Course on Computer Concepts (CCC)

Introduction:

This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. After completing the course the incumbent should be able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc. This helps the small business communities, housewives, etc. to maintain their small accounts using the computers and enjoy in the world of Information Technology. This course is, therefore, designed to be more practical oriented.

Eligibility:

The candidates can appear in the NIELIT CCC Examination through following three modes and the eligibility criteria for each mode are indicated as below:

- Candidates sponsored by NIELIT approved Institutes permitted to conduct CCC Course - irrespective of any educational qualifications;

- Candidates sponsored by Government recognized Schools/Colleges having obtained an Unique Identity number from NIELIT for conducting CCC - irrespective of any educational qualifications; and

- Direct Applicants (without essentially undergoing the Accredited Course or without being sponsored by a Govt. recognised School/College) -irrespective of any educational qualification;

Duration:

The total duration of the course is 80 hours, consisting of:

SI No	Courses	Duration
1	Theory	25 hours
2	Tutorials	5 hours
3	Practical's	50 hours

The course could ideally be a two weeks intensive course

Who can conduct the course:

The education and training for CCC shall be imparted at the institutions specifically authorized by NIELIT for conducting CCC. In addition, the students can study the course on self-learning mode and can apply as a direct candidate for appearing in the CCC examination conducted by NIELIT.

Examination:

Examination for the certificate course will be conducted by the NIELIT(formerly DOEACC Society) as per the calendar of events given below

CALENDAR OF EVENTS-CCC Every Month Exam

Cycle (1st Saturday)

Activity	For Candidate appearing through Approved Institutes including government recog. school/colleges or appearing as direct applicant											
	Jan Exam	Feb Exam	March Exam	April Exam	May Exam	June Exam	July Exam	Aug Exam	Sep Exam	Oct Exam	Nov Exam	Dec Exam
Date of commencement of Online Exam Form Filling.	1st Nov - 30th Nov	1st Dec - 30th Dec	1st Jan - 30th Jan	1st Feb - 28th Feb	1st Mar - 30th Mar	1st Apr - 30th Apr	1st May - 30th May	1st June - 30th June	1st July - 30th July	1st Aug - 30th Aug	1st Sep - 30th Sep	1st Oct - 30th Oct
Last date for submission of filled-in Forms	Preceding 30th Nov	Preceding 31st Dec	Preceding 31st Jan	Preceding 28th Feb	Preceding 31st Mar	Preceding 30th Apr	Preceding 31st May	Preceding 30th June	Preceding 31st July	Preceding 31st Aug	Preceding 30th Sep	Preceding 31st Oct
Date of commencement of Exam.	1stSaturday of Jan.	1stSaturday of Feb.	1stSaturday of March	1stSaturday of April	1stSaturday of May	1stSaturday of June	1stSaturday of July	1stSaturday of Aug.	1stSaturday of Sep.	1stSaturday of Oct.	1stSaturday of Nov.	1stSaturday of Dec.

Examination Fee:

- The examination fee for CCC is Rs.500/- (+GST) which is to be pay online through NEFT/RTGS/ CSC-SPV/ Online(Credit Card/Debit Card/Net Banking) while filling up the online examination form. The examination fee includes Service Tax as applicable.

- There is no Provision of Late Fee

Syllabus:

SNo	Topic Detail	Theory	Tutorials	Practical
1.	Introduction to computer	2	1	4
2.	Introduction to GUI Based rating System	3	-	8
3.	Elements of Word Processing	4	2	10
4.	Spreadsheets	4	2	10
5.	Computer communication and Internet	4	-	5
6.	WWW and web browsers	2	-	3
7.	Communication and Collaboration	2	-	2
8.	Making small presentations	4	-	8
Grand Total		25	5	50

CCC Examination details

a. Online   Exam   Application   Form:

Candidate has to apply online for CCC examination through link student.nielit.gov.in

b. Admit   Card:

To download the admit card candidate has to visit the link student.nielit.gov.in

c. Result:

To download the Result candidate has to visit the link student.nielit.gov.in

d. Download   Digitally   signed   certificates:

To download the certificate candidate has to visit the link http://www.nielit.gov.in/certificate/

https://student.nielit.gov.in

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