

**Permanent Campus at Ropar**

Birla Farms, BadaPhull,  
Ropar, Punjab  
Phone: 8264098112

**Facility at Chandigarh**

Plot No. M925, IETE Building,  
Sector 30-B, Chandigarh.  
Phone: 0172-2650121

## Basic and NIELIT's Digital Literacy Programmes Courses

Sr. No.	Course Name	Tentative Start Date		Tentative Start Time	Duration
1.	CCC/Office Automation / Certificate Course in Computer Concepts (90 Hours)	6 May 2019	14-Jun-2019	10.00 am onwards	6 Weeks
2.	CCC + Basic Concept in IT Tools (126 Hours)	6 May 2019	28-Jun-2019	02.00 pm onwards	8 Weeks
3.	Financial Accounting Using Tally	6 May 2019	27-May-2019	10.00 am onwards	4 Weeks
4.	Data Entry on PC	6 May 2019	27-May-2019	02.00 pm onwards	4 Weeks
5.	ACC(20 Hours) (Awareness in Computer Concepts)	6 May 2019	17-May-2019	10.00 am onwards	2 Weeks
6.	BCC (36 Hours) (Basic Computer Concepts)	6 May 2019	17-May-2019	02.00 pm onwards	3.5 Weeks
7.	ECC(200 hours) (Expert Computer Course)	6 May 2019	28-Jun-2019	10.0 m onwards	8 Weeks