

RS-CIT

- **Fundamental Knowledge of Computers:** Understanding computer systems, classification, hardware and software, input/output devices, memory, operating systems, and basic tasks such as installing/uninstalling programs.
- **Computer Administration:** CD/DVD writing, printing files, saving data to pen drives, using projectors/screens, transferring data between PC and mobile, saving MS Office documents as PDF, setting system restore points, and scanning files with antivirus software.
- **Financial Literacy and Digital Payment Applications:** Introduction to banking, mobile payments, and digital payment platforms like BHIM, USSD, AEPS, NEFT, IMPS, RTGS, Google Pay, and FASTag.
- **Internet and Useful Applications:** Basics of the internet, how to access it, types of connections, using intranet, browsing websites, DNS, creating emails, e-commerce, social networking, online education, job search, online applications, and digital signing.
- **Working with Mobile Devices/Smartphones:** Overview of handheld devices, popular mobile operating systems, configuring Google Play, checking mobile specifications, sharing files between mobiles, using Google Maps, and exploring useful apps for citizens.
- **Microsoft Office and Related Tools:**
 - **Introduction to Word Processing:** Working with documents, inserting tables and WordArt, using bookmarks and hyperlinks, paragraph alignment, numbering, and working with graphics and charts.
 - **Introduction to Excel:** Basic operations, sorting and filtering, using formulas and functions, and creating charts.

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- **Introduction to PowerPoint:** Creating slides, using templates and wizards, changing backgrounds, building presentations, and setting up slide shows.
- **Other Tools:** Google Workspace, open-source office suites, online classrooms/meeting tools, and image optimization.
- **Cyber Security Awareness:** Understanding cyber threats, identifying safe websites, secure browsing habits, mailing etiquette, and staying safe from cyber fraud.