

Batches available for Training on Digital Skills with ICDL Certification till December 2019

SI No	Training Name	Date From	Date To	Modules Covered	Target Participants	Fees per Candidate (Nu.)	Maximum Participants
1	Training on Digital Skills for Civil Servants with ICDL Certification (Batch 05)	23 Sep 2019	04 Oct 2019	Computer Essentials, Online Essentials, Base Word Processing and Base Spreadsheets	General above S5	5000	25
2	Advanced Training on Digital Skills for Civil Servants with ICDL Certification (Batch 06)	14 Oct 2019	25 Oct 2019	Online Collaboration, Presentation, Word Processing and Spreadsheets	General with Basic ICT Knowledge and above S5	5000	24
3	Training on Digital Skills for Project/Program/Planning Officers with ICDL Certification (Batch 07)	21 Oct 2019	01 Nov 2019	Base and Advanced Spreadsheets, Advanced Presentations and Project Planning	Project/Program /Planning Officers	5000	24
4	Training on Digital Skills for ICT Personnel with ICDL Certification (Batch 08)	16 Dec 2019	27 Dec 2019	Advanced Spreadsheets, Using Database, Advanced Databases and IT Security DBMS: Microsoft Access 2013/2016	ICT Personnel's	5000	25

Please note that registration will be done on first come first serve basis and will not be entertained once the seats are full due to the size of the lab.

Similar training as in Sl. No. 1 and 2, Store Management Training and other ICT related programs will also be offered in the last half fiscal year 2019-2020.

Please request the participants to fill up the google form <https://forms.gle/YTwhDY2QfNarPjYKA> or fill it up the given registration form below and send it to kezanq@rim.edu.bt.

**Training on ICDL Modules
Registration Form**

1. **Name:**.....
2. **Gender:** M F
3. **Citizenship Card No.:**.....
4. **Date of Birth:**.....
5. **Position Title:**.....
6. **Position Level:**.....
7. **Working Agency:**.....
8. **Dzongkhag:**.....
9. **E-mail Address:**.....
10. **Contact phone numbers:**
 - a. **Workplace:**.....
 - b. **Mobile:**.....
11. **Signature and Date:**.....
12. **Tick a date (for more information on the modules please refer the 2nd page letter).**
 - a. **Batch 05 (23 Sept - 04 Oct 2019) Base Modules**
 - b. **Batch 06 (14 Oct - 25 Oct 2019) Advanced Modules**
 - c. **Batch 07 (21 Oct - 01 Nov 2019) Project/Program or Planning Officers**
 - d. **Batch 08 (16 Dec - 27 Dec 2019) - ICT Personnel's**