

JOB ORIENTED COURSES

ACCOUNTING

- Tally Prime with GST
- Advanced Tally Pro
- Advanced Excel



DESIGNING

- Photoshop
- Graphic Designing
- Web Designing
- DTP Core/Adobe



PROGRAMMING

- C & C++ Programming
- Java & Python
- Mobile App Development



MANAGEMENT

- Banking, Financial
- Services & Insurance (BFSI)
- Social Media Marketing
- Google Workspace



JOB READINESS

- English
- Data Entry & Management
- Digital Freelancing
- Office Assistance



INDUSTRIAL REVOLUTION 4.0

- Internet of Things (IoT)
- Artificial Intelligence
- Machine Language
- Robotics



HARDWARE & NETWORKING

- Hardware Support
- Network Support
- IT Security & Cyber Security



FEATURES OF OCOC COURSE

- Medium of e Learning English
- Industry-Specific Assignments & Case Studies
- Curriculum Aligned with International Standards
- Internship offer letter & Experience letter after successful completion of internship
- From Learning to Earning

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ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT

NOTIFICATION

The 8th February 2021

No. 435—EIT-SCH-I-MISC-0005/2020-E&IT—Government have been pleased to declare the Odisha State Certificate in Information Technology (OS-CIT) course of Odisha Knowledge Corporation Limited (OKCL) certifying basic computer proficiency for the purpose of eligibility in any recruitment conducted by State Government/ SPSUs/ other Government or Semi-Government Agencies requiring qualification such as DCA/PGDCA from Universities/ AICTE recognised Institutions/ NIELIT 'O' Level.

Order—Ordered that the notification be published in the next issues of *Odisha Gazette* and copies of the Notification be forwarded to all Departments of Government.



<https://it.odisha.gov.in/notification/circulars>

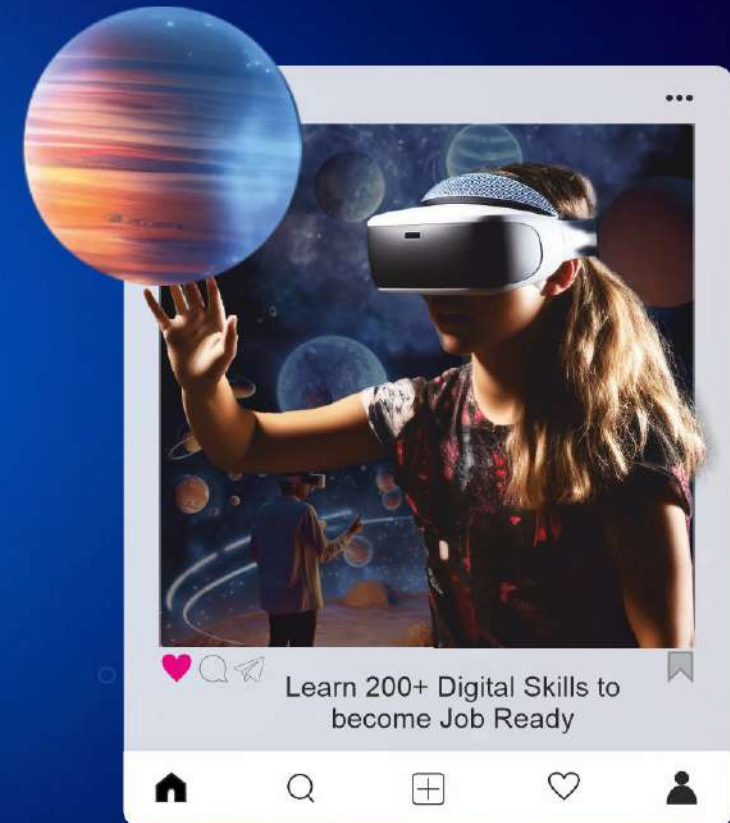
By order of the Governor
MANOJ MISHRA
Secretary to Government

ODISHA KNOWLEDGE CORPORATION LTD.

Corp. Office : 108/3607, Behind PAL Heights
Jaydev Vihar, Bhubaneswar-751013, Odisha
Phone : 0674-2361584 / 94



Start New Age Digital Career with OKCL



Learn 200+ Digital Skills to become Job Ready



oscit.okcl.org

ABOUT THE COURSE

OS-CIT

SCHOOL READINESS



For School Student

IT AWARENESS



For Youth

JOB READINESS



For Job Aspirants

PILLARS OF OS-CIT

 Computer & Smartphone Skills	 Smart Typing Skills	 Daily Life Skills	 Office Productivity Skills
 Digital India Skills	 Job Readiness Skills	 New Age Study Skills	 Basic Coding & AI Skills
 Social Media Skills	 Cyber Security Skills	 Google Tools Skills	 Netiquettes, Ergonomics & Go Green Skills

learn 200+ Digital Skills | 50+ Mobile Apps

OS-CIT

Odisha State - Certificate in Information Technology

OS-CIT 'A'

Certificate Course of Odisha State Certificate in Information Technology

OS-CIT 'A+'

Diploma Course of Odisha State Certificate in Information Technology

OS-CIT

Odisha State-Certificate in Information Technology

OS-CIT SYLLABUS



Introduction to Computer & Smartphone
- In the fast growing world of Technology, Computer and Smartphone have become basic tool for any jobs.



Windows 10
- How to make smart use of computer with information and data.



Computer Typing and Voice Typing
- Learn scientific method of errorless typing in English & Devanagari



Internet / Chrome
- How to collect / find informative data in optimized manner.



MS Office 2019
- Productive use of Word, Excel, PowerPoint & Outlook to improve the office skills



Office 365 is online office tool
- How to use office 365 effectively



Google Workspace:
(Google Drive, Calender, Meet, Maps, Classroom, Cloud search, Jam board, forms, Translate, Podcasts, chats & etc.)



Gmail:
- Create email account, send-receive mails, attachment, password protected mails, email signature, etc.



50 Important Mobile Apps



Introduction to Coding (Scratch Programming)



metaverse



artificial intelligence



big data



cloud technology



machine learning

NEW AGE DIGITAL SKILLS



Robotics



3D Printing



Internet of Things (IoT)



Cyber Security



Virtual Reality



Augmented Reality



Mobile Apps



Big Data



Machine Learning



Artificial Intelligence



Generative AI



ChatGPT

OS-CIT 'A'

Certificate Course of OS-CIT

Duration : 6 Months
Fee : Rs. 9,000/-



1 Career Track

Enhanced Job Opportunity in Multiple Sectors.



OS-CIT 'A+'

Diploma Course of OS-CIT

Duration : 12 Months
Fee : Rs. 19,000/-



3 Career Track

Enhanced Job Opportunity in Multiple Sectors.

