

## DLC ( Digital Literacy Course)

	ACC	Course Duration	Eligibility
<b>E-Provisional 9908215</b>	Introduction to Computer, Operating a Computer System , Format documents using Word Processor , INTRODUCTION TO INTERNET , Working with e-mail , Understanding Financial Literacy and e-Governance Services ,	20 hrs / 5days	No bar
	<b>BCC</b>		
	Introduction to Computer, Operating a Computer System , Word Processor , Working with Spreadsheet , Creating Presentations, INTRODUCTION TO INTERNET , Working with e-mail , Understanding Financial Literacy and e-Governance Services , Digital Financial Tools and Applications	36 hrs / 20 days	No bar
	<b>CCC</b>		
	Introduction to Computer, Operating a Computer System , Word Processor , Working with Spreadsheet , Creating Presentations, INTRODUCTION TO INTERNET AND WWW , Working with e-mail , Understanding Financial Literacy and e-Governance Services , Digital Financial Tools and Applications, Overview of Futureskills & Cyber Security,	80 hrs / 2.5 months	No bar
	<b>CCC+</b>		
	Introduction to Computer, Operating a Computer System , Word Processor , Working with Spreadsheet , Creating Presentations, Database Management Systems , INTRODUCTION TO INTERNET AND WWW , Working with e-mail , Understanding Financial Literacy and e- Governance Services , Digital Financial Tools and Applications, Overview of Futureskills & Cyber Security, PC Maintenance & Troubleshooting , Soft Skills	126 hrs / 3.5 Months	HS
	<b>ECC</b>		
Introduction to Computer & Basic Concepts , Operating System , Basic Computer Hardware , Word Processing , Spreadsheets , Presentations , Database Management Systems , Cyber Security , PC maintenance, security & troubleshooting , Networking and troubleshooting , Latest trends in IECT & e-Governance, Application of Digital Financial Services, Electronic Mail – A detailed view , Introduction to Multimedia , HTML Programming Basics , Soft Skills	200 hrs / 4.5 months	HS	

**\*Registration fees , Per paper exam fees asper NIELIT**