

## **TRAINING CALENDER-YEAR 2010**

### **Free Computer Course for Group 'B' & 'C' employees & Teachers at Gangtok- Nomination Invited**

As Part of the Programme to train all Government Employees in the use of computers, the Department of Information Technology is conducting a series of computer courses each lasting 10 working days.

The course would last 10 working days (10:15 a.m. to 4:p.m. with a 45 minutes lunch break at 1: p.m.). Participants will not be required to pay any fees to undergo the courses offered. The course would teach Computer Fundamentals, Windows, MS Word, MS Excel, MS Powerpoint and Internet Concepts. The Participants would be able to independently handle a computer after undergoing this course.

The schedule of the forthcoming computer course batches is as follows:

#### **Schedule for forthcoming Computer Course Batches**

<b>Month</b>	<b>Date</b>
February	15 <sup>th</sup> to 25 <sup>th</sup>
March	2 <sup>nd</sup> to 12 <sup>th</sup> and 15 <sup>th</sup> to 26 <sup>h</sup>
April	5 <sup>th</sup> to 17 <sup>th</sup> and 19 <sup>th</sup> to 29 <sup>th</sup>
May	3 <sup>rd</sup> to 14 <sup>th</sup> and 17 <sup>th</sup> to 28 <sup>th</sup>
June	31 <sup>st</sup> May to 10 <sup>th</sup> June and 14 <sup>th</sup> to 25 <sup>th</sup>
July	28 <sup>th</sup> June to 8 <sup>th</sup> July and 21 <sup>st</sup> to 31 <sup>st</sup> July
August	2 <sup>nd</sup> to 12 <sup>th</sup> and 16 <sup>th</sup> to 27 <sup>th</sup>
September	6 <sup>th</sup> to 17 <sup>th</sup> and 20 <sup>th</sup> to 30 <sup>th</sup>
October	1 <sup>st</sup> to 14 <sup>th</sup>
November	9 <sup>th</sup> to 20 <sup>th</sup> and 22 <sup>nd</sup> to 2 <sup>nd</sup> Dec
December	13 <sup>th</sup> to 24 <sup>th</sup>

Training Calendar for other courses like Web Page Designing and Hosting, Computer Network Security, Pay Bill and Contingent Bill Software Training, AUTOCAD for engineers is under preparation.

Group 'B' and Group 'C' employees & teachers of Government of Sikkim Schools are advised to send their nomination forwarded through their respective Head Offices to Principal Director, Department of Information Technology, Annexe I, Top Floor, Near Power Secretariat, Gangtok for one of the course mentioned above. They should indicate in which course they would like to be accommodated also clearly mentioning their contact phone No. The intake in every course would be 15 participants.

Dy. Director  
Department of Information Technology