

CREATING EMPLOYABILITY & EMPLOYMENT OPPORTUNITIES UNDER

NSIC-SOFTWARE WIZARD

(TRAINING CUM INCUBATION CENTRE OF GOVT. OF INDIA)

एन. एस. आई. सी.

NSIC

ISO 9001 : 2008

National Small Industries Corporation

राष्ट्रीय लघु उद्योग निगम लिमिटेड

Certificate in Computer Concept (CCC) *-3 Months*



COURSE CONTENTS:

- Fundamental Knowledge about Computer
 1. *Parts of computer system*
 2. *Software : Applications and Operating system*
 3. *Number system*
- Introduction about Windows
 1. *Windows navigation*
 2. *Multitasking Application*
- Microsoft Office
 1. *Basic Word Processing concept*
 2. *Basic Spreadsheet concept*
 3. *Basic Presentation concept*
- Internet
 1. *Browsers*
 2. *Searching*
 3. *Ethics*
- Web Design(HTML)

CAREER OPPORTUNITIES:

It includes plenty of careers and could be worked on various posts like Back office Management, Data entry operator, Front office Management etc.