

SEM 1

Proposed Skill Enhancement Course I of Chanchal College in Commerce

Course Title : Basics of Digital Skills for Workplace Success

Credit 3 (90 Hours)

Objective:

The primary objective of this course is to equip students or professionals with practical and foundational skills in using key digital tools and technologies that are essential for efficient work in the modern business environment. Through this course, learners will gain proficiency in MS Office applications, digital collaboration tools, digital payment systems, and government online services.

Learning Outcomes

By the end of the course, learners will be proficient in using essential digital tools for workplace productivity, secure digital transactions, collaborative projects, and navigating online government services. This will enable them to perform a wide range of tasks efficiently, securely, and professionally in the modern digital economy.

Outline of the Proposed Course:

Module	Topic	Total 90 Hours
Module-1	Basics of MS Office for Commerce	25
Module-2	Digital Tools for Collaboration	25
Module-3	Digital Payments and Security	20
Module-4	Online Applications for PAN	20

Details of the Proposed Course:

Module 1: Basics of MS Office for Commerce

- **MS Word:** Creating, editing, and formatting documents; templates for business letters and reports.
- **MS Excel:** Basic formulas, functions, and charts for data analysis.
- **MS PowerPoint:** Designing professional presentations.

Module 2: Digital Tools for Collaboration

- Google Workspace: Docs, Sheets, Slides, Forms
- Cloud storage and file sharing: Google Drive
- Basics of video conferencing platforms (Google Meet, Zoom, MS Teams).

Module 3: Digital Payments and Security

- Overview of digital payment systems (UPI, NEFT, and wallets).
- Cybersecurity basics: Strong passwords, secure browsing, and identifying phishing scams.
- Practical session on making online transactions safely.

Module 4: Online Applications for PAN

- Email, Mobile Number, Reducing Photo Size ,
- Fill in the Online Application Form
- Upload Supporting Documents
- Make payment for Application Fee
- Submit the Application
- Aadhaar-Based e-KYC
- Get your PAN card
- Track PAN Application Status

Resources:

- *Microsoft Office 365: A Skills Approach* by Jennifer Duffy.
- *Google Workspace For Dummies* by Robert L. Johnson.
- *Digital Payments: Principles and Practices* by R. K. Gupta and R. P. Shukla.
- Website: Income Tax PAN Application.
- <https://uidai.gov.in/>