IT Training
Certification Program

Conducted in collaboration with

Aksharekha Swanirvar Prashikshan Kendra

Mou between Aksharekha and Debra Thana Sahid Kshudiram Smriti Mahavidyalaya

Aksharekha Swanirvar Prashikshan Kendra
(Institute of Skill Training)
Mobile : 6297660092
Under AKSHAREKHA TRUST [IV-1106-00053/20180] E-mail: aksharekhaswaniva@gmail.com

Training Partner Agreement

This Training Partner Agreement (herein after referred to as "Agreement") is entered Into on this 15th day of –December 2021 between;

Akasharekha, a Charitable Trust registered under Indian Income Tax Act having its registered office at Jaynagar,Durgachak,Haldia,Purba Medinipur,West Bengal,721635 (here in after referred to as "Aksharekha Swanirvar Prashikshan Kendra")

And

Debra Thana S.K.S. Mahavidyalaya
Chakshyampur, Debra, Paschim Medinipur-721124

We arranged an IT Training certification program for 12th pass candidates.

We want the training to be at your center.

WHEREAS:-

"" Partner was contracted by the Trust to do Partnership to do mobilization of candidates in the field of Information Technology""

Duties and obligations of Partner: -

- Candidate Mobilization as per Norms.
- Ensure 70% attendance against mobilized candidates.
- To maintain student's records.

Principal and DDO
Debra Thana Sahid Kshudiram
P.O.- Chakshyampur - 721124
Paschim Medinipur

Jaynagar,Durgachak,Haldia,Purba Medinipur,West Bengal,721635

Syllabus of CEDL (Certificate in English communication and Digital Literacy)

	Digital Literacy	
1	**Computer & it's Hardware**	- Explain computer & its basic operation. - Define Motherboard and its function. - Identify and explain various ports & connectors. - Explain types of storage devices. - Explain about power unit and its function.
2	**Computer Software and Operating System**	- Define Computer Software - Differentiate between system & application software - Describe about operating system & its function - Differentiate between GUI & CUI based Operating System
3	**Working With Windows and mac**	- Operate the new enabled latest features of windows 10. - Identify the layout of the desktop screen of windows 10. - Change the application and create a folder in Windows 10. - Define features of the new latest Mac OS and create a folder.
4	**Introduction to Microsoft Excel**	- Describe what Microsoft Excel is and what it is used for? - Use basic element within a worksheet. - Add and delete new worksheet in a excel workbook. - Describe the function of name box and formula bar. - Add and delete column and rows.
5	**Microsoft Excel-Formatting Cells and using find & replace**	- Format text, cells and cell borders. - Change the text alignment and wrap extra-long text. - Merge selected cells into a single board cell with the content centered within it. - Apply the format painter to copy formatting from one cell in a spreadsheet to another.

		- Change height and width of rows and columns. - Apply find and replace feature to find and replace a selective text.
6	**Microsoft Excel: Sorting and Filtering Data**	- Sort data from smallest to largest and largest to smallest numbers. - Sort data in alphabetical order. - Apply different categories of filtering data. - Create custom filter.
7	**Microsoft Excel Formulas and Functions**	• Describe what Microsoft excel formula is and its advantages. • Apply different excel formula in worksheets.
8	**Microsoft Excel - VLOOKUP & HLOOKUP**	- Describe the function of VLOOKUP - Use VLOOKUP function in spreadsheet - Describe the difference between VLOOKUP& Hlookup - Describe the function of HlookUp - Use HlookUp function in spreadsheet.
9	**Microsoft Excel - Inserting charts and hyperlinks**	- Explain when and where to use Charts and Hyperlink. - Insert charts in Microsoft excel. - Insert hyperlink in Microsoft excel.
10	**Getting started with Microsoft Word**	- Describe the advantages of Microsoft Word - Start and use a Microsoft Word processor
11	**Microsoft Word - Formatting Text**	• Change the Text style in a document • Align Text in a document • Cut, Copy and Paste Text in a document • Find and Replace Text in a document
12	**Introduction to Internet**	• Define Internet. • Describe Usefulness of Internet. • Define Web-Browser. • List the most common web-browser. • Use Web-Browser for accessing internet. • Apply basic Search techniques over internet.
13	**Online Activities**	• Book online railway ticket. • Pay electricity bill online. • Shop using online shopping site. • Explain about Paytm features and advantages of Paytm wallet.

		• Create Paytm account and use it for monetary transactions. • Register yourself for an online job portal for searching jobs. • Describe the importance of online job portal. 14• Apply to new jobs by checking notifications at your registered job portals. • Update your resume at the registered job portals and prepare yourself for job using Timesjob.com. • Get all relevant information regarding different colleges by visiting their websites. • Apply online for new admission through different college websites.
14	**Online navigation tool**	• Define GPS • Explain the function of GPS & how it works? • Categorize the application of GPS. • Use GPS technology in a Smartphone. • Describe google maps & use of it. • Navigate using google maps.
15	**Online collaboration and remote access tool**	• Define online collaboration tool & its types. • Configure Skype & use it for Skype call. • Accept & attend the WebEx meeting. • Configure TeamViewer and use it for remote desktop connection.
16	**Email - Creating Gmail account & basic functionality of email**	• Describe the importance of email • List out different websites where you can create an email account • Create a Gmail account • Explain about the E-mail interface of a popular email service provider like G mail • Compose an Email with Custom formatting Message • Reply to the email and Forward an Email • Attach files or folder to email

Soft Skill

1	**Relocation for Better Life**	• Describe the benefits of moving to a new city for better opportunities and improved quality of life. • Discuss the importance of independent living. • Explain the challenges and benefits of relocation.
2	**Getting Ready for Work**	• Discuss common workplace dressing related issues • Identify and explain how to achieve a great physical appearance at the workplace • Discuss grooming and its importance at the workplace • Discuss body language and its importance at the workplace
3	**Time Management**	• Define Time management • Explain the impact of bad time management • Identify the reasons for bad time management • Describe time management techniques • List the tips to manage the time
4	**Developing discipline and understanding the Office Work Culture**	• Define discipline and recognize the benefits of being disciplined in the workplace. • Develop a plan to be more disciplined in the workplace. • Define a healthy workplace and discuss the importance of a positive attitude at the place. • Identify positive and negative attitudes at the place.
5	**Writing Resume and Preparing for Interviews**	• Explain the Importance of a Job Resume. • Format a Job Resume. • List Components that one should avoid in a Job Resume. • Create your own Resume. • Define and discuss job interview • Discuss the objectives of an interview • Explain about the effective interview techniques • Apply the different techniques in an interview

6	**Job Ownership**	• Describe the meaning of job ownership at workplace • Describe the importance of taking job ownership at workplace • Describe the importance and effect of positive & negative attitude at workplace
7	**Goal Setting**	• Describe goal setting and its importance. • Explain four golden rules of goal setting. • Set SMART goals.
8	**Current IT trend and Requirement**	• Acquire knowledge about the IT industry. • Differentiate in between IT and ITes. • Describe the presence of IT in various sector. • Explain the current Global IT trends. • Categorize IT career based on IT market trends.
9	**Self-Introduction and Types of Interview**	• Give a professional self - introduction in an interview • Explain different types of job interview • List the required tools for a Remote interview
10	**Techniques of Interview**	• Apply professional etiquettes during an Interview. • Identify items require during an Interview. • Communicate properly in an Interview. • Introduce yourself in different interview situations. • Demonstrate positive attitude during an Interview.

Communicative English	
Enguru App	Activity week 1
	Activity week 2
	Activity week 3
	Activity week 4
	Activity week 5
	Activity week 6
	Activity week 7
	Activity week 8
	Activity week 9
	Activity week10
	Final Assessment

Certificate giving ceremony

Gangaram Chak, West Bengal, India
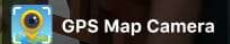9HH6+7J5, Gangaram Chak, West Bengal 721126, India
Lat 22.378478°
Long 87.561551°
26/04/22 11:49 AM

Certificate giving ceremony

Gangaram Chak, West Bengal, India
9HH6+7J5, Gangaram Chak, West Bengal 721126, India
Lat 22.378451°
Long 87.561529°
26/04/22 12:12 PM

GPS Map Camera

Smriti...

Google Gangara Chak

Sample Certificate

Certificate of Merit is awarded to

For successfully completing 115 hours of training on

Certificate in English Communication and Digital Literacy

from Anudip Foundation Skill and Career Development Centre

at West Bengal

Grade:- A1

Duration:- January 2022 to March 2022

Student Reg.No.:- WBHJJ/AF0152392

Monisha Banerjee

[Chief Executive Officer]

Anudip Foundation
Cimsys Towers, 3rd Floor, Plot Y-13, Block-EP, Sector-5, Salt Lake, PS: Bidhan Nagar (EAST), Kolkata-700091, India
CIN: U91900WB2007NPL116269