

CCC — Course on Computer Concepts

Prepare for the NIELIT/CCC Examination. Build practical computer skills for study, work, government digital services and everyday life.

2 MONTHS

CLASSROOM TRAINING

EXAM-ORIENTED

PRACTICAL SKILLS



Why CCC?

A Practical Computer Course With a Clear Purpose

Many learners today can navigate a smartphone with ease – but hesitate when asked to create a properly formatted document, work with a spreadsheet, send an email with an attachment, or complete a digital government service.

CCC is designed around this gap. DQ Learnings positions the entire classroom experience around **repeated, hands-on practice** so learners do not merely recognise computer terms – they learn how to **perform useful tasks**.

The programme has two connected goals: build the computer literacy expected from a CCC learner, and prepare systematically for the CCC/NIELIT examination.

The Core Promise

Learn the computer skills you need to function confidently in a digital environment – and practise them enough to use them outside the classroom.

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- Concept teaching + hands-on practice
 - Exam-oriented revision and question practice
 - Real-life digital task confidence

Programme Snapshot

Everything You Need to Know at a Glance

Course

Course on Computer Concepts (CCC) –
NIELIT Syllabus

Duration

2 Months of structured classroom and
computer practice sessions

Mode

Offline / Classroom Training with hands-
on computer access

Focus

Practical computer literacy + CCC/NIELIT examination preparation

Ideal For

Students, job seekers, beginners and anyone building digital
confidence



Who Should Join CCC Training?



Students

Build foundational computer skills for academics, assignments and future career readiness.



Job Seekers

Prepare for opportunities where computer literacy is a requirement or competitive advantage.



Smartphone Users

Already comfortable with phones but want stronger desktop and office computing skills.

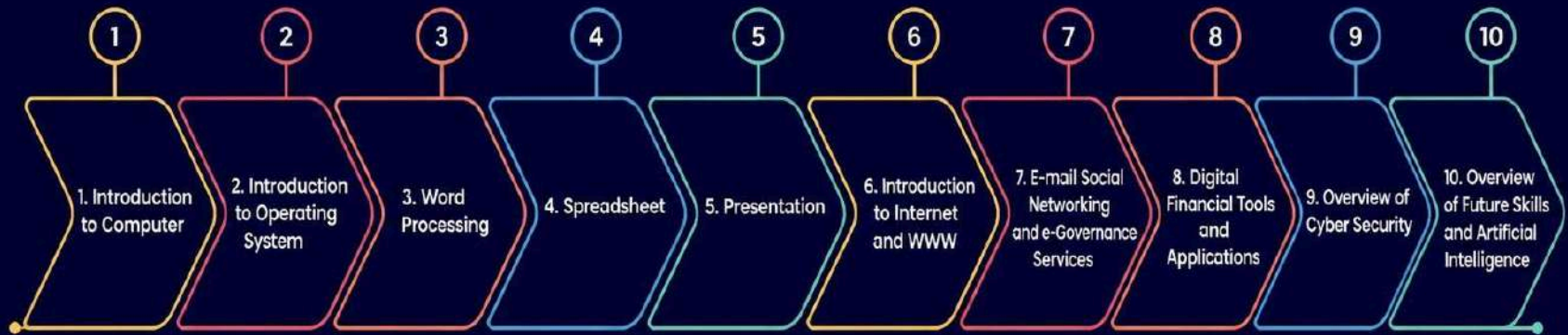


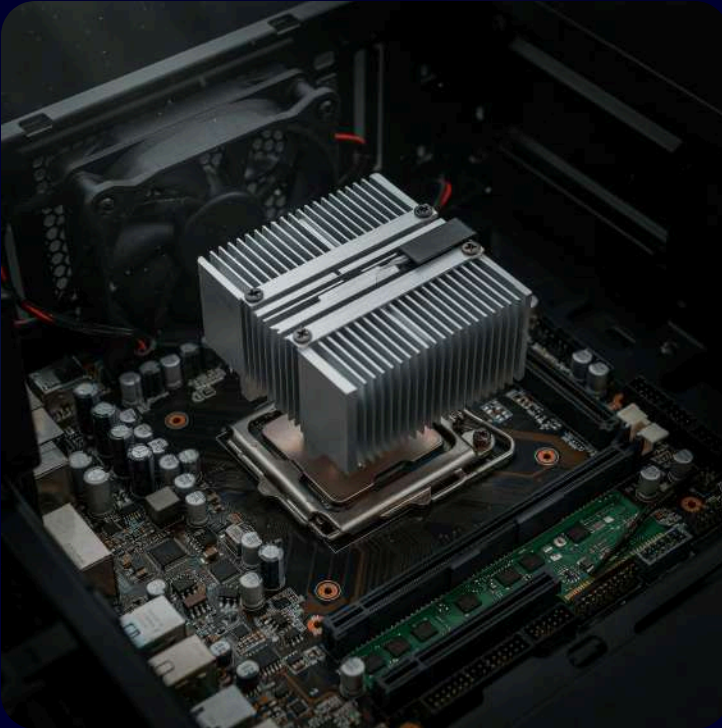
Small Business & Adults

Working adults, small-business owners and family members who need practical digital independence.

What the CCC Syllabus Covers

The revised NIELIT CCC syllabus covers ten broad areas, moving from computer fundamentals through office productivity, internet, digital services, digital finance, cyber security and emerging technologies.





Module 1

Introduction to Computer

Start with the language and components of computing so learners understand what they are using – not just memorising isolated terms.

→ Computer Fundamentals

Basic concepts, evolution and generations of computers.

→ Types of Computers

Desktops, laptops, tablets and their characteristics.

→ CPU, Input & Output

Central processing unit, input devices, output devices and storage.

→ Software

Application, system and utility software; open-source vs. proprietary; mobile apps.

□ Practical outcome: confidently identify computer components, understand their purpose and select appropriate tools for common tasks.

Module 2

Operating System — Work With Files and the Computer Environment

An operating system is the working environment through which users manage applications, files, devices and routine computer operations. Understanding it is foundational to every other skill in the programme.

Desktop & GUI

Graphical user interface and working with the desktop environment.

Files & Folders

File management, organisation, common file extensions and folder structures.

System Settings

Basic utilities, printing and routine computer operations.





Module 3

Word Processing — Create Documents With Confidence

Word processing is one of the most immediately useful computer skills for students, job seekers, office workers and everyday digital tasks. The ability to create and format a professional document opens many doors.

Document Creation

Open, create, edit, save and close documents. Page setup and print preview.

Formatting & Editing

Text formatting, paragraph styles, headers, footers and basic document elements.

Save & Print

Save as PDF, printing documents and sharing formatted files.

Everyday Applications

Applications, letters, notices, CVs, forms, reports and business documents.

Module 4

Spreadsheet — Organise, Calculate and Understand Information

Spreadsheets turn lists and numbers into organised, useful information. The skill is valuable for study, office work, small business records and routine data handling.

- Spreadsheet concepts, interface, rows, columns and cells
- Entering and editing data; formatting information
- Basic formulas and simple functions
- Sorting, organising and creating readable tables
- Using spreadsheets for simple records and calculations

📌 Practical outcome: enter data, perform basic calculations and present information in an organised, easy-to-read spreadsheet.

Module 5

Presentation — Communicate Ideas Digitally

Presentation software helps learners turn information into structured visual communication — for class, meetings, projects and interviews.

- Creating presentations from templates or blank slides
- Adding, editing and formatting text on slides
- Inserting tables, pictures and visual objects
- Using a master slide for consistent design
- Setting up and running a slide show

📌 Practical outcome: create a basic presentation for a class, meeting, interview, project or training activity.

Module 6

Internet & WWW — Search, Connect and Use Information



Networks & Connectivity

LAN, WAN, network topologies, ISPs, Wi-Fi, hotspot, LAN cable and broadband connection types.



Internet & WWW Basics

How the internet works, website addresses, URLs, IP addresses and the World Wide Web.



Browsers & Search Engines

Popular web browsers, search engines, finding reliable information and downloading web pages.



Module 7

E-Mail, Social Networking & e-Governance Services

Digital literacy includes knowing how to communicate and access services responsibly. This module covers the digital interactions most learners encounter in daily life.

Email Skills

Create an account, compose, reply, forward and send attachments professionally.

Social & Messaging

Social networking concepts, instant messaging, blogs and basic e-commerce awareness.

e-Governance

Railway reservation, passport, eHospital/ORS, UMANG app, DigiLocker and digital public services.

📌 Practical outcome: practise digital communication and service-access skills that are increasingly part of everyday personal and professional life.

Module 8

Digital Financial Tools & Applications

Digital payments and online banking are everyday skills. CCC introduces the concepts and tools learners encounter in modern financial transactions.

UPI & AEPS

Unified Payments Interface, Aadhaar Enabled Payment System and QR-code payments.

Banking Tools

Internet banking, NEFT, RTGS, IMPS, credit/debit cards and online bill payment.

eWallets & PoS

eWallets, USSD, Point of Sale devices and OTP security basics.



Practical Digital Literacy: Understand what common payment tools are used for, what information they require and why basic security precautions matter in every transaction.



Module 9

Cyber Security — Protect Your Digital Life

Computer literacy without basic security awareness is incomplete. The revised CCC syllabus introduces the need for cyber security and practical ways to secure computers and mobile devices.



Computer Security

Basic computer security principles and securing the web browser.



Email & Social Media

Securing email accounts and social media profiles from common threats.



Smartphone Safety

Securing smartphones, safe digital behaviour and device security features.

Future Skills & Artificial Intelligence

CCC introduces learners to the technology landscape beyond traditional computer applications. The purpose at this level is **awareness and foundational understanding** – not advanced professional training.



Understanding these technologies helps learners make sense of the digital world they already live and work in.

Exam-Oriented Preparation — Knowledge Meets Practice

The classroom approach combines concept teaching, hands-on practice, revision and question practice – making the programme useful for learners preparing for the CCC examination while also building skills they can use outside it.

01

Understand

Concept teaching in plain language with real examples.

02

Practise

Hands-on computer tasks for every major topic area.

03

Revise

Topic-wise revision of terminology, definitions and key concepts.

04

Test

Objective-type questions, topic tests and full mock examinations.

05

Analyse & Repeat

Error analysis, identification of weak areas and targeted revision.



Learn by Doing

Hands-On Computer Practice

Learners spend time on actual computers performing real tasks – not only listening to explanations. Every concept taught in the classroom is reinforced through direct computer use.

Files & Documents

Create folders, manage files, create/edit/save/print documents and convert to PDF.

Spreadsheets & Presentations

Prepare spreadsheets with calculations and create a basic slide presentation.

Internet & Email

Search the web, navigate websites, create email accounts and send attachments.

Digital Services & Security

Explore digital public-service workflows, understand payment tools and practise account security.



Real-Life Value

Where These Skills Fit Into Everyday Life



Applications & Documents

Prepare job applications, official letters, college assignments and resumes with confidence.



Government Digital Services

Access e-governance portals, book railway tickets, use DigiLocker and UMANG services.



Digital Payments

Use UPI, internet banking, eWallets and online bill payment safely and confidently.



Presentations & Communication

Create presentations for class or office and send professional emails with attachments.

Programme Outcomes

What You Should Be Able to Do After Training

The intended outcome is **functional confidence**. Learners should be able to use a computer for common personal, academic, office and digital-service tasks – and understand the concepts tested in the CCC examination.

Files & Navigation

Navigate a computer, manage files and organise folders independently.

Office Skills

Create documents, work with spreadsheet data and build a basic presentation.

Internet & Email

Browse, search, communicate by email and access e-governance services.

Digital Finance

Understand and use common digital payment tools safely.

Security & AI Awareness

Apply basic cyber-security practices and explain emerging technologies at an introductory level.

Important Information

Examination & Certification — Please Read Carefully

Training at DQ Learnings and the NIELIT CCC examination are **separate**. It is important for every learner to understand this clearly before enrolling.

DQ Learnings Provides

Training, classroom instruction, hands-on practice, revision materials and examination preparation.

NIELIT Governs

Examination eligibility, application process, examination fee, schedule, certificate issuance and official recognition.

Your Responsibility

Always verify current NIELIT rules and the specific recruitment notification before relying on CCC for any job eligibility requirement.

Remember

A CCC certificate should not be presented as a DQ Learnings certificate. DQ Learnings does not issue the NIELIT certificate and does not guarantee eligibility for any particular government recruitment process.

NIELIT's official website provides the authoritative syllabus, examination schedule and digital-learning resources.

Learn. Practise. Grow.

Build computer confidence for the examination – and for the digital world beyond it.

2 Months

Structured training duration

10 Modules

Full NIELIT CCC syllabus coverage

Hands-On

Real computer practice every session

Exam-Ready

Mock tests and topic-wise revision

More than exam preparation – prepare for the examination and build a skill you can use every day. **Skills Today • Better Tomorrow.**

ENROL NOW

CCC – COURSE ON COMPUTER CONCEPTS

DQ LEARNINGS

