

Framework of three weeks Certificate Course

Course Name: Certificate Course in Business First Portal

Eligibility: As per Scheme

Module Code	Subject	Contents	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
CS-01	MS-Office & Basics of Internet	<ul style="list-style-type: none"> - MS-Office - Software Usage (Acrobat Reader, Scanning of documents, picture etc, Win Zip, Photo Editor/Any Software related to Photo Editing) - Payment Gateway - Internet Essentials 	03	03	06
CS-02	Basic Information about Regulatory Clearances Required	<ul style="list-style-type: none"> - Introduction about various Regulatory clearances - Introduction of supporting documents (Checklist & other documents) required for Regulatory clearances 	05	04	09
CS-03	Basic Information about Fiscal Incentives & its Common Application Form	<ul style="list-style-type: none"> - Introduction about various Fiscal Incentives under 2017 policy - Introduction about Operational Guidelines - Introduction of eligibility, supporting documents (Checklist & other documents) required for availing Fiscal Incentives 	04	04	08
CS-04	Common Application Form (CAF)	<ul style="list-style-type: none"> - User ID Creation & other Processes: Registration/ Login Process - Introduction of process (before & after filling CAF) - Procedure for online filing of applications for various Regulatory Clearances - Procedure for online filing of applications for availing various Fiscal Incentives 	10	12	22

		<ul style="list-style-type: none"> - Procedure and requirements for online submission of replies to the objections raised during processing of applications - Introduction of services provided by other associated Departments (including GOI like Forest, NHAI, Airport Authority) - FAQs 			
CS-05	Business Communication Skills	<ul style="list-style-type: none"> - Verbal & Non-verbal Communication - Telephone etiquette 	02	02	04
CS-06	Business First User Manual	<ul style="list-style-type: none"> - Summarize Business First User Manual 	01	00	01
		Total	25	25	50

Detailed Syllabus

Module Code	Subject	Contents	Theory (Hrs)	Practical (Hrs)	Total (Hrs)
CS-01	MS-Office & Basics of Internet	MS-Office - MS- Word & MS Excel	01	01	02
		Software Usage - Creating Pdf using various types of software - Scanning documents using scanner software - Zip & Unzip the files or documents - Usage of Payment Gateway	01	01	02
		Internet Essentials - Introduction to Internet - Electronic Mail Using Outlook Express: Composing an Email Message, Working with Address Book, Automatically Add contents to Your Address Book, Reading Email using Outlook Express, Reading a Message, Checking for New Messages, Reading File Attachment, Taking Acting on a Message, Web Based Email, Advantage of Using Web Based Email	01	01	02
CS-02	Basic Information about Regulatory Clearances Required	- Introduction of Regulatory clearances & respective departments	02	02	04
		- Introduction of	03	02	05

		supporting documents (Checklist & other documents) required for Regulatory clearances			
CS-03	Basic Information about Fiscal Incentives & its Common Application Form	<ul style="list-style-type: none"> - Introduction about various Fiscal Incentives under 2017 policy - Introduction about Operational Guidelines 	02	02	04
		<ul style="list-style-type: none"> - Introduction of eligibility, supporting documents (Checklist & other documents) required for availing Fiscal Incentives 	02	02	04
CS-04	Common Application Form(CAF)	<ul style="list-style-type: none"> - User ID Creation & other Processes: Registration/ Login Process - Introduction of process (before & after filling CAF): Basics about CAF & its familiarization 	01	01	02
	Regulatory Services/Clearences required	Department wise as per Annexure "A" .	08	10	18
	Availing Fiscal Incentives	<p>Criteria for availing Fiscal Incentives:</p> <ul style="list-style-type: none"> -Pre-Production - Post Production <p>Operational Guidelines for Fiscal Incentives as per Annexure "B"</p>	01	01	02
CS-05	Business Communication Skills	<ul style="list-style-type: none"> - Verbal & Non-verbal Communication - Telephone etiquette 	02	02	04

CS-06	Business First SOP (user Manual)	<ul style="list-style-type: none"> - Summarize Business First User Manual - Procedure and requirements for online submission of replies to the objections raised during processing of applications - FAQs 	01	00	01
		Total	25	25	50