

DOEACC 'O' Level

<p>IT Tools and Business Systems</p>	<p>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</p>
<p>Programming and Problem Solving through Python</p>	<p>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</p>
<p>Introduction to ICT Resources</p>	<p>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</p>

Web Designing and Publishing	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	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
Society, Law, and Ethics	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