(NIELIT CCC PLUS SYLLABUS)

IECS
COMPUTER EDUCATION & SKILL DEVELOPMENT
Fully Recognised Institute of NIELIT
Since 1993

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NIELIT

Course Overview - Computer Concept Plus course or CCC PLUS Course is organized and conducted by the National Institute of Electronics and Information Technology (NIELIT) previously referred to as (DOEACC). The CCC PLUS Course is an IT Certification course that helps the aspirants who are looking for a job in the government sector with some necessary skills that will help them to manage the latest and most dynamic IT scenarios. Individuals who wanted to apply for this course can visit the official website of NIELIT. Pursuing this course will not only enhance your basic skills but will also enhance an individual's ability so that they can get easily grasp the IT field.

Duration: 4 Months

Course Content (Practical)

MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories
- Notepad

- Modifying worksheets with colorAuto FormatsPaint
- WordPad
- Calculator
- MS-DOS
- Windows Short Cut Keys

Microsoft-Word 2019

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables

- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Macros
- Mail Merge

Microsoft-Excel 2019

- Spreadsheet Basics
  - Creating
  - Editing
  - Saving
  - Page Settings
- Working with Functions & Formulas
  - Basic Functions
  - Lookup Functions
  - Logical If Functions
  - Financial Functions
  - Statistical Functions
  - Maths & Trig. Functions
  - Text Functions & Many More

- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analyzing Data
- Data
  - Subtotal
  - Sorting Data
  - Filtering Data
  - Data Validation
  - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

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Microsoft-PowerPoint 2019

- Opening
- Viewing
- Creating
- Printing Slides
- Applying Auto Layouts
- Adding Custom Animation
- Using Slide Transitions
- Charts & Graphs
- Hyperlinks and Action Buttons
- Working with Movies and Sounds
- Slide Master
- Creating Professional Slide for Presentation.

Internet

- What is Internet?
- Understanding how to search/Google
- Bookmarking and Going to a specific website
- Search engines
- Email -
  - Receiving Incoming Messages
  - Sending Outgoing Messages
  - Email addressing
  - Email attachments
- Copy and paste Internet content into your word file and emails
- Blogging
- Understanding social media platforms such as Facebook & Many more
- Learn with best practices

Course Content (Theory)

Module1 – Introduction to Computer & Basic Concepts:

- What is Computer:
- Concept of Hardware and Software

Module 2 - Operating System:

- Basics of Operating System
- The User Interface
- Operating System Simple Setting
- File and Directory Management
- Desktop
- Keep Software updated

Module 3 – Word Processing:

- Word Processing Basics
- Opening and closing Documents

- Text Creation and manipulation
- Formatting the Text
- Formatting a document
- Table Manipulation
- Inserting Graphics Elements
- Mail Merge

Module 4 – Spreadsheet:

- Elements of Electronic Spread Sheet
- Manipulation of Cells
- Formulas and Function

Module 5 – Presentation:

- Basic Concepts of presentation
- Creation of Presentation
- Preparation of Slides
- Presentation of Slides
- Slide Show

Module 6 – Database Management System:

- Introduction to the concepts of a database management system
- Creating a database
- Creating a Table

Module 7 – Cyber Security:

- Cyber Security
- Know how to identify a secure website
- Netiquettes; Security Considerations
- Overview and understanding of IT Act 2000

Module 8 - PC Maintenance, Security, and Troubleshooting:

- Computer Maintenance and Security
- Deleting unnecessary programs and files
- Computer Maintenance Programs

- Basic troubleshooting

Module 9 – Networking & Troubleshooting:

- Basic of Computer Networks
- Internet
- Various applications of the Internet
- Methods of connecting to the Internet
- Define and understand the terms
- Overview of the use of search engines and email messages
- Instant Messaging and Collaboration
- Network troubleshooting

Module 10 – Latest Trends in IECT & e-Governance:

- Applications of IECT
- Project Management using IT tools & related applications
- Introduction to Cloud Computing
- Introduction to Mobile Computing
- Digital signature
- e-Governance

Module 11 – Application of Digital Financial Services

- Why savings are needed
- Why save in a bank
- Banking products-ATM card
- Rupay Card
- Banking Instruments-Cheque
- Demand Draft (DD)
- Currency Notes
- Banking Services Delivery Channels
- Know Your Customer (KYC)
- Opening of bank account and documents required
- Types of bank accounts
- Bank's services including remittances
- Loan
- mobile banking

- Overdraft
- Pension etc

Module 12 – Soft Skills:

- Effective communication
- Communication Skills & Call Handling Skills
- Listening skills
- Corporate culture
- Behavioral Skills
- Vocabulary Development
- Pronunciation
- Reading
- Listening And Speaking
- Writing