- Posting
- Engaging
- Advertising(Boosting)
- Measuring

OR

Accounting

- Basic Concept of Accounting
- Tally Training

Module 9
Personality Development
- Spoken English
- Confidence Building & Team Work
- Presentation

Module 10
 Internship