

## All India Puba Computer Saksharata Mission

## CM II

## Compact Module II(It & Spoken English)

Course code: 2025 Eligibility:10<sup>th</sup>, Duration: 6 Months

Regn Fee: ₹300/- Exam Fee: ₹50/- Course Fee: ₹8000/-

Course Content

- 1. IT
- ✓ Computer Concepts
- ✓ Microsoft Office
- ✓ Internet Application
- ✓ HTML
- 2. Data Entry
- 3. Spoken English
  - ✓ Conversation etiquettes
  - ✓ Communication skills
  - ✓ Soft skill Concepts
  - ✓ Pronunciation & Vocabulary
  - ✓ Personality Development

✓ Public Speaking Techniques