

Title of NOS/unit or other component	Estimated size (learning hours)
Bihar State Certificate in Information Technology (BS-CIT)	
Computer Basics: Introduction to Computers Recognize the basic components of computers and familiar with the computer terminology, Memory, Keyboard, Mouse Getting Started with Computers, etc	5
Operating System (Windows 10): Start Windows, Logoff and Hibernate, Windows Basics, Organize Your Work, OPERATING SYSTEM Concepts, file Management, Paint, Notepad etc.	10
Word Processing (Microsoft Word 2013 / Google Docs): Overview of Word Processing, Creating and Editing a Document Revising and Refining a Document Creating Reports and Tables Changing the Display of the Document Using Mail Merge Using Standard Templates Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW), Formatting documents Learn MS WORD, document creation, saving, editing, insertion of tables, review etc in document, Creating and Editing PDF documents, Using track changes, Inserting ActiveX controls, Using Mail Merge, Protecting Document etc.	14
Spreadsheet (Microsoft Excel 2013 / Google Sheets): Overview Creating and Editing Using Charts Using Charts Managing a workbook Overview of Spreadsheets Managing a workbook Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW) Learn about creation of SPREADSHEETS, Editing Cell, Insertion and deletion of rows, columns, charts, graphs, insert functions, Data analysis and management, Manage Multiple Sheets, Pivot Tables and Pivot Charts, Advanced Functions, Data Validation etc.	15
Presentation Graphics (Microsoft PowerPoint 2013 / Google Slides): Overview of Presentation Graphics Creating a Presentation Modifying and Refining Presentation Using Advanced Presentation Features Overview of Presentation Graphics Creating a Presentation Modifying and Refining a Presentation Using Advanced Presentation Features Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW) Learn about MS PowerPoint, making presentations, inserting slide, animations, Creating Video of Presentations, Various Formats, Using Templates, Slide Master etc.	15
Personal Information Manager (Microsoft Outlook 2013 / Gmail): Getting started Using the Address Book Overview of Personal Information Managers Getting Started with Mozilla Calendar Using the Address Book Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW), Signature in Outgoing Message, Schedule Meetings, Create Contacts and Appointments etc.	6
Online tests including TAC/TABC (Internal Evaluation)	20
21st Century Daily Life Skills: Use of Internet and Mobile for daily life tasks like Google Play Store, Paytm App, Online Shopping, Pay Bills Online, use of various apps on Smartphone, Movie Tickets, Tickets Online and 50 such skills.	5
21st Century Citizenship Skill: Use Government Services Online like Birth Certificate, Aadhar Card, Domicile, Passport, Insurance Online, Voter ID, PAN Card, Marriage Certificates and 50 such skills.	5

21st Century Study Skills: Use of Search Engine, Justdial, YouTube, Volt, NCERT Books Online, Dictionary.com, Google Docs, TED Talks, eDX, NPTEL, VISA Application, UPSC Preparation and 50 such skills.	5
21st Century Office Skills: Writing Skills, Greeting Cards, Visiting Card, Registration Form, Invitation Letter, Newsletter, Checklist, Budget Analysis, Photo Album, Magazine Cover, Posters and 50 such skills.	5
Cyber Security Skills: Strong Passwords, Emergency Texts on Android, Secure Online Banking, Use Antivirus, Use Whatsapp, Data Theft and IT Act 2000, Protect oneself from Online Lottery cheat, Protect oneself from Work from Home scams, steps to follow if Mobile lost, secure Aadhar Card Data etc.	5
Basic IT Awareness: Booting, Google Story, Data, Software, hardware, Project Loon, Smart Watches, Google Glass, Flexible Technology, e-commerce, Wikipedia, Internet Modem, Larry Page, Takshasila, Larry Page, Bus Line, CV Raman, Steve jobs, Mass Storage Device, Analog and Digital, Bandwidth etc	5
Smart Typing Skills: Practice Typing in Hindi and English Language	3
Computer Ethics: Ergonomics, Go Green, Netiquettes	2
Bihar State Certificate in Language Skills (BS-CLS)	
English Language Skills using 51 Context Topics:	60
Following skills are covered in each Context Topics:	
Listening, Speaking, Conversing, Reading and Writing (L+S+C+R+W).	
Home and Surrounding	
Greetings- Routine, Seasonal	
Health-Healthy Habits	
Farms-Farmers	
Occupations	
Travelling-Transportations	
Family-Relatives-	
Neighbours	
Telling time	
Friends	
Describing people-places	
Future plans-Savings	
Accommodation	
Public services: Bank, Post office etc.	
Education-Schooling	
Competitions	
Hobbies	
Holidays-Picnics	
Social media	
Current Affairs	
Remembering past	
Safety	
Natural disasters	
Nationalities-Countries	
Meetings -Presentations	
Television-Films	

Books-literature	
Food	
Requests	
Dressing-clothing	
Garden	
Animals -Birds	
Directions and addresses	
Personal information	
Games-Sports	
Home town	
Work and jobs	
Look to the future	
Giving gifts	
City -Village life	
Dreams	
Shops- Market places	
Family traditions-Festivals	
Office-workplace	
Soldiers-Army	
Workplace ethics	
Science-Technology	
Computers & The Internet	
Environment	
Weather-Seasons	
Numbers-Prices	
Grammar	10
Pronouns, Auxiliary and Action verbs	
Punctuation	
Conjugations	
Participles	
Prepositions	
Questions	
Articles	
Verbs and Nouns	
Present, Past and Future Tenses	
Modal Verbs	
Adjectives and Adverbs	
Direct and Indirect Speech	
Interrogative Sentences	
Active and Passive Voice	
Sentence Constructions	18
Turning Point Videos	2
Bihar State Certificate in Soft Skills (BS-CSS)	
Psychology of Success	2
Self-Awareness and Self-Acceptance	2

Self-Management	2
Interpersonal Relationships	2
Effective Communication	2
Listening	2
Non-Verbal Communication	2
Collaboration and Cooperation	2
Time Management	2
Smart Goal Setting	2
Decision Making	2
Presentation Skills	2
Problem Solving	2
Emotional Intelligence	2
Positive Health	2
Ethics and Values	2
Being Sensitive towards others, Society	2
Respecting Diversity	2
Preparing for an interview	1
Appearing for an interview	1
Smart Habits	2
Total	240 Hrs