

# CCC Revised Syllabus (NIELIT)

Course on Computer Concepts

Effective from: 01 Oct, 2023

Revision 4

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## OBJECTIVE

Designed to equip a person to use computers for professional as well as day-to-day use and acquire digital literacy.

## ELIGIBILITY

No minimum qualification is required for applying and appearing for the examination.

## DURATION

90 Hours (30 Hrs Theory + 60 Hrs Practical)

## JOB ROLE

Computer Operator, Data Entry Operator, and Social Media Operator.

## Detailed Syllabus

### Chapter 1: Introduction to Computer

4 Hours

- Introduction to Computers, Latest IT gadgets, and their evolution.
- Basics of Hardware and Software.
- Central Processing Unit (CPU), Input devices, Output devices.
- Computer Memory & Storage.
- Software types: System Software, Application Software, Utility Software, Open Source & Proprietary Software.
- Introduction to Mobile Apps.

### Chapter 2: Introduction to Operating System

4 Hours

- Basics of Operating Systems (Desktop, Laptop, and Mobile Phone/Tablets).
- User Interface: Task Bar, Icons, Shortcuts, Running an Application.
- OS Settings: Mouse properties, Date and Time, Display properties.
- Adding/Removing Programs and Features; Printer Sharing.
- File and Folder Management.
- Types of File Extensions.

## Chapter 3: Word Processing

8 Hours

- Word Processing Basics (MS Word / LibreOffice Writer).
- Opening, Saving, and Closing Documents (Saving as PDF).
- Text Creation and Manipulation: Selection, Cut, Copy, Paste, Undo, Redo.
- Formatting Text: Fonts, Alignment, Paragraph Indentation, Bullets & Numbering.
- Table Manipulation: Insert/Draw Table, Cell width/height, Merging/Splitting cells.
- Mail Merge usage.
- Shortcut Keys.

## Chapter 4: Spreadsheet

9 Hours

- Elements of Spreadsheet (MS Excel / LibreOffice Calc) and Cell Address.
- Entering Data (Text, Number, Date) and Page Setup.
- Manipulation of Cells & Sheet: Modifying content, Formatting cells, inserting/deleting rows & columns.
- Sorting & Filtering Data.
- Formulas & Functions: AutoSum, Sum, Count, Max, Min, Average.
- Charts: Bar, Pie, and Line charts.

## Chapter 5: Presentation

9 Hours

- Creating Presentations (PowerPoint / LibreOffice Impress): Using Templates or Blank Slides.
- Manipulating Slides: Inserting Text, Tables, ClipArt, Pictures, and Objects.
- Using the Slide Master.
- Presentation of Slides: Transitions and Slide Timings.
- Printing Slides and Handouts.

## Chapter 6: Introduction to Internet and WWW

4 Hours

- Basic of Computer Networks: LAN, WAN, Network Topology.
- Concept of Internet & WWW, Applications of Internet.
- Website Address, URL, IP Address, ISP, and Internet Protocols.
- Modes of Connecting Internet: Hotspot, Wi-Fi, Broadband, USB Tethering.
- Popular Web Browsers (Chrome, Edge, Firefox) and Search Engines.
- Downloading and Printing Web Pages.

## Chapter 7: E-mail, Social Networking, and e-Governance

6 Hours

- Using E-mails: Opening account, Inbox/Outbox, Creating, Sending, Replying, Forwarding, Attachments.
- Social Networking: Facebook, Twitter, LinkedIn, Instagram.
- Instant Messaging: WhatsApp, Telegram.
- Introduction to Blogs and E-commerce.
- e-Governance Services: UMANG App, Digital Locker (DigiLocker).
- Overview of Railway Reservation, Passport, and eHospital services.

## Chapter 8: Digital Financial Tools and Applications

5 Hours

- Understanding OTP (One Time Password) and QR Code.
- UPI (Unified Payment Interface) and AEPS (Aadhaar Enabled Payment System).
- USSD, Credit/Debit Cards, eWallet, and PoS (Point of Sale).
- Internet Banking: NEFT, RTGS, IMPS.
- Online Bill Payment.

## Chapter 9: Overview of Cyber Security

3 Hours

- Need and Goal of Cyber Security.
- Securing PC and Smart Phone.
- Securing Browser, Email, and Social Media Accounts.

## Chapter 10: Overview of Future Skills & AI New

3 Hours

- Introduction to IoT (Internet of Things).
- Big Data Analytics and Cloud Computing.
- Virtual Reality (VR) and Artificial Intelligence (AI).
- Blockchain Technology and 3D Printing.
- Robotics Process Automation (RPA).
- AI: Types, Advantages, Disadvantages, and Future Impact.

**Note:** For practical purposes, the latest version of Free Open Source Ubuntu & LibreOffice may be used.

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