

**COMPUTER SKILLS = 30 Hrs**

<b>Sl. No.</b>	<b>Modules: Content to be covered</b>	<b>Min. no. of Hours</b>
<b>1.</b>	<b>Computer Fundamentals</b>	<b>4</b>
<b>2.</b>	<b>Office Automation Tools-MS Word, Excel &amp; Power-point</b>	<b>16</b>
<b>3.</b>	<b>Usage of Internet &amp; Email Etiquettes</b>	<b>2</b>
<b>4.</b>	<b>Cyber Security</b>	<b>4</b>
<b>5.</b>	<b>Overview of IT Act</b>	<b>4</b>
	<b>Theory</b>	<b>12 Hours</b>
	<b>Practical</b>	<b>18 Hours</b>
	<b>Total</b>	<b>30 Hours</b>