

Annexure – Training Syllabus

Class No.	Training Particulars	Duration
<i>Class 1</i>	<ul style="list-style-type: none"> I. Phone: <ul style="list-style-type: none"> a. Make Calls & Answer Calls b. Manage Call Log c. Toll Free Numbers (Ex. Government and Companies) d. Use of Touch screen & typing using keyboard II. Phone Settings: <ul style="list-style-type: none"> a. Quick access to date and time b. Phone status information such as Battery level and Network Coverage c. Number of missed Calls, Unread Messages, etc. III. Contacts: <ul style="list-style-type: none"> a. Manage contacts b. Creating Contact & Setting Emergency Contact IV. SMS: <ul style="list-style-type: none"> a. Compose and Read Short Messages: Typing Text (in Odia Unicode and English) b. Manage Conversations and Group Conversation 	1.5 hr
<i>Bio break</i>		
<i>Class 2</i>	<ul style="list-style-type: none"> I. Android <ul style="list-style-type: none"> a. Creating a Google/e-mail Account (Rules and Etiquettes) b. Use of Strong Password (Password Expire & Resetting Rules) c. Customizing Phone Settings (Phone Password, Pattern & Face Recognition) d. Taking a Screenshot e. Copying and Pasting Text f. Managing Storage Space and Delete Unwanted Materials g. Understanding Memory Limitations h. Recognizing icons and its Identifying its Use II. Other basic usage: <ul style="list-style-type: none"> a. Alarms: Set Alarms, Stop Watch and Other Use of Time 	2 hr

	<ul style="list-style-type: none"> b. Know Weather Information and Weather Forecast c. Change Sounds: Configure feedback and notifications (Vibration or Audio) d. Clicking Photos and Videos: Store useful / delete unrequired data. 	
<i>Class 3</i>	<ul style="list-style-type: none"> I. About Internet: <ul style="list-style-type: none"> a. Data On/Off, Wi-Fi & its Use (Free & Hotspot) b. Mobile Hotspot and sharing internet through Hotspot c. Use of Internet and Introduction to Browser (Chrome) d. Text Based Search e. Turn off Wi-Fi to save power f. Demonstrate with Search Engine like Google (Search various websites of Government of Odisha) II. Managing Data usage and cost: <ul style="list-style-type: none"> a. How to Recharge Mobile? b. Checking Network coverage in your mobile c. Managing data usage III. Bookmark webpage IV. Digital Literacy through Odisha State Certificate in Information Technology(OS-CIT) 	1.5 hr
<i>Lunch Break</i>		
<i>Class 4</i>	<ul style="list-style-type: none"> I. Apps <ul style="list-style-type: none"> a. Understanding Mobile Apps b. Finding / installing various Apps from the Play Store c. Access the list of apps pre-installed on the user's Android phone and its Use d. Demonstration of Mobile apps used in day to day life: <ul style="list-style-type: none"> i. Use of Mobile App to scan documents, Upload my photo and signature through Mobile App. ii. Use of Apps for Women Safety launched by Govt. of Odisha like 'Mo Saathi' & 'Sahayata' app II. Calendar: <ul style="list-style-type: none"> a. Create, edit and delete a calendar entry, use of Odia Calendar b. Adding event for Meetings and Meeting Reminder c. Setting reminder for Loan repayment, Interest repayment etc. 	2 hr

	<ul style="list-style-type: none"> d. Where am I? : GPS application that gives updates on user's current location <p>III. Learn effective communication skills through KLiC(Knowledge-lit Career) English</p>	
<i>Class 5</i>	<ul style="list-style-type: none"> I. Privacy & Security <ul style="list-style-type: none"> a. Understanding the importance of secure password b. Making strong passwords c. Keeping pins and OTP secret d. Understanding and Managing the visibility of your information online e. Understanding how personal data is collected, shared, and used II. Scams and Fraud <ul style="list-style-type: none"> a. Being skeptical of information on the Internet b. Verifying the ratings of apps III. Learning through OKCL's Learning Companion Mobile App 	1.5 hr
<i>Bio break</i>		
<i>Class 6</i>	<ul style="list-style-type: none"> I. Use of Social Media Applications: <ul style="list-style-type: none"> a. Managing contact lists b. Using social media and messaging c. Blocking contacts d. Joining, silencing and leaving groups on social platforms e. Use of Social Media Application WhatsApp f. Creation of Account, Sending/Receiving Message/Photos/Videos in WhatsApp, g. Creating WhatsApp Groups, Group Communication/Chatting through WhatsApp. h. Use of Facebook, Creation of Account, Communication/Chatting, Uploading/sharing photographs/videos in Facebook, Creating business page in Facebook (Facebook Market Place) i. Awareness about misuse of Social Media II. Digital Education of School Subjects through eSchool and OKCL Olympiad Movement(OOM) programmes 	1.5 hr

<i>Class 7</i>	Recap of Sessions conducted in Day 1 About Digital Sathi : Act as volunteer in spreading Digital, Financial & Governance Literacy with earning opportunities and play significant role in creating Job Ready Youths	1.5 hr
<i>Bio break</i>		
<i>Class 8</i>	Finance & Banking related Skills: I. Necessary documents required for opening of a bank account (offline / online) II. KYC for Savings Bank Accounts III. General Understanding about insurance: Validity, renewal of insurance and insurance claim IV. About KLiC(Skill development-based) Courses viz. DTP, Web designing, Finance and Accounts, Programming and IT.	2.5 hr
<i>Lunch Break</i>		
<i>Class 9</i>	I. Citizenship Skills: Online Application for Birth Certificate, Know all Emergency Numbers, Book appointment online in Government Hospital, Download / Verify / Update Aadhaar Card, Application Form for Enrolment of Children (6 months – 3 yrs.) at Anganwadis, Online Application for various Government schemes, Use of Digilocker - Store Certificates Online, Scan Documents and Store Online, Online Application for PAN Card / Voter ID II. Cyber Security Skills: Employ knowledge of laws restricting the use of copyrighted materials III. Information's related to facilities available with various Department for Women IV. About OKCL's Mastering Series : Preparation for Competitive Examinations	2.5 hr
<i>Bio break</i>		
<i>Class 10</i>	I. Doubt Clearance Session	1.5 hr