

NITECH Computer Education & Training Centre

1st Floor, Regal Plaza (Above Utkarsh Bank), Sector-16, Indira Nagar, Lko – 16



8604587611 / 9532490807 / 8130888289 Phone : 0522-4062409

Course on Computer Concepts(CCC)

Duration – 80 Hrs

Eligibility : High School

- ❖ Introduction to Computer
- ❖ Introduction to Operating System
- ❖ Libre Office Packages-
 - Writer
 - Calc
 - Impress
- ❖ Introduction to Internet and World Wide Web
- ❖ E-Mail, Social Networking and e-Governance Services
- ❖ Digital Financial Tools & Applications
- ❖ Overview of Future skills and Cyber Security

Documents Required :

- 4 Latest Clear Color Photo
- Qualification Set – One
- Aadhar Card Copy or PAN
- Aaar ID