



Syllabus: Certificate in Digital Literacy (CDL)

- **Duration:** 1 Month
- **Eligibility:** Open for all (8th Pass and above)

Evaluation Scheme

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

Course Syllabus

This course is designed to empower individuals with the core digital skills needed for personal and professional growth in the 21st century.

Module 1: Getting Started with Computers

- Understanding Hardware: Identifying CPU, RAM, Monitor, Keyboard, and Mouse.
- Using the Operating System: Navigating Windows, Desktop customization, and Start menu.
- File Management: Creating folders, renaming files, and using USB/Flash drives safely.

Module 2: Navigating the Internet Safely

- Web Browsing: Using Chrome, Edge, or Firefox to visit websites.
- Search Engines: Mastering Google Search to find information, images, and maps.
- Online Safety: Creating strong passwords, identifying phishing scams, and secure browsing (HTTPS).

Module 3: Digital Communication & Mobile Apps

- Email Mastery: Setting up a Gmail account, sending/receiving emails, and using attachments.
- Smartphones & Apps: Safe use of WhatsApp, Play Store/App Store, and social media basics.
- Video Calls: Using Google Meet or Zoom for virtual meetings and family calls.

Module 4: Everyday Digital Services (e-Governance)

- Digital Payments: Safe use of UPI apps (GPay, PhonePe) and scanning QR codes.
- Government Portals: Introduction to DigiLocker, online bill payments, and booking services.
- Document Security: How to keep digital copies of ID cards and documents safe.

Module 5: Final Capstone Project (Digital Citizenship)

- **Project Task:** Students will perform a "Daily Digital Routine" simulation.
- **Requirements:** Draft a formal email with an attachment, perform a successful information search, and demonstrate how to check for a secure connection on a website.
- **Submission:** Presentation of a digital document folder and a brief Viva voce on online safety.

This syllabus is a property of Axomtech Skill Education Council.

