

## COURSE ON COMPUTER CONCEPTS (CCC)

80 Hours - (Theory: 32 hrs + Practical: 48 hrs )

Medium of Instruction: Bilingual (English & Hindi)

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, Understand Social Networking platform Using internet for Digital Financial services and Develop knowledge about Futureskills

### Objective

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

### Eligibility

### Prerequisite

- ✓ Candidate must have latest computer/laptop with preferably 4 GB RAM or higher and Graphics Card (2 GB)
- ✓ Internet connection with good speed (*preferably 2Mbps or higher*)

Rs. 600/- + GST

### Course Fees

### Certificate

To get NIELIT CCC certificate candidate may appear in NIELIT CCC online examination additionally by paying the applicable examination fee (Rs. 500/- +GST)

- ✓ Instructor-led live classes
- ✓ Instructor-led hands-on lab sessions.
- ✓ Content Access through e-learning portal
- ✓ Assessment and Certification

### Methodology

### Intended Users

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

## Course Content

### Course on Computer Concepts

- Introduction to Computer
- Introduction to Operating Systems
- Word Processing
- Spreadsheet
- Presentation
- Introduction to Internet And WWW
- E-mail, Social Networking and e- Governance Services
- Digital Financial Tools and Applications
- Overview of Future skills & Cyber Security

### Faculty

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