

PROFESSIONAL INTERNET & EMAIL MASTERY SYLLABUS

Module 1: Introduction to Internet

Topics

- What is Internet?
- History of Internet
- Types of Internet Connections
- Web Browsers
- Websites
- Domain Names
- URL Structure
- Search Engines
- HTTP & HTTPS
- Browser Settings
- Bookmarks
- Downloads
- Uploads

Module 2: Web Browsing & Google Search

Topics

- Google Search
- Advanced Search Operators
- Image Search
- Video Search

- Maps
- News
- Scholar
- Safe Browsing
- Incognito Mode
- Browser Extensions
- Download Manager
- Online Translation

Module 3: Gmail & Professional Email

Topics

- Creating Gmail Account
- Gmail Interface
- Compose Email
- Reply
- Reply All
- Forward
- Attachments
- CC
- BCC
- Labels
- Filters
- Signature
- Scheduled Emails
- Spam Management
- Trash Recovery

Module 4: Email Etiquette & Business Communication

Topics

- Formal Email Writing
- Business Communication
- Meeting Invitations
- Follow-up Emails
- Complaint Emails
- Leave Applications
- Job Application Emails
- Resume Attachment
- Email Formatting
- Professional Signature

Module 5: Google Workspace

Topics

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Calendar
- Google Keep
- Google Contacts
- File Sharing
- Collaboration

Module 6: Google Meet & Online Meetings

Topics

- Creating Meetings
- Joining Meetings
- Screen Sharing
- Chat
- Recording
- Meeting Etiquette
- Virtual Background
- Microphone & Camera Settings
- Meeting Security

Module 7: Cloud Storage & File Sharing

Topics

- Cloud Storage Basics
- Google Drive
- OneDrive
- Dropbox
- Upload Files
- Download Files
- Sharing Permissions
- Folder Organization
- Backup Strategies

Module 8: Online Forms & Government Services

Topics

- Google Forms
- Online Registration
- Government Portals
- DigiLocker
- PAN Services
- Aadhaar Services
- Passport Portal
- Scholarship Forms
- University Portals

Module 9: Digital Payments & Online Banking

Topics

- UPI
- Google Pay
- PhonePe
- Paytm
- QR Code Payments
- Net Banking
- Online Recharge
- Utility Bill Payment
- Banking Safety
- Transaction History

Module 10: Cyber Security & Internet Safety

Topics

- Strong Passwords
- Two-Factor Authentication
- OTP Security
- Phishing
- Malware
- Viruses
- Fake Websites
- Fake Emails
- Social Media Safety
- Data Privacy
- Safe Downloads
- Cyber Laws (Basic)

Module 11: AI Tools for Communication

Topics

- ChatGPT
- Google Gemini
- Microsoft Copilot
- AI Email Writing
- AI Translation
- AI Grammar Correction
- AI Content Summarization
- AI Presentation Assistance
- Responsible AI Usage

Module 12: Final Practical Projects

Projects

- Professional Gmail Setup
- Business Email Portfolio
- Google Drive Folder Organization
- Google Form Survey
- Online Meeting Presentation
- Digital File Sharing Project
- Resume Email Submission
- Cloud Backup Project
- Online Banking Practice (Demo)
- Internet Research Assignment