



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## SELF STUDY COURSE



## PASSPORT TO EARNING

### CONTEXT

A self-study course is a course that is completed individually by the student on their own time and schedule. There is no real time instructor like in a webinar or a classroom set up. Self-study course involves setting realistic goals, finding effective learning methods and staying organized. These strategies can help students optimize their study routine and improve their chances of academic success

The Passport to Earning (P2E) platform, developed by UNICEF and Generation Unlimited, offers free, world-class, and job-relevant skills training to young people aged 14-29. The platform aims to empower youth with essential skills and opportunities to succeed in the 21st-century job market.

### Key aspects of Passport to Earning (P2E):

- **FREE AND ACCESSIBLE:**

The platform is offered free of charge to organizations working with young people, making it widely accessible.

- **SKILLS FOCUS:**

P2E provides training in essential skills like digital literacy, financial literacy, and employability skills.



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- **21ST-CENTURY SKILLS:**

The platform emphasizes skills relevant to the modern workplace, including digital productivity and problem-solving.

- **UN CERTIFICATE COURSES:**

P2E offers courses that lead to UN-certified credentials upon completion.

- **CAREER PATHWAYS:**

The platform aims to connect young people with opportunities like internships, apprenticeships, and employment.

## **OBJECTIVES**

The college's guidance for the self-study course through the P2E platform aims to:

- Equip students with digital productivity, financial literacy, and employability skills.
- Enhance students' chances of academic success and career advancement.
- Provide access to UN-certified credentials upon course completion.

## **DIFFERENT COURSE MODULES AND STRUCTURES PROVIDED BY P2E PLATFORM**

### **COURSE-1: DIGITAL PRODUCTIVITY WITH AI**

The Digital Productivity with AI course will help you understand the growing importance of Artificial Intelligence (AI) in everyday work. You will learn how AI tools, especially ChatGPT, can simplify tasks, save time, and improve the quality of your output. After the completion of this course, you will be able to Understand what AI is and how it works in simple terms Explore what ChatGPT can do and how to use it effectively Use ChatGPT with MS Word, Excel, and PowerPoint to create documents, analyze data, and design better presentations Enhance your productivity in studies, work or daily life by using smart AI shortcuts Improve your digital skills, making you more confident and job-ready This course will not only help you work smarter and faster, but also make you more prepared for future careers in a digital world.



# **D.B.M.S. College of Education**

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

What will be covered?

M1- L1- Introduction to AI

M1- L2- Overview of ChatGPT

M1- L3- Benefits of AI Tools

M1 -L4- Using AI with Microsoft Office Open ChatGPT

M1- L5- Giving Prompts to ChatGPT

M1- L6- Upload Files to ChatGPT

M1- Summary-Introduction to AI and ChatGPT

M2- L1- Create and Edit Documents

M2- L2- Improve writing using ChatGPT

M2- L3- Expand Notes

M2- L4- Proofreading and Fixing Grammar

M2- L5- Summarizing and Paraphrasing

M2- L6- Rephrase for Better Clarity

M2- L7- Request a Different Writing Style or Tone

M2- Summary- Using ChatGPT for Microsoft Word

M3- L1- Organising Data into Tables and Formatting

M3- L2- Sort and Filter Data

M3- L3- Creating Charts and Graphs

M3- L4- Automate Calculations for a Datasheet

M3- L5- Validate Data to Ensure Data Accuracy

M3- L6- Analyse and Interpret Data

M3- Summary- Using ChatGPT for Microsoft Excel

M4- L1- Generating Slide Content



# **D.B.M.S. College of Education**

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

M4- L2- Organise Slides and Use Templates

M4- L3- Creating Engaging Narratives and Hooks

M4- L4- Creating Captivating Visuals and Stories

M4- L5- Avoid Common Errors and Mistakes in Presentations

M4- Summary- Using ChatGPT for Microsoft PowerPoint

## **ADDITIONAL MODULES**

- Artificial Intelligence Speech to Text Dictate and Translator
- Artificial Intelligence Learning Tools Immersive Reader
- Artificial Intelligence Translate Slides: Microsoft Translator

## **COURSE-2: COMMUNICATE ONLINE**

### **WHAT WILL BE COVERED?**

1. Introduction To E-Mails
2. Signup For E-Mail
3. Create And Send E-Mail
4. Get To Know Outlook
5. Read And Reply to Email
6. Introduction IM, Voice, Video Calling
7. Sign In and Out
8. Add Contacts
9. Setup Audio Video
10. Chat Basics
11. Make A Call



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## **COURSE-3: BASICS OF FINANCIAL LITERACY - BY UNICEF & VIKRAMSHILA**

विक्रमशिला द्वारा पेश किया जाने वाला वित्तीय साक्षरता पाठ्यक्रम आपको बचत, बैंकिंग, ऋण, वित्तीय नियोजन, बीमा और करियर योजना जैसे धन के मामलों की स्पष्ट समझ विकसित करने में मदद करेगा। इस कोर्स को पूरा करने के बाद आप विभिन्न प्रकार के बैंक खाते खोल सकेंगे, अपने पैसे का बजट बना सकेंगे, भविष्य के लिए बचत की योजना बना सकेंगे और विभिन्न सरकारी वित्तीय योजनाओं के लिए आवेदन कर सकेंगे। इस कोर्स में आप न केवल अपने पैसे को खर्च करना और बनाना सीखेंगे बल्कि यह भी सीखेंगे कि अपने पैसे को कैसे बढ़ाया जाए।

The Financial Literacy course offered by Vikramshila will help you develop a clear understanding of money matters such as savings, banking, loans, financial planning, insurance and career planning. After completion of this course, you will be able to open different types of bank accounts, budget your money, plan savings for the future and apply for different government financial schemes. In this course you will not only learn how to spend and save your money but also how to grow your money.

### **What will be covered?**

- Introduction
- Chapter 1- Essential Financial Concepts-1
- Chapter 2- Essential Financial Concepts-2
- Chapter 3- Savings and Banking-Part 1
- Chapter 3- Savings and Banking-Part 2
- Chapter 4- Banking- Part 1
- Chapter 4- Banking- Part 2
- Chapter 5- Loans-Part 1
- Chapter 5- Loans-Part 2
- Chapter 6- Financial Planning 1- Part 1
- Chapter 6- Financial Planning 1- Part 2
- Chapter 7- Financial Planning 2- Part 1





# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- Chapter 7- Financial Planning 2- Part 2
- Chapter 8- Digital Payments-Part 1
- Chapter 8- Digital Payments-Part 2
- Chapter 9- Insurance
- Chapter 10- Currency
- Chapter 11- Safety, Complaints, and Redressal
- Chapter 12- Building Career Awareness

## **COURSE-4: WOMEN AND EQUALITY IN SOCIETY**

**Content overview:** The course focuses upon:

- Assisting the learner in understanding the concept of gender, recognise the impact of gender roles & stereotypes on individuals & the society.
- How gender inequality leads to gender discrimination & gender-based violence against women.
- Identifying the ways of engaging boys & men in building gender equal behaviours that will assist in creating gender equity in the society.

**Benefits of the course:** It will lead to making one learn & develop gender responsive behaviours that will eventually lead to equal division of responsibilities, can help one in coping with stress, improve family relations & enhance financial support due to division of work & responsibilities.

- What will be covered?
- Engaging Boys Men in Gender Equity
- Understanding gender inequality
- Decoding patriarchy and gender discrimination
- Gender Based Violence
- Feminism and Gender Equity

## **COURSE-5: WORK WITH COMPUTERS**

What will be covered?

- What is a computer?
- Parts of a Computer
- Types of Personal Computers



# **D.B.M.S. College of Education**

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- What is an Operating System
- Get to know Operating System
- Work with files-folders
- Understand Right Click
- Work With Windows
- Personalize Your Desktop
- Cortana
- Use Accessibility Features
- What is an application?
- Choose the Right App
- Working with Apps
- Portable Storage Device
- Bluetooth Devices

## **Access Information Online**

- What will be covered?
- What is the Internet?
- Connect to the Internet
- Connect to Wi-Fi
- World Wide Web
- Online Shopping Tips
- Browse the Web
- Search Tips
- Use Search Engine
- Evaluate Media
- Evaluate Online Information



# **D.B.M.S. College of Education**

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## **PROCEDURE**

The college's guidance for the self-study course involves:

- Registration: Students register online using their email ID on the P2E website.
- Profile Completion: Students fill out their profile details to access courses.
- Course Selection: Students select courses from the "My Courses" section, which includes certificate courses in areas like financial literacy, digital skills, and employability skills.
- Course Completion: Students complete courses at their own pace, with support from college faculty.
- Certification: Upon successful course completion, students receive an UN-certified certificate.

## **IMPACT AND OUTCOME**

The college's guidance for the self-study course through the P2E platform is expected to have a significant impact on students' skills and career prospects. The outcome includes:

- Enhanced skills: Students acquire essential skills in digital productivity, financial literacy, and employability.
- Increased employability: Students become more attractive to potential employers with UN-certified credentials.
- Improved academic performance: Students develop skills that support academic success.

## **CONCLUSION**

The college's guidance for the self-study course through the P2E platform provides students with a valuable opportunity to acquire essential skills and UN-certified credentials. By leveraging this platform, students can enhance their career prospects, academic performance, and overall employability.





# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## EVIDENCE OF SUCCESS ( Student P2E Dashboard Screenshots )

The screenshot shows the 'My Courses' section of the India MYP2E dashboard. It displays a search bar, a progress bar with 3 completed courses and 0 received certificates, and a 'My Certificates' section. Below this, there are three course cards: 'Digital Productivity' (100% Complete), 'Basics of Financial Literacy' (100% Complete), and 'UPSHIFT for Social Innovation' (100% Complete). The dashboard is powered by Microsoft.

The screenshot shows the 'My Courses' section of the India MYP2E mobile app. It displays a progress bar with 8/10 courses completed and 4 certificates received. Below this, there are three course cards: 'Employability Skills Foundation' (11% Complete), 'Workplace Readiness Skill' (0% Complete), and 'Digital Productivity' (100% Complete). The app is powered by Microsoft.

The screenshot shows the 'My Courses' section of the India MYP2E mobile app. It displays a progress bar with 4 completed courses. Below this, there are four course cards: 'Digital Productivity' (100% Complete), '3. Communicate Online' (100% Complete), 'Basics of Financial Literacy - Course' (100% Complete), and 'Workplace Readiness Skill by' (100% Complete). The app is powered by Microsoft.




# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand


Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in




Welcome to Passport to Earning - your Passport to your dream career

GET STARTED




### 1. Professional Skills




Digital Productivity With AI

by Microsoft


Digital Literacy - by Microsoft




1. Work with Computers




2. Access Information Online




3. Communicate Online



4. Participate Safely and Responsibly Online




5. Create Digital Content



6. Collaborate and Manage Content Digitally


### Financial Literacy




Financial Literacy Course

Basics of Financial Literacy - By UNICEF & Visaamohila

### Get Ready for the Workplace - by Wadhvani Foundation




Employability Skills Foundation for School Students




Workplace Readiness Skill by Wadhvani Foundation

### Problem Solving & Innovation for Social Good - by UNICEF




UPSmart for Social Innovation


### Quick Bytes



Value of Money ₹₹ का मूल्य




Who holds power in society?




Women and Equality in Society

### Self-Esteem



आपको के लिए आत्मविश्वास



विद्यार्थियों के लिए आत्मविश्वास

YuWaah enables India's youth by connecting them to aspirational socio-economic opportunities, and engaging them as active change-makers

Passport to Earning (P2E) Support: 1-800-309-1095

Powered by Microsoft

Responsible Consumption & Production



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097  
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## CERTIFICATE OF STUDENTS AFTER COURSE COMPLITION:-







# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097  
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in



## Certificate of Completion

This is to certify that

**Mercy Malto**

has successfully completed the course

**Workplace Readiness Skill by Wadhvani Foundation**

offered by Passport to Earning (P2E) India on June 08, 2025 with a score of 90%.



## Certificate of Completion

This is to certify that

**Shoumini Das**

has successfully completed the course

**UPSHIFT for Social Innovation**

offered by Passport to Earning (P2E) India on March 15, 2025



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097  
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in



## Certificate of Completion

This is to certify that  
**Shoumini Das**  
has successfully completed the course  
**Workplace Readiness Skill by Wadhvani Foundation**  
offered by Passport to Earning (P2E) India on March 15, 2025 with a score of 90%.



## CERTIFICATE OF COMPLETION

This is to certify that  
**Nikky Tamsoy**  
has successfully completed the course  
**Digital Productivity (डिजिटल कुशलता)**  
offered by NIIT Foundation on March 02, 2025.

Ms Dhuwarakha Sriram,  
Chief of Generation Unlimited India (YuWaah), Youth Development and Partnerships, UNICEF





# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in



## Certificate of Completion

This is to certify that

**Baby Rani Jana**

has successfully completed the course

**Workplace Readiness Skill by Wadhvani Foundation**

offered by Passport to Earning (P2E) India on April 04, 2025 with a score of 81%.



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097  
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in





# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in



## Certificate of Completion

This is to certify that

**Ruchika Mishra**

has successfully completed the course

शिक्षकों के लिए पाठ्यक्रम

offered by Passport to Earning (P2E) India on March 21, 2025