

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

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