



AMA COMPUTER ACADEMY DIGITAL FREELANCING



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amacomputeracademy.com

MKCL's KLiC Digital Freelancing

KLiC Digital Freelancing Course

MKCL has designed, developed and implemented over a decade a unique and successful skill development program for Job Readiness / Workplace Readiness / Entrepreneurship Readiness of Youth.

To enhance employability, self-employability and entrepreneurship in the context of 21st century's emerging challenges and opportunities it is necessary to expressly equip youth in India in following smart skills for job readiness and work-place readiness in addition to various sector-specific skills / hard skills:

1. Digital Skills (50 hours)
2. English Language Skills (50 hours)
3. Personality Development (Communication Skills, Soft Skills, ... - 20 hours)
4. New Collar Jobs Skills (for New Jobs in Physical Space or Freelancing in Digital Space- 80 hours)

It is a 200 hours, ~4 Months, ~2 hours-a-day self-learning and self-paced learning-cum-earning program.

All the modules mentioned above are to be learned in eLearning mode on a computer with specified configuration with a connected headphone as well as a smart phone without sim card of high quality. All the modules will be offered by the in verifiable evidence-generating, self-learning, self-paced learning, self-path with sequential learning (to cover entire syllabus and cover it sequentially) and auto-assessed learning mode through candidate login in a state-of-the-art Learning Management System (LMS)

All the eContent for self-learning will be in multimedia form with rich voice-over and based on sound pedagogy for skill mastery. Before presenting the eLearning content of a skill, candidate will be given a choice to demonstrate through diagnostic eAssessment if s/he already possesses that particular skill. In case s/he has the skill, more advanced skill should be imparted to her/him. They may acquire variable skills depending upon their previous skill base. As such, it will be "fixed-time variable-skills" and "fixed-time variable-level skills" paradigm to offer masspersonalization to the candidates and make KLiC Digital Freelancing more effective.

Course Details:

KLiC Digital Freelancing course will have two parts:

**KLiC Digital Freelancing
(200 Hours)**

Learning for Self-Employment

KLiC Digital Freelancing (Part 1) + KLiC Digital Freelancing (Part 2)

**Basic IT Skills + Basic English
+ Communication
+ Soft Skills
(120 Hours)**

**Online Freelancing Skills
(40 Hours)
+ Earning through Freelancing
(40 Hours)**

A. KLiC Digital Freelancing Part 1

The Module consists of:

1. Digital Skills **(50 Hours)**
2. English Communication Skills **(50 Hours)**
3. Soft Skills **(20 Hours)**

KLiC Digital Freelancing Part 1 Module will be of 120 Hours. KLiC Digital Freelancing Part 1 will have 60 Sessions each of 2 Hours.

1. Syllabus of Digital Skills (25 Sessions of 2 hours each)

The Digital Skills covered in the course covers

Topics	Sub-Topics
Office Productivity Programs – MS Office (Word, Excel, PowerPoint) and Google Office (Docs, Sheets, Slides)	Describe the functionality of the common programs in Microsoft Office 2013 and Office Web Apps.
	Identify the main components of the graphical user interface (GUI) of a productivity program.
	Use the pointer to navigate in a program.
	Identify the tabs, groups, and commands on the Ribbon.
	Use the buttons on the toolbars to perform various tasks.
	Type text and characters in a program by using the keyboard.
	Explain the use of keyboard shortcuts and key combinations.
	Perform basic tasks in a word processor.
	Find and open templates in word processor.
	Edit and format text in word processor.
	Work with tables and pictures in word processor.
	Proofread a document in a word processor.
	Identify the benefits of desktop publishing.
	Identify the components of a spreadsheet.
	Enter data into a spreadsheet.
	Perform basic mathematical tasks in a spreadsheet.
	Insert charts in a spreadsheet.
	Print a spreadsheet.
	Identify the elements of a presentation program.
	Create a presentation.
	Add graphics and multimedia to a presentation.
	Use the print options available in a presentation program.
	Explain basic concepts of a database.
	Create a database.
	Work with records in a database.
Explain what database queries are and how they work.	
Work with reports.	

21st Century Daily Life Skills Mobile Apps for Job readiness

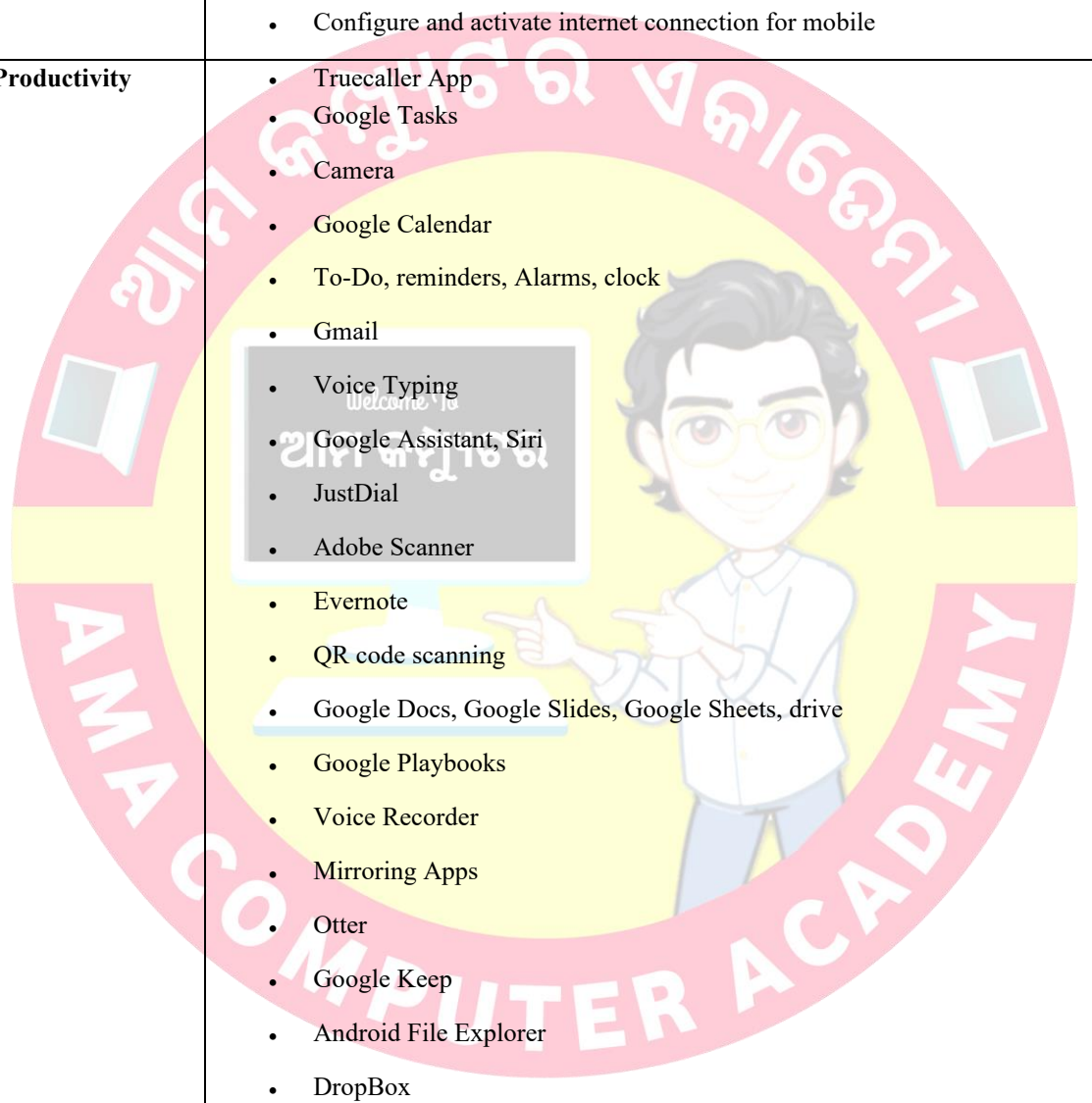
Topics	Sub-Topics
Cashless Transactions	<ul style="list-style-type: none"> • Google Pay • Paytm • BHIM App

eBanking	<ul style="list-style-type: none"> • Opening net banking account • Credit or debit card for online shopping
Bill Payment/ Recharge	<ul style="list-style-type: none"> • Recharge mobile phone online • Pay Telephone bill online • Pay electricity bill online
File Sharing	<ul style="list-style-type: none"> • Transfer using Bluetooth, ShareIt, WeTransfer
1.Internet and Connectivity	<ul style="list-style-type: none"> • Tethering, Hotspot • Wi-Fi

	<ul style="list-style-type: none"> • Buying good internet plans for mobile • Configure and activate internet connection for mobile
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2.Productivity	<ul style="list-style-type: none"> • Truecaller App • Google Tasks • Camera • Google Calendar • To-Do, reminders, Alarms, clock • Gmail • Voice Typing • Google Assistant, Siri • JustDial • Adobe Scanner • Evernote • QR code scanning • Google Docs, Google Slides, Google Sheets, drive • Google Playbooks • Voice Recorder • Mirroring Apps • Otter • Google Keep • Android File Explorer • DropBox • Weateher
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3.Social Connect	<ul style="list-style-type: none"> • Networking for professional upgradation: LinkedIn • Google Duo • Skype • Google Meet • WhatsApp
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Backup & Recovery	<ul style="list-style-type: none"> • Mobile Data Backup Contact/SMS • Backup • eWallets • Digital Wallets • SMS Organizer
Security	<ul style="list-style-type: none"> • FaceID • Biometric Authentication • PINs • Emergency Number (ICE)
Travel	<ul style="list-style-type: none"> • Travel Planning: Yatra, MakeMyTrip, IRCTC, Trivago • Flight tracking: Flight Radar • Booking Cabs online: OLA, Uber • mParivahan • Accuweather
Navigation	<ul style="list-style-type: none"> • Google Maps, GPS, here Maps
eCommerce	<ul style="list-style-type: none"> • Online Shopping • Amazon, Flipkart, Myntra, AJIO, Snapdeal
Utilities	<ul style="list-style-type: none"> • UrbanClap • Quickr • OLX • MuseMaze • Kine Master
New Media Literacy	<ul style="list-style-type: none"> • Image Editing, Audio Editing, Video Editing, Short clips, Facebook videos, Instagram videos • Google Photos

Topic	Sub-Topic
Smart Search	<ul style="list-style-type: none"> • Using Google to search more information about study topics • Doing clustered search • Using Wikipedia to search the information • Searching and downloading eBooks (NCERT) • Finding information about The World via https://knoema.com/atlas
Notes Making and Presentation	<ul style="list-style-type: none"> • Using Google Docs to share notes • Organizing my day/ Notes, important points using Google Keep • Making a presentation on my research & take real time feedback via Google Slides • Express my Ideas using Mindmap tool • Checking my project report for Plagiarism using Plagiarism checker

Improving Productivity through Collaboration & Organization	<ul style="list-style-type: none"> • Collaborating with peers to practice for competitive exams like IIT JEE • Conduct a poll/survey/research using Google Forms • Improving my productivity using StayFocusd app • Keeping track of my important events/classes all in one place (Google Calendar)
Language Learning	<ul style="list-style-type: none"> • Searching synonyms, antonyms, and thesaurus on dictionary.com • Checking grammar and spell check • Improving vocabulary using volt • Listening to Online Stories / Classic Literature in any language • Learning a new language by interacting with my phone with the duoLingo App
Learning through Experiments, Games	<ul style="list-style-type: none"> • Performing science experiments online- Physics • Performing science experiments online– Chemistry • Performing Math Experiments • Learning about the stars by using http://stars.chromeexperiments.com/ • Testing Intelligence Quotient (IQ) • Testing Emotional Quotient (EQ) • Understanding my personality type - https://www.16personalities.com/ • Learning by playing games & improve my abilities - Elevate • Learning by playing games & improve my abilities – NeuroNation • Exploring http://planner5d.com/ for interior plans

Netiquettes & Cyber Security Skills:

Topics	Sub-Topics
Cyber Security Skills	<ul style="list-style-type: none"> • Netiquettes • Managing and maintaining strong passwords
	<ul style="list-style-type: none"> • Email etiquettes • Securing online banking transactions and taking care of information safety
	<ul style="list-style-type: none"> • Online forms and their risks • Setting Emergency Text on ANDROID phone
	<ul style="list-style-type: none"> • Tracking the data (internet) usage on Android PHONE
	<ul style="list-style-type: none"> • Be vigilant while using online classifieds
	<ul style="list-style-type: none"> • Using good antivirus software for my Laptop and PC
	<ul style="list-style-type: none"> • Rules of Net-etiquettes • Securing Profile and other pictures shared on Facebook
	<ul style="list-style-type: none"> • Sharing is caring, but not on Internet • Using App Locker tools for important Mobile Apps
	<ul style="list-style-type: none"> • Deactivate unused accounts • Restricting Administrator account access on Personal Laptops
	<ul style="list-style-type: none"> • Safe online recharge • "safely remove hardware option" for plug and play devices
	<ul style="list-style-type: none"> • Risks in Online registration • Legal aspects of fake Profiles on Social Media Sites

	<ul style="list-style-type: none"> • Validate before sharing online
	<ul style="list-style-type: none"> • If you copy-paste, first know about copyrights • Securing WhatsApp DP
	<ul style="list-style-type: none"> • Importance of strong password • Awareness about Legal aspects of publishing/transmitting material containing sexually explicit conducts
	<ul style="list-style-type: none"> • Sharing photos online • Awareness about defamation through social media and it's legal implications
	<ul style="list-style-type: none"> • Safe Downloading • Awareness about frauds and cheating through matrimonial sites
	<ul style="list-style-type: none"> • Stay safe on social networking sites • Using Login IDs and passwords on public computers using safety tips
	<ul style="list-style-type: none"> • Surf smarter • Be careful while Sharing and Forwarding on social media
	<ul style="list-style-type: none"> • Digital signatures • Prevent/Block the appearance of unwanted Ads and Pop-ups
	<ul style="list-style-type: none"> • Be safe while posting your resume online • Importance of using a physical lock for laptop
	<ul style="list-style-type: none"> • Trusted websites • Checking the warranty of a product or gadget
	<ul style="list-style-type: none"> • Cyber Security - Hacking • Importance of noting down the IMEI Code
	<ul style="list-style-type: none"> • Cyber Security - Mischief
	<ul style="list-style-type: none"> • Cyber Stalking • Avoid malware while downloading Android apps
	<ul style="list-style-type: none"> • Cyber Security - Cheating by personation • Blocking of my SIM card when handset is lost
	<ul style="list-style-type: none"> • Cyber Security - identity Fraud • Awareness about the legal consequences of using cracked or pirated software
	<ul style="list-style-type: none"> • Cyber Security - identify Fraud • Protecting yourself from fake emails which pretend to be genuine
	<ul style="list-style-type: none"> • Some safe e-commerce tips • Secure net banking and online transactions on public computers
	<ul style="list-style-type: none"> • Keep your software/apps updated • Awareness about data theft and IT Act 2000
	<ul style="list-style-type: none"> • Be vigilant while using online classifieds • Awareness about Online Sexual harassments and it's Legal implications
	<ul style="list-style-type: none"> • Just because it's free, it doesn't mean it's safe
	<ul style="list-style-type: none"> • Protecting yourself from online lottery cheating and fake messages
Smart Habits	<ul style="list-style-type: none"> • Encrypt files to protect data • Protection from 'Work from Home' scams • Online gaming is not always fun!

	<ul style="list-style-type: none"> • Protection from social media blackmailing
	<ul style="list-style-type: none"> • Keep your account information for yourself
	<ul style="list-style-type: none"> • Use antivirus protection before you go online • Awareness of consequences of downloading unknown Email attachments and safety tips
	<ul style="list-style-type: none"> • Protect yourself from cyber bullying • Securing Debit/Credit card physically
	<ul style="list-style-type: none"> • Stay safe while booking tickets online • Awareness about the legal consequences of displaying and distributing pirated music/videos
	<ul style="list-style-type: none"> • Create back-up copies for your important stuff • Protecting data in case of loss or theft of computer/laptop
	<ul style="list-style-type: none"> • Sharing is caring, but not on the Internet • Steps to follow whenever Mobile is stolen/lost
	<ul style="list-style-type: none"> • Unsecure wireless connections • Using safety tips for using public Wi- Fi networks
	<ul style="list-style-type: none"> • Peer to peer sharing • Securing Aadhaar card data
	<ul style="list-style-type: none"> • Keep your data private online • Awareness about the hazards of playing online mobile games
	<ul style="list-style-type: none"> • Surf smarter • Avoid peeping while using passwords and PINs
	<ul style="list-style-type: none"> • Don't leave copies of your printed pages in a common printer • Using the safety tips while taking selfies
	<ul style="list-style-type: none"> • Use emoticons in your post
	<ul style="list-style-type: none"> • Don't Type in ALL CAPS • Awareness about legal consequences about data tampering
	<ul style="list-style-type: none"> • Read the email before you send • Awareness about the hazards of using mobile while walking or driving a vehicle on road
	<ul style="list-style-type: none"> • Risks associated with social bookmarking • Awareness about the legal aspects of offence like internet and drug trafficking
	<ul style="list-style-type: none"> • Unsecured wireless connections • Protect yourself while travelling by a hired car
	<ul style="list-style-type: none"> • Do not attach unnecessary files • Identifying and protecting from fraud calls regarding online lucky draw
	<ul style="list-style-type: none"> • Don't reply a private message on "reply all"

Session wise details are as follows

Session Number	Skills Covered
01	What is Job Readiness? Introduction to the world of Digital Freelancing Prerequisites for Going Online: Configuring & Activating Internet Connection Prerequisites for Going Online: Enabling Mobile Data & Hotspot Your own Online Address: Create & Operate Email Account Your own Online Address: Reset my Email Password
02	First Step to Apply for a Job

	<ul style="list-style-type: none"> • Resume: About Resume • Resume: Do's and Don'ts • Resume: Apps and Sites • Resume: Apply for suitable jobs online • Resume: Uploading resume on a Job portal <p>Your Online Professional Presence: LinkedIn Manage Documents Online</p> <ul style="list-style-type: none"> • Use of Digilocker • Use of Google Drive
03	<p>Online Toolkit for Job Readiness</p> <ul style="list-style-type: none"> • Email: Communication & Etiquettes • Gboard - Google Keyboard • Improve Your English Communication with Free Tools • Grammarly • Google Docs - Voice Typing • Google Keep <p>Online Security</p> <ul style="list-style-type: none"> • Managing and Maintaining strong passwords • Safety Tips for using Login IDs and Passwords on Public Computers • Securing net banking and online transactions on public computers
04	<p>Digital Banking</p> <ul style="list-style-type: none"> • Open a Netbanking Account • Use of Paytm for Cashless transactions • BHIM app • PayPal <p>Exploring New Jobs: New Collar Jobs 21st Century Daily Life Skills</p>
05	<ul style="list-style-type: none"> • Freelancing Job Opportunities • Introduction to New media Tools – Photoretouch , Adobe Spark, Canva, Kinemaster, MuseMaze etc for new collar job opportunities • Online / freelancing Job Opportunities with MS Office: MS Word, Excel & PowerPoint <p>21st Century Daily life skills</p>
06	<p>Applied Computer Typing: Smart Keyboard Handling & Smart typing techniques (Keyboard layouts, Voice Typing)</p> <p>21st Century Daily life skills</p>
07	<p>Various Freelancing Opportunities: Formatting Letterheads, Formatting Resume (Biodata), Formatting Notices, Document Spell Check 21st Century Daily life skills</p>
08	<p>Applied Computer Typing: Using Auto Correct, Document Conversions, Designing Excel Forms, Printing</p> <p>21st Century Daily life skills</p>
09	<p>Data processing, Image Assisted Data Entry, Scanning, fonts conversion, Unicode conversion</p> <p>21st Century Daily life skills</p>
10	<p>Office Productivity using MS Word: Creating a professional Resume / Cover Letter + Practice of creating resume using free apps / websites + Exposure to various similar freelancer projects through freelancing portals</p> <p>21st Century Daily life skills</p>
11	<p>Office Productivity using MS Word: Designing a professional Visiting / Business Card + Practice of creating Visiting / Business Cards using free apps / websites + standard Printing Sizes, Printing formats and techniques</p> <p>Exposure to various similar freelancer projects through freelancing portals</p>

12	Office Productivity using MS Word: Designing a Standard Letterhead / Envelopes / Office Stationery + Practice of creating Letterhead using free apps / websites + Exposure to various similar freelancer projects through freelancing portals
13	Office Productivity using MS Word: Creating complete Project / Annual Report + Practice of creating Project Report using free apps / websites + standard Printing Sizes, Printing formats and techniques + Exposure to various similar freelancer projects through freelancing portals
14	Office Productivity using MS Word: Creating an Advertisement + Practice of creating Print / Digital Advertisement for social platforms using free apps / websites + standard advt Printing Sizes, formats for social media + Exposure to various similar freelancer projects through freelancing portals
15	Office Productivity using MS Word: Writing a Blog Post Practice of creating blogs / websites using free apps / websites + best practices for content writing and social media – content marketing + Exposure to various similar freelancer projects through freelancing portals
16	MS Word: Designing a Brochure / flyers / standees Practice of creating brochures using free apps / websites + standard Printing Sizes, Printing formats and techniques + Exposure to various similar freelancer projects through freelancing portals
17	Office Productivity using MS Excel: Creating Invoice for Small Business MS Excel: I can create Petty Cash Log + Practice of creating Invoices / Receipts using free apps / websites + standard Printing Sizes, Printing formats and techniques + Tools for quick accounting + Exposure to various similar freelancer projects through freelancing portals
18	Office Productivity using MS Excel: Creating Business Plan + Practice of creating Business Plan Templates using free apps / websites + Exposure to various similar freelancer projects through freelancing portals
19	Office Productivity using MS PowerPoint: Creating a Business / Training / Corporate Presentation + Practice of creating Project Report using free apps / websites + standard Screen Sizes and best Practices, various export formats + Exposure to various similar freelancer projects through freelancing portals
20	Office Productivity using MS PowerPoint: Creating a Products and Service Catalogue + Practice of creating Catalogue using free apps / websites + standard Printing Sizes, Printing formats and techniques + eBook conversion Exposure to various similar freelancer projects through freelancing portals Netiquettes & Cyber Security Skills
21	Office Productivity using MS PowerPoint: Creating and Publishing a Digital Photo Album + Practice of creating Project Report using free apps / websites + standard Printing Sizes, Printing formats and techniques + Publishing to social media Exposure to various similar freelancer projects through freelancing portals Netiquettes & Cyber Security Skills
22	Office Productivity using MS PowerPoint: Designing a Magazine /Book / Cover & Stationery + Practice of creating Project Report using free apps / websites + standard Printing Sizes, Printing formats and techniques + Exposure to various similar freelancer projects through freelancing portals Netiquettes & Cyber Security Skills
23	Office Productivity using MS PowerPoint: Creating work Portfolio + Practice of creating Portfolio using free apps / websites + standard Printing Sizes, Printing formats and techniques + exposure to portfolio creation on various freelancing portals + Exposure to various similar freelancer projects through freelancing portals Netiquettes & Cyber Security Skills

24	Office Productivity using MS PowerPoint: Create a Company Profile + Practice of creating Company Profile using free apps / websites + standard Printing Sizes, Printing formats and techniques + Exposure to various similar freelancer projects through freelancing portals Netiquettes & Cyber Security Skills
25	Office Productivity using MS PowerPoint: Designing a Gift Voucher + Practice of creating Project Report using free apps / websites + standard Printing Sizes, Printing formats and techniques + Exposure to various similar freelancer projects through freelancing portals Netiquettes & Cyber Security Skills

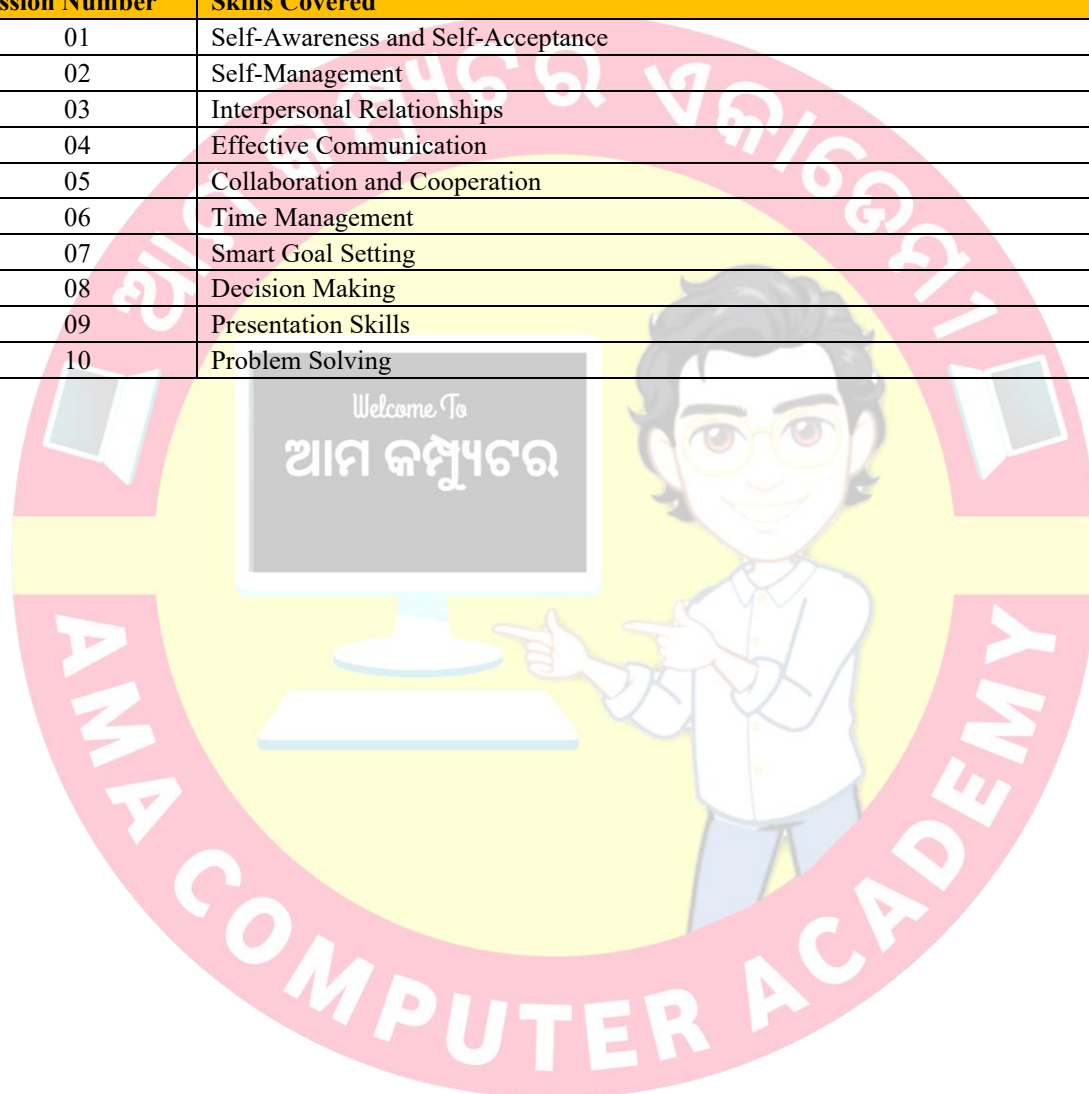
2. Syllabus of English Communication Skills (25 Sessions of 2 hours each)

Session Number	Skills Covered
01	Simple Present Tense (To do)
02	Present Tense (To be) Future Tense (To be) Past Tense (To be) Possessive adjectives - My, your (for singular), his, her, its, our, your (plural), their Demonstrative - Determiners this, that, these, those
03	Present Tense (To have) Future Tense (To have) Past Tense (To have)
04	Prepositions Articles Conjunctions
05	Present Continuous Future Continuous Past Continuous
06	7 W, 1 H What Where Why When Who Whose Which How Adjectives Adverbs
07	Present Perfect Future Perfect Past Perfect
08	Present Perfect Continuous (To do) Future Perfect Continuous (To do) Past Perfect Continuous (To do)
09	Direct Speech & Indirect/Reported Speech
10	Conditional - Zero
11	LSCRW skills with Context Topic: Home Surrounding, Food
12	LSCRW skills with Context Topic: Occupation, Family-Relatives, Personal Information
13	LSCRW skills with Context Topic: Telling Time, Games-Sports, TravellingTransportations
14	LSCRW skills with Context Topic: Describing People/ Places, Animal and Birds, Hobbies
15	LSCRW skills with Context Topic: Accommodation, Science and Technology
16	LSCRW skills with Context Topic: Home Town, Safety
17	LSCRW skills with Context Topic: Dreams, Future plans, Savings
18	LSCRW skills with Context Topic: Numbers and prices, Computer, Internet
19	LSCRW skills with Context Topic: Education-Schooling, Friends, Work and Jobs
20	LSCRW skills with Context Topic: Public Services, Shops and Market Place
21	LSCRW skills with Context Topic: Television/Films, Social Media

22	LSCRW skills with Context Topic: Holidays/ Picnics, Natural Disasters
23	LSCRW skills with Context Topic: Environment, Weather/Seasons
24	LSCRW skills with Context Topic: Meetings/ Presentations, Office & Workplaces, Workplace ethics
25	LSCRW skills with Context Topic: Remembering Past, Look to the future, Current Affairs, Books/Literature

3. Syllabus of Soft Skills (10 Sessions of 2 hours each)

Session Number	Skills Covered
01	Self-Awareness and Self-Acceptance
02	Self-Management
03	Interpersonal Relationships
04	Effective Communication
05	Collaboration and Cooperation
06	Time Management
07	Smart Goal Setting
08	Decision Making
09	Presentation Skills
10	Problem Solving



B. KLiC Digital Freelancing Part 2

1. Syllabus of KLiC Digital Freelancing Part 2 (Any 20 electives)

List of Elective Modules

Job Roles in Physical Space

Sr. No.	Sectors/Sub-Sectors	Elective Modules
1	eCommerce	eCommerce Consultant
2		Product Photographer (eCommerce)
3		eBanking Correspondent (KYC Agent - PayTm)
4	Creative Digital Arts: Graphic Design	Business Card Designer
5		Poster Designer
6		Book Cover Designer
7		Print/Advt. Designer
8		Flyer Designer
9		Brochure Designer
10		Packaging Designer
11		Photo/Wedding Album Designer
12		Custom Gift Designer (Mug, Cap, Keychain etc.)
13		Photo Re-toucher
14	Creative Digital Arts: Image Editing	Photo Background Remover
15		T-Shirt Designer
16		Banner Designer
17	Data Entry and Data Management	Documentation Assistant
18		Data Entry Operator- Typing/conversion of hard copies to soft copy
19		Image Assisted Data Entry Operator
20		Excel Workbook Manager
21		Chart Creator in Excel
22	Office Productivity	Form Designer
23		Resume & Cover Letter Writer
24	Financial Accounting	Billing Specialist
25		Bookkeeper
26		GST Return Filling Assistant
27		Accounting Assistant
28		IT Return Filling Specialist
29	Marketing	Market Researcher/Surveyor
30		Video Testimonials Creator
31		Brand Identity Designer/Branding Services
32	Event Management	Event Planner (Marriage, Birthday etc.)
33	Travel and Tourism	Tour/Travel Planner
34	Governmental eServices Delivery to Citizens	eCitizenship Services Provider
35	3D Printing	3D Artifacts Printer (3D Printing)
36		eContent Developer

37	eEducation and Educational eContent Development	School ICT Coordinator
38	IT Hardware and Networking	Desktop Assembling Technician
39		PC Hardware Repairing and Maintenance Engineer
40		Printer Sales and servicing Technician
41		IT Networking Technician
42		Network Design and setup Technician

Job Roles in Cyber Space

Sr. No.	Sector/Sub-Sector	Elective Modules
43	Creative Digital Arts: Graphic Design	Logo Designer
44		Icon Designer
45		Infographic Designer
46		Cartoon Artist
47		Presentation Designer
48	Creative Digital Arts: Illustrations	Illustration Artist
49	Creative Digital Arts: Image Editing	Photo Editor
50	Creative Digital Arts: Web Designing	Website Mockup Designer
51		Web Design Assistant
52		WordPress Expert
53		Website Builder using Wix
54		3D Model Designer
55	3D Digital Art and Architecture	3D Interior Designer
56		3D Product Designer
57		3D Character Designer
58		3D Environment Designer
59		3D Indoor Lighting Designer
60		3D Environment Lighting Designer
61		3D Map Designer
62		AutoCAD Designer Assistant Part 1 (Intro to AutoCAD, Working with CAD)
63		AutoCAD Designer Assistant Part 2 (My First CAD Project (Mechanical) - MFCP 1 & 2)
64		AutoCAD Line Drawing Assistant-1 (Creating Objects)
65	AutoCAD Line Drawing Assistant-2 (My first CAD Project 1 & 2)	
66	2D Animation	2D Animation Artist
67	Video Editing	Subtitle Editor
68		Explainer Video Animator
69		YouTube Video Editor
70	Social Media Marketing	Social Media Video Creator
71		Online Advertising Expert
72		Blog/Article Writer/Content Marketing Writer
73		Web Content Writer

74		Social Media Editor
75		YouTube Thumbnail Artist
76		Vlogger
77		Facebook Campaign Manager
78	Technical Communication	Transcription Writer
79		Technical Writer
80		Email Designer
81	Data Entry and Data Management	Data Organiser in Excel
82		Basic Dashboard Creator in Excel
83		Basic Financial Analyser in Excel
84		Data Analyser in Excel using Pivot Table
85		Web Scraper
86		Excel Template Designer
87		Scenario Manager in Excel
88	Excel Form Creator	
89	eContent, Translations and Voiceovers	Language Translator
90		Proofreader
91		eBook Publisher
92		Voice-Over Artist
93		Audio Editor
94		eBook Writer
95		Product Description Writer
96		Audio Translator
97	eEducation and Educational eContent Development	Intro Videos Creator
98		Concept Explainer Videos Creator
99	eTutoring	eTutor
100	Scratch Programming	Game Developer in SCRATCH
101	Programming and Software Development	Basic App Developer
102		Basic Scratch Programmer
103	Office Productivity	IT for Writers
104		Google Expert (Google Suite for Business)
105		Word Template Designer
106		PowerPoint Template Designer
107	Customer Support	Virtual Assistant
108		Live Chat Agent
109	IT Hardware and Networking	Customer Support Representative
110		Remote Technical Assistant

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