

UNITED COMPUTER

Fully NIELIT Accredited Institute for 'O' Level
Computer Course and DLC (Digital Literacy Course)

Chotonilpur (Pirtala), Burdwan

P.O. – Sripally , Dist. – Purba Bardhaman

Contact No. –  9475653044 / 9434672459 / 0342-2645308

O Level Accr No. – 'O' 2133

DLC Course Accr No - 88000049

NIELIT : National Institute of Electronics & Information Technology (NIELIT),(formally DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT).

- ✓ **Name of the Institute :** United Computer
- ✓ **The term “United” refers to :** United family which includes our management authorities, students, faculties, our office administrative staffs, technology, and our partner organizations such as NIELIT (National Institute of Electronics & Information Technology) & WBEIDC (West Bengal Electronics Industry Development Corporation).
- ✓ **Beginning :** The Institute Starts its journey from the year 2000 and still continues its journey with fame in IT Sector.
- ✓ **Objective of the Institute :** Giving proper Education, Certification, Employment in the area of IECT (Information, Electronics & Communications Technology), to the meritorious students of lower and lower-middle class families, backward Class like Scheduled Caste (SC) and Scheduled Tribe (ST), Female Students and Physically Handicapped Students; at very affordable course fees to help them building their career as IT Professionals.

VISION

There are many private organizations spawned across the country, providing various IT based course offers and makes false promises about education, certification and also employment. But none of their certificates are accepted during the employment in various Government and Non-government Jobs. As a result, many meritorious students got cheated.

We give a safe, and valid platform for proper Education, Certification, Employment in the area of IECT (Information, Electronics & Communications Technology), to the meritorious students at affordable course fees to help them building their career as IT Professionals, Government employees, Non-government employees, Entrepreneur etc.

MISSION

For a long journey we trained many students of various NIELIT courses with fame and help them to get job. Some of them are placed at various Government sector (like West Bengal Treasury, West Bengal Electricity Board, Central defence, West Bengal Police) and several Private sectors. We know that South Bengal districts like Bardhaman, Banuka, Birbhum and Purulia are economically backwards districts of West Bengal. Here many of the meritorious students do not complete their study for economic conditions. Our mission is to spread our service for all those students at those districts and want to give training and help them to get job. To achieve our mission we conduct NIELIT certified Courses at those districts with collaboration with Several Business House. We also conduct several computer training courses at Barjora IT Park and Bolpur IT Park with the help of Department of Information Technology And Electronics (Government of West Bengal) and NIELIT(Kolkata). Our goal is to provide High-end Computer training for all students of those districts and help them to get success in their life. When we see smiley face of our successful student we fill we get prize from GOD so we do not compromise with our quality.



What is NIELIT ?

NIELIT : National Institute of Electronics & Information Technology (NIELIT),(formally DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT).

NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

What is DOEACC ?

The Department of Electronics and Accreditation of Computer Courses (DOEACC) (Presently National Institute of Electronics and Information Technology - NIELIT) is an autonomous scientific society under the Ministry of Electronics and Information Technology, Government of India and is involved in training, consulting, product development, entrepreneurship and human resource development in information, electronics & communication technologies. It is based in New Delhi with a network of centers on the globe. The DOEACC Society was created by the Department of Electronics to implement a scheme of the AICTE (All India Council of Technical Education), with a view to harness the resources available in the private sector for training in the Computers, with a view to meet the increasing requirement of the trained manpower.

Why DOEACC ?

- DOE – Certificates are valid for Govt. Jobs
- MNCs (Multi-National Corporations) , PSUs (Public Sector Undertaking Corporations) and Govt. of India Organizations are preferring DOEACC qualifiers
- Syllabus design and regularly updated by leading academicians and IT professionals
- Examinations conducted nationwide by an Autonomous Examination Board
- Qualified faculties are recruited for best teaching
- DOE – qualifiers are eligible for working VISAs in Japan & USA
- Quality, Library & Lab facilities

There are generally 3 types of educational system : [1] Formal [2] Informal [3] Non-formal

Formal Education : This kind of education generally takes place in school. One can learn many basic and academic skills. The formal learning of a person begins from elementary school and continues with secondary school. Higher education is usually taken by a person in his college or university. It helps him to get an academic degree.

Informal Education : Informal education refers to education which is not undertaken during class hours. It is not planned and does not follow any learning methods. It can be easily learned by observing people in the marketplace, in a hotel or at home. Unlike formal education, informal teaching has not got any particular schedule. It is based on the experiences of an individual.

Non-Formal Education : Non-formal education is a kind of education that includes basic education for adults, literacy education for adults or preparation that is equivalent to those done in school. The education is given in the home, the instruction is given to individuals, distance learning programs and computer-based instruction can also be included in this kind of education. This kind of education is designed for a certain homogeneous group of people. It makes this system flexible for students who want to learn.

- 1) It is a planned mode of education.
- 2) It is not related to the study given in school premises.
- 3) It has got an adjustable timetable and syllabus.
- 4) Most of the education given here is conversational and practical.
- 5) It has got no age limit for the individuals.
- 6) Fees may be mandatory.
- 7) An individual can opt for full time or part-time learning.
- 8) An individual can earn while studying.
- 9) Professional skills are taught to individuals.

What is NSQF ?

The National Skills Qualification Framework (NSQF) organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes which the learner must possess regardless of whether they were acquired through formal, non-formal or informal learning. In that sense, the NSQF is a quality assurance framework. It is, therefore, a nationally integrated education and competency based skill framework that will provide for multiple pathways, horizontal as well as vertical, both within vocational education and vocational training and among vocational education, vocational training, general education and technical education, thus linking one level of learning to another higher level. This will enable a person to acquire desired competency levels, transit to the job market and, at an opportune time, return for acquiring additional skills to further upgrade their competencies.

United Computer offers various type Non-formal educational courses under accreditation of NIELIT

- Long Term Course** – O Level
- Short Term Courses** – Digital Literacy Courses, Short Term Courses

VARIOUS NIELIT COURSES

- NIELIT ‘O’ Level [520 Hours NSQF aligned course at Level 5]**
- Digital Literacy Courses (DLC)**
 - 1) ACC - Awareness in Computer Concepts [20 Hours]
 - 2) BCC - Basic Computer Course [36 Hours]
 - 3) CCC - Course on Computer Concepts [80 Hours NSQF aligned at Level 3]
 - 4) CCC Plus - Course on Computer Concepts Plus [120 Hours]
 - 5) ECC - Expert Computer Course [200 Hours]
- Short Term Hours Courses**
 - 1) Diploma in computer Application [120 Hours]
 - 2) Advanced Diploma [120 Hours]
 - 3) Certificate Course in DOT NET Technology (With ASP, C#) [120 Hours]
 - 4) Diploma in Hardware and Networking [120 Hours]
 - 5) Certificate Course in Office Tools [40 Hours]
 - 6) Certificate Course in Website Designing [40 Hours]
 - 7) Certificate Course in Soft Skill and Communicative English [40 Hours]
 - 8) Certificate Course in PHP [80 Hours]
 - 9) Certificate Course in Advance JAVA [80 Hours]
 - 10) Certificate Course in C language [80 Hours]
 - 11) Certificate Course in C++ [80 Hours]
 - 12) Certificate Course in Auto-CAD [80 Hours]
 - 13) Certificate Course in Desktop Publishing (DTP) [80 Hours]
 - 14) Certificate Course in Financial Accounting (FA) with GST [80 Hours]
 - 15) Certificate Course in Oracle DBA [80 Hours]
 - 16) Certificate Course in LINUX [80 Hours]

NIELIT 'O' Level

- ❑ **Introduction :** NIELIT 'O' Level course is also known as “Certificate course in Business Professional Programmer”. This course contains 4 theory papers, one practical and one project. 'O' Level (Foundation) –NSQF (National Skills Qualifications Framework) aligned course at Level 5
- ❑ **Objective of the 'O' Level Course :** The objective of the course is to equip a student with necessary skills as per following job role :
 - 1) User Interface (UI) Designer
 - 2) Web Designer
 - 3) Web Publication Assistant
 - 4) Office Automation Assistant
 - 5) IoT Application Integrator
- ❑ **Eligibility Criteria :** The eligibility criteria for registration at 'O' Level is as follows: 10+2 or ITI Certificate (One Year) after class 10 followed, in each case, by a NIELIT accredited 'O' Level course.

OR

Successful completion of the second year of a Government recognized polytechnic engineering diploma course after class 10, followed by an accredited 'O' Level course concurrently during the third year of the said polytechnic engineering diploma course. The certificate of 'O' level will be awarded only after successful completion of the polytechnic engineering diploma.

- ❑ **'O' Level Papers :**
 - 1) Information Technology Tools and Network Basics (Module Code : M1-R5)
 - 2) Web Designing & Publishing (Module Code : M2-R5)
 - 3) Programming and Problem Solving through Python (Module Code : M3-R5)
 - 4) Internet of Things and its Applications (Module Code : M4-R5)

NIELIT 'O' Level

- ❑ **Duration of the Course :** The duration of 'O' level (IT) course is 520 learning hours and the minimum period to cover contents is one year for candidates undergoing 'O' Level after 10+2 and six month for candidates undergoing 'O' Level after Graduation.
- ❑ **Practical :** The students have to devote 60% of the total time allotted to each module of the course for the practical sessions. .Practical assignments have been worked out for each theory module. The Practical examination will be based on the syllabi M1-R5, M2-R5,M3-R5and M4-R5 modules of 'O' Level course.
- ❑ **Improvement :** The candidates are allowed to improve his/her grade in one subject immediately after clearing all the theory papers (immediate to last examination where the candidate has cleared his/her last paper.
- ❑ **Project and it's objective :** 'O' Level (IT) courses has a project as an important component. The project is carried out by the student under guidance and support of faculty and management of Institute / Organization where the student is undergoing training. The project should be given utmost importance and priority both by the students as well as institution faculty / management in respect of its identification, planning and implementation. It is felt that such a project provides an opportunity to the student to apply his / her knowledge and skills to real life problems (including oral and written communication skills). Project also helps the students to realize the importance of resource and time management, ownership of task towards deliverables, innovation and efficiency in task management apart from presentation skills. It also provides a good opportunity for students to build, enhance and sustain high levels of professional conduct and performance and evolves a problem solver frame of mind in the students. It is also felt that taking up the project by a student prepares him/her for a job in industry and elsewhere.

NIELIT ‘O’ Level

INFORMATION TECHNOLOGY TOOLS AND NETWORK BASICS (M1-R5)

- ❑ **Introduction :** The module is designed to equip a student to use computers for professional as well as day to day use. It provides theoretical background as well as in-depth knowledge of Software/ packages.
- ❑ **Objective :** After completing the module, the incumbent will be able to :
 - 1) Acquire confidence in using computers in Office and General Life
 - 2) Identify the basic components of computers and terminology
 - 3) Understand file management
 - 4) Create documents using word processor, spreadsheet & presentation software
 - 5) Understand computer networks and browse the Internet, content search, email and collaborate with peers
 - 6) Use e-Governance applications and use computer to improve existing skills and learn new skills Understanding Social Networking platform Using the Internet for Digital Financial services
 - 7) Develop knowledge about FutureSkills
 - 8) Understand the various financial services and be aware of the various schemes started by Government.

NIELIT 'O' Level

WEB DESIGNING AND PUBLISHING (M2-R5)

- ❑ **Introduction :** This module is designed to start web designing, irrespective of knowledge currently the students have in this area. The businesses, nowadays, are heavily relying on web based applications. The purpose of this module is to provide skill to students in designing layouts of web sites. By the end of this module, students will be able to describe the structure and functionality of the World Wide Web, create web pages using a combination of HTML, CSS, and JavaScript and Angular JS. The students will also learn how to design and integrate multimedia objects in web site. Further, the student will learn how web sites are published.
- ❑ **Objective :** After completing the module, the incumbent will be able to :
 - 1) Design and create effective web pages
 - 2) Integrate graphics in web pages
 - 3) Integrate various tools and techniques like HTML, CSS, JavaScript, Angular JS etc.
 - 4) Design and edit images using tools
 - 5) Embed the images in web pages

NIELIT 'O' Level

PROGRAMMING AND PROBLEM SOLVING THROUGH PYTHON LANGUAGE (M3-R5)

- ❑ **Introduction** : Python is easy to use, powerful and versatile programming language, making it a great choice for developers. Python is used widely in different areas likes building Raspberry Pi applications, writing script program for desktop applications, configuring servers, developing machine learning & data analytics applications and developing web applications.
- ❑ **Objective** : After completion of the module, the learner will be able to :
 - 1) Draw flow charts for solving different problems
 - 2) Develop efficient algorithms for solving a problem
 - 3) Use the various constructs of Python viz. conditional, iteration
 - 4) Write programs making judicious use of Lists, Strings, Tuples, Dictionaries wherever required
 - 5) Manage data using NumPy
 - 6) Handle files and create Modules in Python

NIELIT ‘O’ Level

INTERNET OF THINGS AND ITS APPLICATIONS (M4-R5)

- ❑ **Introduction :** IoT primarily refers to the connected and smarter world having physical and virtual objects with some unique identities. IoT applications span across domains of industrial control, retail, energy, agriculture, etc. IoT allows us to use affordable wireless technology and transmit the data into the cloud at a component level. Various applications of IoT are control lighting, home heating and cooling, Fitness trackers, stoves, refrigerators, washers and dryers, coffee machines, slow cookers, Smart security systems, smart locks, and smart doorbells etc. The module is designed to equip the students to understand the basics of connected world that is Internet of Things (IoT) and its applications. This module provides the theoretical and practical aspects of interfacing sensors and actuators, making informed world of Things speaking to each other. The different type of communication modes and models are discussed in detail. The in-depth knowledge of software and packages is provided to make applications in IoT paradigm.
- ❑ **Objective :** After completion of the module, the learner will be able to :
 - 1) Understand how connected devices work together to update other applications.
 - 2) Acquire knowledge to interface sensors and actuators with microcontroller based Arduino platform.
 - 3) Writing C programs in Arduino IDE .

Scholarship Facilities for NIELIT 'O' Level Students

- ❑ Facilities for SC/ST students, sponsored by Directorate General of Employment & Training (DGET), Ministry of Skill Development and Entrepreneurship
 - 1) Course fees full FREE
 - 2) Monthly Stipend
 - 3) Books for 4 Papers
- ❑ Facilities for SC/ST Students, sponsored by NIELIT :
 - 1) After completing two papers in a semester they get stipend Rs. 3000/- per paper
- ❑ Number of total NIELIT 'O' Level Scholarship granted students of our Institute
 - 1) In the year 2015 – 50
 - 2) In the year 2016 – 50
 - 3) In the year 2017 – 50
 - 4) In the year 2018 – 25
 - 5) In the year 2019 – 15
- ❑ Facilities for Female Students for all castes sponsored by NIELIT :
 - 1) After completing two papers in a semester they get stipend Rs. 3000/- per paper
- ❑ Facilities for Physically Handicapped students for all castes sponsored by NIELIT :
 - 1) After completing two papers in a semester they get stipend Rs. 3000/- per paper

Placement opportunities for NIELIT 'O' Level Students

After completing the NIELIT 'O' Level Course, students can get various placements through

- National Career Service (NCS) through NCS online portal
- Joint venture of United Computer with NIELIT Kolkata

Job opportunities for NIELIT 'O' Level Students

After completing the NIELIT 'O' Level Course, students can get various job opportunities : Some of the Institution / Companies seeking NIELIT (DOEACC) Qualifiers : A brilliant future awaits DOEACC Qualifiers in some of the prestigious Govt. & Private Organizations. Some of the top notch companies who regularly seek successful qualifiers are :

Government and Government Undertaking Organizations :

1. V.S.N.L.
2. CONCOR
3. UPSC
4. CRIS
5. Government Ministries
6. Banking Services
7. NHPC
8. IDBI
9. INGC
10. Shipping Corporation of India
11. Railway Recruitment Board
12. HAL

Private Organizations : TCS, Wipro, Axis Bank, Yes Bank, Ranbaxy, NIIT, Aptech etc.

Digital Literacy Course [DLC]

Computer literacy in the current days is one of the most important skill in today's competitive environment. IT skills have become an essential tool for working professionals. Imparting basic IT skills to candidates is essential in academic world, in the workforce, and in everyday activities. In order to promote IT literacy and make every individual in the country an e-literate, NIELIT has been authorized by The Ministry of Electronics and Information Technology (MeitY) for Capacity Building. Digital Literacy Courses have been designed and offered by NIELIT in order to fulfil the mandate bestowed upon it by MeitY.

There are 5 Digital Literacy Courses –

- I. Awareness in Computer Concepts (ACC)
- II. Basic Computer Course (BCC)
- III. Course on Computer Concepts (CCC)
- IV. Course on Computer Concepts Plus (CCC+)
- V. Expert Computer Course (ECC)

All examinations except ACC, of Digital Literacy Courses are conducted Online, directly from NIELIT New Delhi

Objectives of Digital Literacy Courses

Awareness in Computer Concepts (ACC) : By undergoing the ACC one should be able to acquire basic knowledge on computer & its usage by understanding the following skills:

- How to operate the elements and perform basic operations on the computer
- Create, edit and format documents using a word processor
- Access the Internet and finding information of interest
- Register for a web-based e-mail account and using it, with e-mail attachments
- Understanding Financial Literacy
- Digital Literacy to understand the concept of Online Banking
- Understanding the available e-Governance Services

Basic Computer Course (BCC) : The BCC was launched in year 2011. programme can equip a person to use the computers in day-to-day life for professional and personal use. After completing the course the incumbent will be computer literate and will be able to:

- Acquire confidence in using computer techniques available to users.
- Recognize the basic components of computers and terminology.
- Understand data, information and file management.
- Create and editing files using Word processor, Spreadsheet & Presentation Software.
- Understand computer networks, Internet, browse the internet, content search, email etc.
- Understanding Social Networking & e-Commerce
- Digital Literacy to understand Online Banking, Digital Financial Tools [e.g. UPI, AEPS, Debit and Credit Cards, eWallet, Point of Sale, USSD etc.] Mobile Apps
- Use e-Governance applications like UMANG APP, Digital Locker etc.

Objectives of Digital Literacy Courses

Course on Computer Concepts (CCC) : This course is also NSQF aligned at Level 3 Course. This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. This helps the small business communities, housewives, etc. to maintain their small accounts using the computers and enjoy in the world of Information Technology. This course is, therefore, designed to be more practical oriented. After completing the course the incumbent should be able to :

- Operate the elements and perform basic operations on the computer
- Understand data, information and file management.
- Create and editing files using Word processor, Spreadsheet & Presentation Software, Preparing business presentations, editing and playing slide shows
- Use the computer for basic purposes of preparing personnel/business letters.
- Understand computer networks, Internet, browse the internet, content search, receiving e-mails and sending mails with attachments and signatures
- Understanding Social Networking & e-Commerce
- Digital Literacy to understand Online Banking, Digital Financial Tools [e.g. UPI, AEPS, Debit and Credit Cards, eWallet, Point of Sale, USSD etc.] Mobile Apps
- Use e-Governance applications like UMANG APP, Digital Locker etc.
- Preparing small databases
- Understand Latest trends and technologies ,Futureskills (like AI, VR, Robotics etc.) & Cyber Security

Objectives of Digital Literacy Courses

Course on Computer Concepts (CCC) Plus : The course is a certificate level course, with an aim to equip the workforce entering into / working in government sector with the vital skill set, that is, necessary to cope up with the ever-changing scenario in IT sphere. The course is designed in such a manner, so that, it not only educate an individual with the basic skill set but also enhances the ability of individual to easily grasp the new changes in the dynamic IT field. The course is aimed at skill development in masses, students, employees in professional sectors at middle level. The course may also be considered as an ideal course for re-skilling of an individual and technological advancement. After going through the course, an individual is expected to be equipped with not only the office automation skills but also with the understanding of the latest technologies and e-Gov applications. After completing the course the incumbent should be able to :

- Operate the elements and perform basic operations on the computer
- Understand data, information and file management.
- Create and editing files using Word processor, Spreadsheet & Presentation Software, Preparing business presentations, editing and playing slide shows, creating and editing databases.
- Use the computer for basic purposes of preparing personnel/business letters.
- Understand computer networks, Internet, browse the internet, content search, receiving e-mails and sending mails with attachments and signatures
- Understanding Social Networking & e-Commerce
- Digital Literacy to understand Online Banking, Digital Financial Tools [e.g. UPI, AEPS, Debit and Credit Cards, eWallet, Point of Sale, USSD etc.] Mobile Apps
- Use e-Governance applications like UMANG APP, Digital Locker etc.
- Understand Latest trends and technologies, Futureskills (like AI, VR, Robotics etc.) & Cyber Security

Objectives of Digital Literacy Courses

Expert Computer Course (ECC) : The aim of ECC is to assist a prospective entrant into a professional stream with attaining the necessary skills and knowledge needed to complete in today's competitive scenario. The course emphasizes on skill development and latest advancements in the technological world that will help an individual to build up and upgrade skills thereby closing the technological gaps. The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India. The focus of the course is divided amongst the following four dimensions:

- Operate the elements and perform basic operations on the computer
- Understanding Computer Hardware, Software and its maintenance
- Office Automation – Disposal of daily routine jobs using Office Automation Tools
- Exploring the wide world of Internet and latest technologies in online services and e-Gov applications
- Personality development with communication skills

Job Opportunities Digital Literacy Courses

- NIELIT Provides **MANDATORY CERTIFICATION** for **IT LITERACY COURSES** and **DIGITAL LITERACY COURSES (DLC)** that are **Pre-requisite** for **GOVERNMENT JOBS** in **INDIA**
- NIELIT also Provides **DIGITAL CERTIFICATE** for **DLC Courses** which can be accessed anytime, anywhere by students
- Digital Literacy Courses such as **CCC** is **MANDATORY** for many **GOVERNMENT JOB/ PSU/ DEFENCE/ Other Public Sector Jobs**
- CCC Course** is **RECOGNIZED** by **GOVERNMENT OF INDIA** under **NATIONAL SKILLS QUALIFICATIONS FRAMEWORK (NSQF)** as a **SKILL LEVEL-3 COURSE**
- CCC Course** is **MANDATORY** for **DIRECT RECRUITMENT** and **PROMOTION OF CLASS-1 AND CLASS-2** in a **Government Job**
- CCC Course** is a **MANDATORY BASIC IT SKILLS COURSE** for the **GOVERNMENT OFFICERS**
- CCC certification holders** are empanelled with **NIELIT/ GOVERNMENT** via central repository for candidates for **Data Entry Operator/other computer related government jobs**
- Governments** take **Computer Literate Candidates** from **NIELIT only**.

IT Park Courses

We also conduct various Short Term free Courses (42 Hours) in IT Parks with the collaboration of both Department of Information Technology, Government of West Bengal and National Institute of Electronics & Information Technology (NIELIT). These courses we conduct are :

- 1) Course on Office Automation and Practices (Minimum Eligibility : VIII Pass)**
- 2) Certificate Course in Assembly & Maintenance of PC (Minimum Eligibility : X appeared/pass)**
- 3) Certificate Course in Desk Top Publishing (Minimum Eligibility : X Appeared/pass)**
- 4) Certificate Course in Financial Accounting (Minimum Eligibility :H.S. Commerce Appeared/Pass)**

We conduct these course at Bolpur IT Park and Barjora IT Park

Our Strength

Our organization covers a long journey from year 2000 to till date under guidance a Well organized , knowledgeable, sympathetic, helpful Chief Executive.

We teach our student under guidance of faculty –In-Charge, who is highly experienced person in IT sector.

Best faculty Team experienced in IT Sector according NIELIT Specification

Cooperative , well behaved, helpful Office Staffs

Two Class rooms for theory class with projector and giant LCD screen .

Two Lab for practical class (One computer for one student) .

Students practice their task under guidance of always available Faculty

Provides unlimited theory class and practical session for our students

Provides theory class and practical class time according student's choice

Working Hours of Institute:

Monday to Saturday : From 10 A.M. to 9 P.M.

Sunday : From 10 A.M. to 6 P.M.

Library : We have library room and huge collection of computer books for different subject for students.

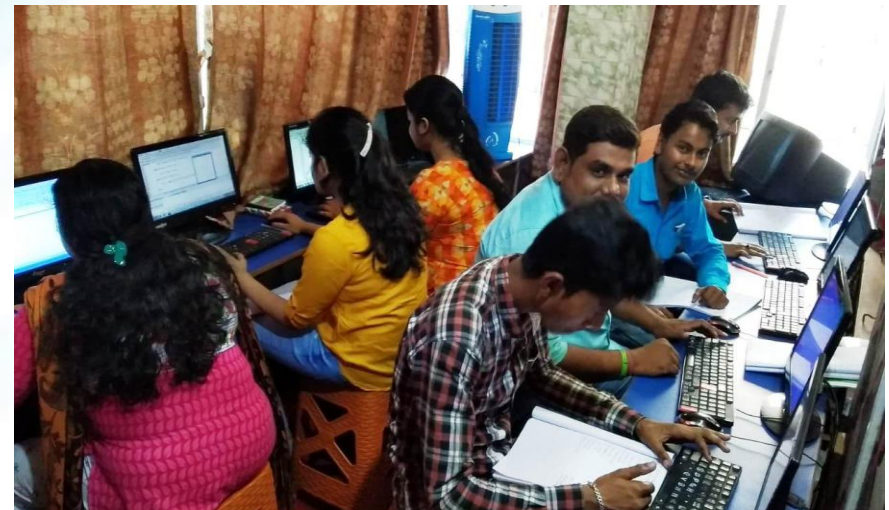
Student can avail the library facility for their study. They can study the books at library and also take book for study at home.

We think that students are member of our family. So we provide homely atmosphere for our students for their study. After completing their courses we guide our students for their placement with help of NCS and NIELIT and our own resources. We always aware our student for vacancies of different organization.

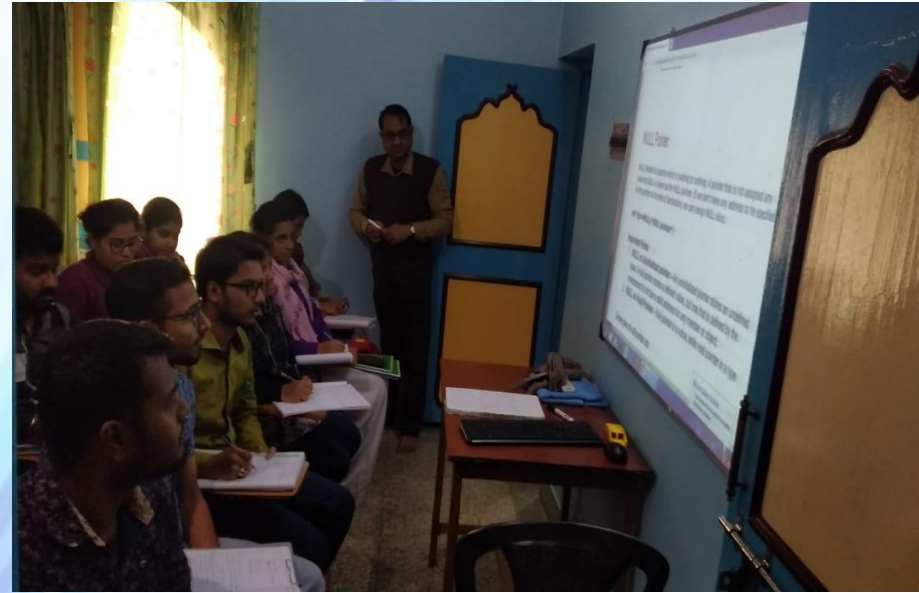
We see that our district and other South Bengal Districts, student can not speak in English fluently. So provides soft skill training for our student with help of NIELIT.

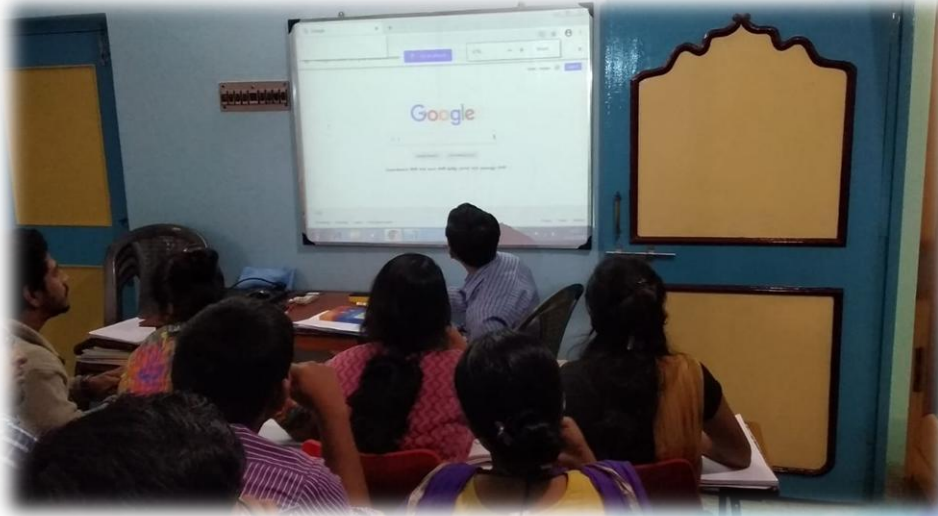
State of Art Infrastructure

We have two theory rooms and two practical rooms and a Library :



State of Art Infrastructure





Well equipped theory class room with projector



Well equipped practical class room with all time faculty





Well equipped theory class room with Giant LCD Screen



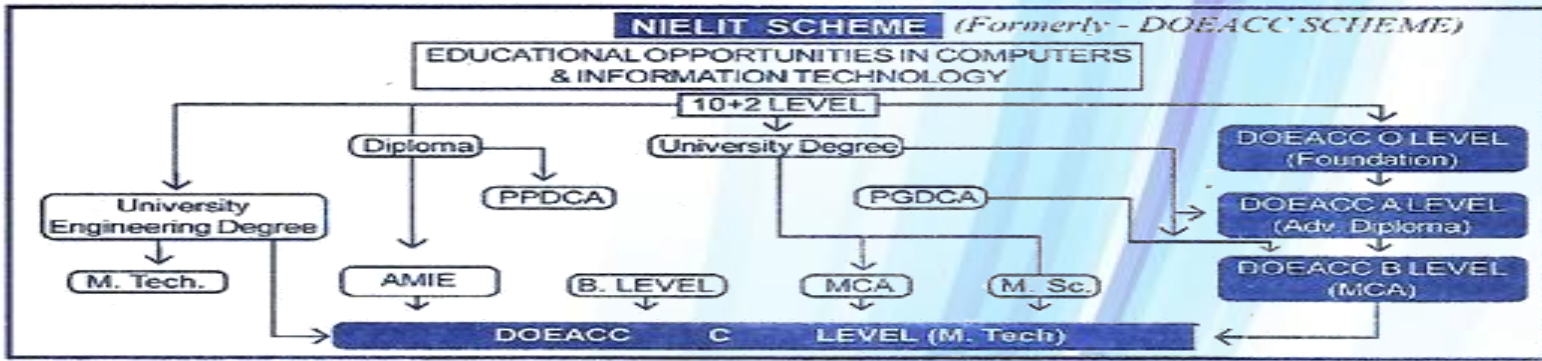
Well equipped practical class room with all time available faculty





5

OUR HELPFUL FRONT DESK



CCC Plus

Allocation of total hours for each chapter

Chapter	Name of the Chapter	Theory Hrs.	Practical Hrs.	Total Hrs.
1	Introduction to computer & Basic Concepts	2	2	4
2	Operating System	4	8	12
3	Word Processing	4	8	12
4	Spreadsheets	4	8	12
5	Presentations	4	8	12
6	Database Management Systems	5	5	10
7	Cyber Security	4	8	12
8	PC Maintenance & Troubleshooting	4	8	12
9	Networking and Troubleshooting	4	8	12
10	Latest trends in ICT & e-Governance	6	6	12
11	Application of Digital Financial Service	1	1	2
12	Soft Skills	7	7	14
Total Hours		49	77	126

Course Fees 5000/-

ECC (Expert Computer Course)

Allocation of total hours for each chapter

Chapter	Name of the Chapter	Theory Hrs.	Practical Hrs.	Total Hrs.
1	Introduction to computer & basic Concepts	3	6	9
2	Operating System	3	6	9
3	Basic computer Hardware	5	10	15
4	Word Processing	5	10	15
5	Spreadsheets	5	10	15
6	Presentations	5	10	15
7	Database Management Systems	4	8	12
8	Cyber Security	6	6	12
9	PC Maintenance & Troubleshooting	5	10	15
10	Networking and Troubleshooting	4	8	12
11	Latest trends in ICT & e-Governance	4	9	13
12	Application of Digital Financial Service	1	1	2
13	Electronic Mail- A detailed view	4	8	12
14	Introduction to Multimedia	5	9	14
15	HTML Programming Basics	4	8	12
16	Soft Skills	9	9	18
Total Hours		72	128	200

Course Fees 7000/-

DOEACC "O" Level

NSQF LEVEL 5

M1-R5 Information Technology Tools and Network Basics
PR (Information Technology Tools and Network Basics)

M2-R5 Web Designing & Publishing
PR (Web Designing & Publishing)

M3-R5 Programming and Problem Solving through Python
PR (Programming and Problem Solving through Python)

M4-R5 Internet of Things and its Applications
PR (Internet of Things and its Applications)

(Theory 400 marks + Practical 400 marks)
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