AXOMTECH
SKILL EDUCATION COUNCIL

Syllabus: Certificate in Basic Computer & Internet Skills (CBCIS)

- **Duration:** 2 Months
- **Eligibility:** 8th Pass / Open

Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

Course Syllabus

This certificate course provides foundational digital literacy, covering computer operations, productivity software, and safe internet practices.

Module 1: Computer Fundamentals & Operating Systems

- Understanding Hardware: Input, Output, and Storage devices.
- Windows Basics: UI Navigation, Settings, and Control Panel.
- File System: Organizing, searching, and securing files/folders.

Module 2: Office Productivity Tools

- **Word Processing:** Creating resumes, letters, and formatting.
- **Data Entry:** Basic Excel sheets, auto-fill, and simple calculations.
- Printing & Scanning: Document preparation and hardware handling.

Module 3: Internet & Communication

- Web Browsing & Search Engines (Google, Bing).
- Email Ethics: Writing professional emails and handling attachments.
- Introduction to Cloud Services: Google Drive and OneDrive.

Module 4: Digital Awareness & Security

- Online Safety: Avoiding scams, phishing, and malware.

- Social Media: Responsible use of Facebook, WhatsApp, and LinkedIn.
- Practical Project: Creating a digital document, saving to cloud, and sharing via email.

This syllabus is a property of Axomtech Skill Education Council.