NEXTGEN
Computer Institute

DOEACC 'O' Level

IT TOOLS AND BUSINESS SYSTEMS	PROGRAMMING AND PROBLEM SOLVING THROUGH PYTHON
● Introduction to Information Technology (IT) ● Basic concepts of IT ● Role of IT in business and society ● Computer Software ● System software vs. application software ● Operating systems and utility programs ● MS-Office Suite (Microsoft Word, Excel, PowerPoint) ● Word processing, spreadsheets, and presentations ● Creating and editing documents, spreadsheets, and presentations ● Internet and Web Design ● Browsing the internet ● Basics of HTML and web page creation ● Internet security and privacy	● Introduction to Programming ● Basics of programming languages ● Algorithms and flowcharts ● Introduction to Python ● Writing and running Python programs ● Variables, data types, and operators ● Control Structures ● Conditional statements (if-else) ● Loops (for, while) ● Handling user input ● Functions and Modules ● Defining and using functions ● Using modules and libraries ● Data Structures ● Lists, tuples, dictionaries ● Working with data structures in Python ● File Handling ● Reading and writing files in Python
INTRODUCTION TO ICT RESOURCES	WEB DESIGNING AND PUBLISHING
● Computer Hardware ● Components of a computer system ● Input and output devices ● Data Storage and Retrieval ● Storage devices and media ● Data backup and recovery ● Networking and Communication ● Basics of computer networks ● Internet, intranet, and extranet	● Introduction to Web Technologies ● HTML, CSS, and JavaScript ● Basics of web development ● Website Design and Development ● Creating and formatting web pages ● Adding multimedia elements ● Website Hosting and Management ● Hosting a website ● Managing and updating web content
INTRODUCTION TO CYBER SECURITY	SOCIETY, LAW, AND ETHICS

● Basics of Cyber Security ● Understanding cyber threats and vulnerabilities ● Protecting against malware and phishing ● Internet Security and Privacy ● Protecting personal information online ● Secure online transactions	● IT Act and Digital Signature ● Overview of the Information Technology Act ● Digital signatures and their legal validity ● Intellectual Property Rights (IPR) ● Understanding copyrights, trademarks, and patents ● Ethics in IT ● Professional and ethical conduct in the IT industry
PRACTICAL EXAMINATION	
● Practical Lab Sessions ● Hands-on practice with software and programming ● Solving practical problems ● Practical Examination ● Assessment of practical skills and knowledge	