

#### **Objective:**

The course is designed to equip a person 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. After completing the course, the incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using internet for Digital Financial services
- Develop introductory knowledge of Cyber Security.
- Develop knowledge about Future skills

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

#### **Duration:**

90 Hours - (Theory: 30 hrs + Practical: 60 hrs)

This course can also be offered as 10 days' full time intensive course.

#### Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts [CCC].

#### Job Role:

#### **Computer Operator, Data Entry Operator and Social Media Operator**

#### **Detailed Syllabus and Learning Outcome:**

S.	Chapter Name	Course Outline	Durat	-	Learning Outcomes
No.			(Hour	rs)	
			Theory	Lab	
1	Chapter-1	1.0 Introduction			After completion ofthis
	Introduction	1.1 Objectives	2	4	chapter, the candidate
	to Computer	1.2 Computer and Latest IT gadgets			will be ableto
		1.2.1 Evolution of Computers & its applications			• identify computers,
		1.2.2 IT gadgets and their applications			IT gadgets and
		1.3 Basics of Hardware and Software			explain their
		1.3.1 Hardware			evolution and

National Institute of Electronics and Information Technology (NIELIT)- Syllabus of CCC [Revision 4 - Implemented w.e.f. 01st October, 2023]



		1.3.1.1 Central Processing Unit			applications.
		1.3.1.2 Input devices			• Get familiar with
		1.3.1.3 Output devices			various input,
		1.3.1.4 Computer Memory & storage			output and
		1.3.2 Software			hardware
		1.3.2.1 Application Software			components of a
		1.3.2.2 Systems Software			computer along
		1.3.2.3 Utility Software			with storage
		1.3.2.4 Open source and Proprietary Software			devices.
		1.3.2.5 Mobile Apps			• Get familiar with
		1.4 Summary 1.5 Model Questions and Answers			various types of
		1.5 Model Questions and Answers			softwares, utilities
					used for computer
-					and mobile apps.
2	Chapter-2	2.0 Introduction	3	4	After learning this
	Introduction	2.1 Objectives	5	-	chapter, candidate will
	to Operating	2.2 Operating System 2.2.1 Basics of Operating system			be Wall acquainted
	System	2.2.1 Operating Systems for Desktop and Laptop			• Well acquainted with Operating
		2.2.2 Operating Systems for Mobile Phone and			System and its
		Tablets			applications for
		2.3 User Interface for Desktop and Laptop			both desktop and
		2.3.1 Task Bar			mobile devices.
		2.3.2 Icons & shortcuts			<ul> <li>able to identify</li> </ul>
		2.3.3 Running an Application			various desktop
		2.4 Operating System Simple Setting			screen components
		2.4.1 Using Mouse and Changing its Properties			and modify various
		2.4.2 Changing System Date and Time			properties, date,
		2.4.3 Changing Display Properties			time etc.
		2.4.4 To Add or Remove Program and Features			• able to add and
		2.4.5 Adding, Removing & Sharing Printers			remove new
		2.5 File and Folder Management			program and
		2.6 Types of file Extensions			features, manage
		<ul><li>2.7 Summary</li><li>2.8 Model Questions and Answers</li></ul>			files and folders.
		2.6 Model Questions and Answers			• Well versed with
					printing and know
					various types of file extensions.
3.	Chapter-3	3.0 Introduction			After completion ofthis
5.	Shupter 5	3.1 Objective	4	8	chapter, candidate will
	WORD	3.2 Word Processing Basics	-	Ũ	have
	PROCESSING	3.2.1 Opening Word Processing Package			• In depth
		3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar			Knowledge of Word
		3.2.3 Creating a New Document			Processing, their
		3.3 Opening and Closing Documents			usage, details of
		3.3.1 Opening Documents			word processing
		3.3.2 Save and Save As			screen.
		3.3.3 Closing Document			• Opening, savingand
		3.3.4 Using The Help			printing a
		3.3.5 Page Setup			document
		<ul><li>3.3.6 Print Preview</li><li>3.3.7 Printing of Documents</li></ul>			including pdf files.
		3.3.8 PDF file and Saving a Document as PDF file			• Document creation,
		5.5.0 I DI IIIe and Saving a Document as PDF life			formatting of text,



4.Chapter 43.4.1Document CreationInserting Reader and Forter on the document3.4.2Editing Text 3.4.3Text Selection 3.4.4Cut. Copy and Paste 3.4.5Inserting Reader and Forter on the document3.4.3A.4.4Cut. Copy and Paste 3.4.5Forn, Color, Style and Size selection 3.4.6Alignment of Text and Correct, Speling & Grammar 3.4.9Find and Repiace paster 3.4.9Find and Repiace and Size selection 3.4.9Able to insert and manipulate tables, a document a.5.1Paragraph Indentation a.5.2Able to insert and manipulate tables, a document a.5.2Builets and Numbering 3.5.3Change Case a.5.4Header & Footor a.5.5Able to insert and manipulate tables, a document a.6.2Changing case a.5.6Changing case a.5.6Changing case a.5.7Mail MergeCam prepare copies of a document labels etc for sending various recipients using Mail Merge.4.Chapter 44.0Introduction 4.1Objectives 4.2.2Concept Cell Address [Kow and Column] and selecting a Cell 4.2.3Find and Secting a Cell 4.2.4After completion ofhis chases, duals, on preadsheet 4.2.6Saving Spreadsheet 4.2.6Saving Spreadsheet 4.2.7Deening of Spread Sheet 4.2.7Spreadsheet 4.2.6Spreadsheet screen.4.3Mainly fediting Cell Content 4.3.4Atoming Cell Content 4.3.5Atoming Cell Content 4.3.6Spreadsheet screen.Spreadsheet screen.4.4Chapter Jap Alex P, Pate S, Pat			3.4 Text Creation and manipulation			paragraph and
4.4.4       Cut. Copy and Paste       and Footer on the document         3.4.5       Font, Color, Style and Size selection       and Footer on the document         3.4.5       Font, Color, Style and Size selection       and Footer on the document         3.4.7       Undo & Redo       word document         3.4.9       Find and Replace       and Footer on the document         3.5.1       Paragraph Indentation       and Footer on the document         3.5.2       Bullets and Numbering       a.5.3         3.5.4       Teader & Footer       a.6.1         3.6.1       Insert & Draw Table       a.6.3         3.6.4       Delet / Insertin cell       a.6.5         3.6.5       Border and Shading       of a document         3.6.7       Mail Merge       a.6.5         3.6.8       Shortcut Keys       a.6.5         3.9       Summary       a.6.6         3.0       Mail Merge       a.6.7         3.1       Doeter So and Answers       3         4.1       Objectives       3         3.9       Summary       3         4.2       Elements of Spread Sheet       4.2.6         4.2.1       Creating of Spread Sheet       4.2.6         4.2.3			3.4.1 Document Creation			whole document.
<ul> <li>A.4.4 Cut. Copy and Paste</li> <li>A.4.4 Cut. Copy and Paste</li> <li>A.4.5 Font, Color, Syle and Size selection</li> <li>A.4.6 Alignment of Text</li> <li>A.4.7 Undo &amp; Redo</li> <li>A.4.8 AutoCorrect, Spelling &amp; Grammar</li> <li>A.4.9 Find and Replace</li> <li>S.5.1 Paragraph Indentation</li> <li>A.5.2 Bullets and Numbering</li> <li>A.5.4 Header &amp; Footer</li> <li>A.6.1 Insert &amp; Draw Table</li> <li>A.6.2 Changing cell width and height</li> <li>A.6.3 Alignment of Text in cell</li> <li>A.6.4 Delete / Insert and Endergit</li> <li>A.6.5 Border and Shading</li> <li>A.7 Mail Merge</li> <li>A.8.5 Border and Shading</li> <li>A.7 Mail Merge</li> <li>A.8.6 Notcut Keys</li> <li>A Source of Cell Address [Row and Column] and selecting a Cell</li> <li>A.2.5 Printing of Spread Sheet</li> <li>A.2.6 Concept of Cell Address [Row and Column] and selecting a Cell</li> <li>A.2.8 Entering Data [text, number, date] in Cells</li> <li>A.2.4 Charts (Gell Fontet)</li> <li>A.2.5 Printing Cell (Font, Alignment, Style)</li> <li>A.3.1 Modifying / Editing Cell Content</li> <li>A.3.1 Modifying / Editing Cell Content</li> <li>A.3.1 Modifying / Editing Cell Content</li> <li>A.3.8 Treezing panes</li> <li>A.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</li> <li>A.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</li> <li>A.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</li> <li>A.4.4 Formulas, Functions and Charts</li> <li>A.4.3 Functions (Sum</li></ul>			3.4.2 Editing Text			• Inserting Header
4.Chapter-43.4.4 Cut, Copy and Paste Alignment of Pext 3.4.7 Undo & Redo 3.4.8 AutoCorret, Spelling & Grammar 3.4.9 Find and Replace 3.5.1 Paragraph Indentation 3.5.2 Bullets and Numbering 3.5.3 Change case 3.5.4 Header & Footer 3.6.2 Changing cell width and height 3.6.2 Changing cell width and height 3.6.3 Alignment of Text in cell 3.6.4 Deleter / Insertion of Row, Column and Merging & Splitting of Cells 3.6.5 Border and Shading 3.6.5 Border and Shading 3.6.6 Deleter / Insertion of Row, Column and Merging & Splitting of Cells 3.6.5 Border and Shading 3.6.7 Mail Merge 3.8 Summary39After completion offhis chapter, candidate will have good hands- on sending various recipients using Mail Merge.4.Chapter-4 4.0 Introduction 3.10 Model Questions and Answers39After completion offhis chapter, candidate will have good hands- on spreadsheet 4.2.1 Creating of Spread Sheet 4.2.2 Concept Of Cell Address [Row and Column] and selecting a Cell 4.3.2 Formating Cell Horting Col Content 4.3.3 Enterting Cell Hort, Alignment, Style) 4.3.2 Formating Cell Horting and With d.3.3 Cut, Copy, Paste & Paste Special 4.3.4 Changing Cell Height and Width d.3.5 Inserting and Deleting Rows, Column 4.3.3 Functions (Sum, Count, MAX, MIN, AVERACE) 4.4.3 Functions (Sum, Count, MAX, MIN, AVERACE) 4.5.5 SummaryA prophysic basic formulas and functions.			3.4.3 Text Selection			0
<ul> <li>A.6 Alignment of Text</li> <li>3.4.7 Undo &amp; Redo</li> <li>3.4.8 AutoCorrect, Spelling &amp; Grammar</li> <li>3.4.9 Find and Replace</li> <li>3.4.9 Find and Replace</li> <li>3.5.1 Paragraph Indentation</li> <li>3.5.2 Bullets and Numbering</li> <li>3.5.3 Change case</li> <li>3.5.4 Header &amp; Pooter</li> <li>3.6 Table Manipulation</li> <li>3.6.1 Insert &amp; Draw Table</li> <li>3.6.5 Border and Shading</li> <li>3.6.5 Border and Shading</li> <li>3.7 Mail Merge</li> <li>3.8 Shortcut Keys</li> <li>3.9 Summary</li> <li>4.1 Objectives</li> <li>3.1 Model Questions and Answers</li> <li>4.1 Objectives</li> <li>3.3 There are and the start start of the start start in cells</li> <li>4.2 Elements of Spread Sheet</li> <li>4.2 Formatting Cell Address [Row and Column]</li> <li>and selecting a Cell</li> <li>4.2.3 Fortraing of Spread Sheet</li> <li>4.3 Manipulation of Cells &amp; Sheet</li> <li>4.3 Manipulation of Cell (Bort, Alignment, Style)</li> <li>4.3 Manipulation of Cell (Port, Alignment, Style)</li> <li>4.3 Formatting Cell Height and Width</li> <li>4.3 Functions and Deleting Rows, Column</li> <li>4.4 Formulas, Functions and Charts</li> <li>4.4 Charts (Bar, Pie, Line)</li> <li>4.4 Charts (Bar, Pie, Line)</li> <li>4.5 Summary</li> </ul>			3.4.4 Cut, Copy and Paste			
<ul> <li>A.6 Alignment of Text</li> <li>3.4.7 Undo &amp; Redo</li> <li>3.4.8 AutoCorrect, Spelling &amp; Grammar</li> <li>3.4.9 Find and Replace</li> <li>3.4.9 Find and Replace</li> <li>3.5.1 Paragraph Indentation</li> <li>3.5.2 Bullets and Numbering</li> <li>3.5.3 Change case</li> <li>3.5.4 Header &amp; Pooter</li> <li>3.6 Table Manipulation</li> <li>3.6.1 Insert &amp; Draw Table</li> <li>3.6.5 Border and Shading</li> <li>3.6.5 Border and Shading</li> <li>3.7 Mail Merge</li> <li>3.8 Shortcut Keys</li> <li>3.9 Summary</li> <li>4.1 Objectives</li> <li>3.1 Model Questions and Answers</li> <li>4.1 Objectives</li> <li>3.3 There are and the start start of the start start in cells</li> <li>4.2 Elements of Spread Sheet</li> <li>4.2 Formatting Cell Address [Row and Column]</li> <li>and selecting a Cell</li> <li>4.2.3 Fortraing of Spread Sheet</li> <li>4.3 Manipulation of Cells &amp; Sheet</li> <li>4.3 Manipulation of Cell (Bort, Alignment, Style)</li> <li>4.3 Manipulation of Cell (Port, Alignment, Style)</li> <li>4.3 Formatting Cell Height and Width</li> <li>4.3 Functions and Deleting Rows, Column</li> <li>4.4 Formulas, Functions and Charts</li> <li>4.4 Charts (Bar, Pie, Line)</li> <li>4.4 Charts (Bar, Pie, Line)</li> <li>4.5 Summary</li> </ul>			3.4.5 Font, Color, Style and Size selection			<ul> <li>Finding text on a</li> </ul>
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<ul> <li>3.5.2 Bullets and Numbering</li> <li>3.5.3 Change case</li> <li>3.5.4 Header &amp; Footer</li> <li>3.6.4 Header &amp; Footer</li> <li>3.6.1 Insert &amp; Draw Table</li> <li>3.6.2 Changing cell width and height</li> <li>3.6.3 Alignment of Text in cell</li> <li>3.6.5 Border and Shading</li> <li>3.7 Mail Merge</li> <li>3.8 Shortcut Keys</li> <li>3.9 Summary</li> <li>3.10 Model Questions and Answers</li> <li>4.1 Objectives</li> <li>3.10 Model Questions and Answers</li> <li>4.2 Elements of Spread Sheet</li> <li>4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell</li> <li>4.2.3 Entering Data [text, number, date] in Cells</li> <li>4.3 Manipulation of Cells &amp; Sheet</li> <li>4.2.4 Page Setup</li> <li>4.2.5 Printing of Sheet</li> <li>4.3 Manipulation of Cells &amp; Sheet</li> <li>4.3 Manipulation of Cells &amp; Sheet</li> <li>4.3 Modifying / Editing Cell Content</li> <li>4.3 Modifying / Editing Cell Content</li> <li>4.3 Modifying / Editing Cell Content</li> <li>4.3 String String Data [text, number, date] in Cells</li> <li>4.4 Formulas, Functions and Charts</li> <li>4.4 Formulas, Functions and Charts</li> <li>4.4 Formulas, Functions of Numbers (Addition, Subtraction, Multiplication &amp; Division)</li> <li>4.4.2 Autosum</li> <li>4.4 Charts (Bar, Pie, Line)</li> </ul>			0			•
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6.3.2 Applications of Internet Internet		its
	·	and
6.3.4 Introduction to IP Address various brows		vsers
6.3.5 ISP and Role of ISP available to acc		
6.3.6 Internet Protocol the internet.	met.	
6.3.7 Modes of Connecting Internet (Hotspot, Wi- Connect to Inter		rnet
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6.3.8 Identifying and uses of IP/MAC/IMEI of modes		of
various devices connections/dev	ons/dev	
6.4 Popular Web Browsers (Internet Explorer/Edge, s available.	•	
Chrome, Mozilla Firefox, Opera etc.) • Get knowledge o		of
6.5 Exploring the Internet device		
6.5.1 Surfing the web identification	ation	on
6.5.2 Popular Search Engines local network as		
6.5.3 Searching on Internet well as on Internet		
6.5.4 Downloading Web Pages for both Deskto		
6.5.5 Printing Web Pages		r

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7.	Chapter-7	<ul> <li>6.6 Summary</li> <li>6.7 Model Questions and Answers</li> <li>7.0 Introduction</li> </ul>			and Mobile Devices. • Can search Information on the Internet on various topics. • Download and print web pages. After completion ofthis
7.	E-mail, Social Networking and e- Governance Services	<ul> <li>7.1 Objectives</li> <li>7.2 Structure of E-mail</li> <li>7.3 Using E-mails</li> <li>7.3.1 Opening Email account</li> <li>7.3.2 Mailbox: Inbox and Outbox</li> <li>7.3.3 Creating and Sending a new E-mail</li> <li>7.3.4 Replying to an E-mail message</li> <li>7.3.5 Forwarding an E-mail message</li> <li>7.3.6 Searching emails</li> <li>7.3.7 Attaching files with email</li> <li>7.3.8 Email Signature</li> <li>7.4 Social Networking &amp; e-Commerce</li> <li>7.4.1 Facebook, Twitter, LinkedIn, Instagram</li> <li>7.4.2 Instant Messaging (WhatsApp, Facebook</li> <li>Messenger, Telegram)</li> <li>7.4.3 Introduction to Blogs</li> <li>7.4.4 Basics of E-commerce</li> <li>7.4.5 Netiquettes</li> <li>7.5 Overview of e-Governance Services like Railway</li> <li>Reservation, Passport, eHospital [ORS]</li> <li>7.6 Accessing e-Governance Services on Mobile Using "UMANG APP"</li> <li>7.7 Digital Locker</li> <li>7.8 Summary</li> <li>7.9 Model Questions and Answers</li> </ul>	3	6	<ul> <li>chapter, candidate will be able to:</li> <li>Create an email account, compose an email, reply an email and send the email along with attachments.</li> <li>Get familiar with Social Networking, Instant Messaging and Blogs.</li> <li>Get familiar with e- Governance Services, e- Commerce and Mobile Apps.</li> </ul>
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATION S	<ul> <li>8.0 Introduction</li> <li>8.1 Objectives</li> <li>8.2 Digital Financial Tools</li> <li>8.2.1. Understanding OTP [One Time Password]and QR [Quick Response] Code</li> <li>8.2.2 UPI [Unified Payment Interface]</li> <li>8.2.3 AEPS [Aadhaar Enabled Payment System]</li> <li>8.2.4 USSD[Unstructured Supplementary Service</li> <li>Data]</li> <li>8.2.5 Card [Credit / Debit]</li> <li>8.2.6 eWallet</li> <li>8.2.7 PoS [Point of Sale]</li> <li>8.3 Internet Banking</li> <li>8.3.1 National Electronic Fund Transfer (NEFT)</li> <li>8.3.2 Real Time Gross Settlement (RTGS)</li> <li>8.3 Inmediate Payment Service (IMPS)</li> <li>8.4 Online Bill Payment</li> <li>8.5 Summary</li> <li>8.6 Model Questions and Answers</li> </ul>	3	5	<ul> <li>After completion ofthis chapter, candidate will be able to:</li> <li>Know the Digital Financial Tools.</li> <li>Get Knowledge of Internet Banking Modes.</li> <li>Get familiar with e- Governance Services, e- Commerce and Mobile Apps.</li> <li>Use the Digital Locker and will be able to store documents in Digital Locker.</li> </ul>



9.	Chapter-9 Overview of Cyber Security	<ul> <li>9.0 Cyber Security</li> <li>9.0.1 Needand Goal of Cyber Security</li> <li>9.0.2 Securing PC</li> <li>9.0.3 Securing Browser</li> <li>9.0.4 Securing Email and Social Media Accounts (Facebook, Instagram, WhatsApp)</li> <li>9.0.5 Securing Smart Phone</li> <li>9.1 Summary</li> <li>9.2 Model Questions and Answers</li> </ul>	3	5	After completion ofthis chapter, candidate will be familiar withthe : • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
	Chapter-10 Overview of Future skills and Artificial Intelligence	<ul> <li>10.0 Introduction to Future skills</li> <li>10.1 Introduction to <ul> <li>10.1.1 Internet of Things (IoT)</li> <li>10.1.2 Big Data Analytics</li> <li>10.1.3 Cloud Computing</li> <li>10.1.4 Virtual Reality</li> <li>10.1.5 Artificial Intelligence</li> <li>10.1.6 Social &amp; Mobile</li> <li>10.1.7 Blockchain Technology</li> <li>10.1.8 3D Printing/ Additive Manufacturing</li> <li>10.1.9 Robotics Process Automation</li> </ul> </li> <li>10.2 What is Artificial Intelligence (AI)?</li> <li>10.3 History of Artificial Intelligence</li> <li>10.4 Why Artificial Intelligence?</li> <li>10.5 Goals of Artificial Intelligence</li> <li>10.6 Ethics of Artificial Intelligence</li> <li>10.7 Advantages of Artificial Intelligence</li> <li>10.8 Disadvantages of Artificial Intelligence</li> <li>10.10Types of Artificial Intelligence</li> <li>10.12Future of Artificial Intelligence</li> <li>10.12Future of Artificial Intelligence</li> <li>10.13Artificial Intelligence (AI) at Present</li> <li>10.14Myths about Advanced Artificial Intelligence</li> <li>10.15Future impact of AI in different sectors</li> <li>10.16 Summary</li> <li>10.17 Model Questions and Answers</li> </ul>	3	6	<ul> <li>After completion ofthis chapter, candidate will be familiar withthe:</li> <li>Latest trends and technologies in upcoming fields in IECT.</li> <li>Latest trends and use of Artificial Intelligence in present and future scenario.</li> </ul>
Tota	al Hours = 90		30	60	

National Institute of Electronics and Information Technology (NIELIT)- Syllabus of CCC [Revision 4 - Implemented w.e.f. 01st October, 2023]

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.