

ADMISSION NOTICE for - COURSE ON COMPUTER CONCEPTS (CCC)
(July – 2018 Session)

NIELIT Gangtok announces Course on Computer Concepts (CCC) (80 Hours duration) from the following places:

- **Government College Rhenock**
- **Government College Namchi**
- **NIELIT Gangtok Centre at Indira Bypass Road, Sichey (near KBT Fuels)**

The Course on Computer Concepts (CCC) offered by NIELIT is aligned at Level-3 of National Skills Qualifications Framework (NSQF) defined by Ministry of Skill Development and Entrepreneurship, Government of India.

CCC is notified as the required course by various State Governments towards meeting the mandatory requirement for ICT (Information and Communications Technology) skill for all Government Jobs.

For details of recognition visit: <http://nielit.gov.in/content/ccc-level>

OBJECTIVE: The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course, the incumbent will be digitally literate and will be able to:

- ✓ acquire confidence in using computer techniques available to users;
- ✓ recognise the basic components of computers and terminology;
- ✓ understand data, information and file management;
- ✓ create documents using Word processor, Spreadsheet & Presentation Software
- ✓ understand computer networks, and browse the internet, content search, email and collaborate with peers;
- ✓ use e-governance applications; and use computer to improve existing skills and learn new skills
- ✓ use internet for digital financial services

The module on Application of Digital Financial Services will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

DURATION: 80 Hours. (Theory: 25 hrs + Practical: 50 hrs. + Tutorial: 05 hrs.) This course can also be offered as 10 days full time intensive course.

ALLOCATION OF TOTAL HOURS FOR EACH MODULE:

S.No.	Module	Theory Hours	Tutorial Hours	Practical Hours
1.	Introduction to computer	2	1	4
2.	Introduction to GUI Based Operating System	3	-	8
3.	Elements of Word Processing	3.5	2	9
4.	Spreadsheets	3.5	2	10
5.	Introduction to Internet, WWW and web browsers	6	-	8
6.	Communication and Collaboration	2	-	2
7.	Application of presentations	4	-	8
8.	Application of Digital Financial Services	1	-	1
	Total Hours	25	5	50

ELIGIBILITY:NIL

COURSE FEES: Rs. 3500/- + GST

EXAMINATION FEES: Rs. 500/- +GST

Free for SC/ST candidates with valid caste certificates in their own name

CONTACT NUMBERS FOR ADMISSION:

- 1) 8906615176: Shri. Khagendra Sharma, NIELIT-Gangtok
- 2) 8945509553: Shri. Pawan Sharma, NIELIT Gangtok
- 3) 9749053215: Shri. YourajBhujel, Govt. College Rhenock
- 4) 9474833642: Shri. Lokesh Chettri, Namchi Government College
- 5) NIELIT Gangtok Centre, Indira Bypass Road, Sichey, Gangtok(Near KBT Fuels): Phone: (03592)-205609/205610
(Monday- Friday, during office hours except holidays)