

QUALIFICATION FILE – COURSE ON COMPUTER CONCEPTS (CCC)**Name and address of submitting body:**

National Institute of Electronics and Information Technology
Electronics Niketan, 6 CGO Complex, Lodhi Road, new Delhi-110003.

Name and contact details of individual dealing with the submission

Name: Rajneesh Kumar Asthana.
Position in the organisation Deputy Director (Systems)
Address if different from above NA
Tel number(s) 011-24367715
E-mail address rajneesh@nielit.gov.in

List of documents submitted in support of the Qualifications File

1. Detailed Curriculum (Annexure I)
2. Industry Validation(Annexure II):
 - a) Recognition by Chandigarh Administration, Dept. Of personnel vide no: 28/69-IH(7)-2015/25321 dated 11.12.2015 is made mandatory basic IT skills for the officers.
 - b) Recognition by Arunachal Pradesh Govt. vide no: DIT/S &T/118/2009 dated 12.09.2013 NIELIT courses for the purpose of employment and for capacity building.
 - c) Recognition by Ministry of Finance Deptt, Govt. Of India vide no: A-34012/2306/2006/Computer Exam/MF CGA (E) dated 4.09.2006 CCC Course is compulsory for Junior Accounts Officer (Civil).
 - d) Govt. Of Gujarat, General Administration Deptt. Vide no: PARACH/172003-672(1)-G-2 dated 11.08.2003 compulsory of CCC Course for direct recruitment and promotion of Class-1 and Class-2.
 - e) Govt. Of UP, vide no: dated 26.08.2005 compulsory of CCC Course for promotion of clerk.
3. Old Question papers <http://www.nielit.gov.in/content/old-question-papers-0> (Annexure III)

QUALIFICATION FILE SUMMARY

Qualification Title	COURSE ON COMPUTER CONCEPTS (CCC)		
Qualification Code	NIELIT/DL/1/19		
Body/bodies which will assess candidates	Examination Cell, National Institute of Electronics and Information Technology 6-CGO Complex, Electronics Niketan Lodhi Road, New Delhi. 110003.		
Body/bodies which will award the certificate for the qualification.	National Institute of Electronics and Information Technology 6-CGO Complex, Electronics Niketan Lodhi Road, New Delhi. 110003.		
Body which will accredit providers to offer the qualification.	National Institute of Electronics and Information Technology 6-CGO Complex, Electronics Niketan Lodhi Road, New Delhi. 110003. Presently, Accreditation No: A		
Occupation(s) to which the qualification gives access	Use computer for basic purposes, preparing for personnel/business letters, Data entry operator		
Proposed level of the qualification in the NSQF.	3		
Notional Learning Hours	80hours.		
Entry requirements / recommendations.	<ul style="list-style-type: none"> ➤ 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. ➤ Direct Applicants (without essentially undergoing the Accredited Course or without being sponsored by a Govt. recognised School/College) -irrespective of any educational qualification. 		
Progression from the qualification.	<u>In Academic</u> Students can go for Expert Computer course ECC. <u>Professional</u> Initially candidate can work as a data entry operator.		
Planned arrangements for RPL.	<ul style="list-style-type: none"> • It will be incorporated once RPL strategy is finalized 		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/Optional	Estimated size (learning hours)	Level
Introduction to Computer : Recognize the basic components of computers and familiar with the computer terminology, characteristics of computer e-governance, multimedia etc.	Mandatory	07	3

Introduction to GUI Based Operating System: Learn GUI BASED OPERATING SYSTEM, file Management etc.	Mandatory	11
Elements of Word Processing : Learn WORD PROCESSING packages, document creation, saving, editing, insertion of tables etc in document.	Mandatory	14.5
Spreadsheets: Will learn about creation of SPREAD SHEET, cell manipulation, Insertion and deletion of rows, columns, charts, graphs, functions etc	Mandatory	15.5
Introduction to Internet, WWW and web browsers; Learn INTERNET, WWW and WEB BROWSERS, searching content etc.	Mandatory	14
Communication and Collaboration: Learn COMMUNICATION AND COLLABORATION	Mandatory	4
Application of presentations: Demonstrate Presentation Software like Power Point.	Mandatory	12
Application of Digital Financial Services: Learn Internet for FINANCIAL SERVICES and will aware of various schemes of Govt. of India.	Mandatory	2

Please attach any document giving further detail about the structure of the qualification – e.g. a Curriculum or Qualification Pack. Nil

SECTION 1

ASSESSMENT

Name of assessment body:

Examination Cell,

National Institute of Electronics and Information Technology
6-CGO Complex, Electronics Niketan
Lodhi Road, New Delhi. 110003.

Will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

Presently only candidates who giving the examination shall be assessed. Later on candidates having experience and knowledge shall be assessed. The information will be provided on finalization of such procedure.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Exam will cover all units. Each OUTCOME is assessed & marked separately.
Online Written Assessment (Multiple Choice Questions)

The assessment results are backed by following evidences.

1 The assessor collects a copy of the attendance for the examination done under the scheme. The attendance sheets are signed and stamped by the In charge / Head of the Training Centre.

- 2 The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same is mentioned in the attendance sheet. .
3. The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

Please attach any documents giving further information about assessment and/or RPL.

ASSESSMENT EVIDENCE

<http://www.nielit.gov.in/content/old-question-papers-0>

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Job Role

**Computer operator,
Data entry operator**

**Title of Unit/Component: COURSE ON COMPUTER CONCEPTS (CCC)
(Detailed Curriculum attached As Annexure-I)**

Assessable Outcomes	Assessment criteria for the outcome	Total Marks
Learn the basic components of computers and familiar with the computer terminology, characteristics of computer e-governance, multimedia etc.	Knowledge will be assessed during practical hours and in theory paper by asking basic questions on computer, multimedia and e governance.	100
Follow GUI BASED OPERATING SYSTEM, file Management etc	Various parameters like familiarity with the computers, handling of computer.	
	Various system properties (Changing System Date And Time, Changing Display Properties, Add Or Remove Component, Changing Mouse Properties, Adding and removing Printers) of computer.	
	File and directory creation & management and operating system	
Demonstrate WORD PROCESSING packages, document creation, saving, editing, insertion of tables etc in document.	Specific document can be given for creation and for further changes like insertion/deletion of table, row/column etc. options of different menu of Word.	
Will learn about creation of SPREAD SHEET, cell manipulation, Insertion and deletion of rows, columns, charts, graphs, functions etc	Spread sheet can be asked to create, save and edit. Should know about cell manipulations (Entering Text, Numbers and Dates, Creating Text, Number and Date Series,	
	Operate Editing Worksheet Data, Inserting and Deleting Rows, Column Changing Cell Height and Width)	
	Learn the use of Graph or chart for specific data , insertion in the document, printing etc.	

Learn and practice use of INTERNET, WWW and WEB BROWSERS, searching content etc.	Learn basics of Computer network (LAN,MAN,WAN)	
	Preparation of Computer for Internet Access ISPs and examples (Broadband/Dialup/WiFi) Internet Access Techniques	
	Able to Configure the Web Browser	
	Able to Search, save and print of particular information from the web.	
Learn COMMUNICATION AND COLLABORATION	Configuring Email, creation and sending mails in different platform can be assessed.	
	Forwarding, replying after due checks, capability to attach files etc can be assessed.	
	Should able to handle SPAM, Address book, spell check etc.	
	Internet etiquettes can be assessed.	
Explain Presentation Software like Power Point	Creation of presentation, insertion and deletion of slides.	
	Insertion of Word Table in an Excel Worksheet, Adding Clip Art Pictures can be checked.	
	Various enhancing features like text, color, line styles etc available in the package can also be checked.	
	Various views like slide show with transition effects and slide timings/automatic etc can be assessed.	
	Should be familiar with printing of presentation in various formats like normal, handout etc.	
	Adding Movie and Sound, Headers and Footers.	
Use Internet for FINANCIAL SERVICES and will aware of various schemes of Govt. of India.	Internet and Mobile banking ability.	
	Information on various Pradhan Mantri schemes, National Pension Scheme, Public Provident Fund (PPF).	
	Advantages of saving, funds, locker, loan and other products of Banks.	
	Able to fill up cheques, form for Demand draft, KYC, Insurance etc.	
	Grand Total	100

Means of assessment 1

The theory examination for total duration of 90 min and the total marks would be 100.

Pass percentage

To qualify for a pass in a module, a candidate must have obtained at least 50% in the theory exam.

The marks will be translated into grades,

While communicating results to the candidates. The gradation structure is as below:-

Pass percentage Grade

Failed (<50) F

50%-54% D

55%-64% C

65%-74% B

75%-84% A

85% and over S.

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Recognition has been given by the Government of India to NIELIT “CCC” examination conducted by the NIELIT as equivalent to use computers for professional as well as day to day use.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Examination for certificate course on computer (CCC) is conducted once in a month. NIELIT is having 35 Centers and 900 accredited centers spread all over India and minimum capacity of each center is 25 so approx. 75000 candidates per year can appear in this course.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

As the understanding and adoption models of QPs evolve in the industry and across its sub-sectors, we foresee consolidation of qualification packs as a natural progression. The Qualification does not exist as per information available in public domain.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The Qualification is to be monitored and reviewed every two years.

The following data will be used

1. Results of assessments
2. Employer feedback will be sought post-placement
3. Student feedbacks
4. Workshops and seminar for reviewing the qualifications
5. Industry Requirements
6. Consultation/ Tie-up with Industries or Expert for review of the Curriculum.

Please attach any documents giving further information about any of the topics above.

NIL

SECTION 3
SUMMARY EVIDENCE OF LEVEL

Level of qualification: 3

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

COURSE ON COMPUTER CONCEPTS (CCC)			Level: 3
NSQF Domain	Outcome of the Qualification/Component	How the job role relates to the NSQF Level Descriptors	NSQF Level
Process	Their job is to use computers for professional as well as in day to day use like in banks, Insurance and in other financial institution	person may carry put a job which may require limited range of activities routine and predictable	3
Professional Knowledge	After acquiring knowledge in various s/ws like word, excel, power point, and use of Internet, one can apply this knowledge in employment and for day to day working.	Basic facts, process and Principle applied in trade of employment	3
Professional skill	They can use computer to prepare document, charts, graph or presentation. They can also use internet for digital financial services and improve existing skills and learn new skills.	recall and demonstrate practical skill, routine and repetitive in narrow range of application	3
Core skill	Individuals may Communicate Written (thru email also) and orally , with minimum required clarity. Will have skills of basic arithmetic and algebraic formulas, skills of personal internet and mobile banking,	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment	3
Responsibility	They are able to work in computer individually and work within defined limit.	Under close supervision Some Responsibility for own work within defined limit.	3

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

This qualification has comprises of both technical and analytic skills and this course gives support to the existing qualification and will give in depth knowledge of computer.

Please attach any documents giving further information about any of the topics above.

SECTION 5

EVIDENCE OF INTERNATIONAL COMPARABILITY

List any comparisons which have been established.

NIL

Name of Unit of Qualification : CCC

Duration : 80 Hours

Topic Name	Contents	Hrs.
1. INTRODUCTION TO COMPUTER	Introduction Objectives What is Computer? History of Computers Characteristics Of Computer System Basic Applications of Computer Components of Computer System Central Processing Unit Keyboard, mouse and VDU Other Input devices Other Output devices Computer Memory Concept of Hardware and Software Hardware Software Application Software Systems software Programming Languages Representation of Data/Information Concept of Data processing Applications of IECT e-governance Multimedia and Entertainment Summary Model Questions and Answers	07
2. INTRODUCTION TO GUI BASED OPERATING SYSTEM	Introduction Objectives Basics of Operating System Operating system Basics of popular operating system (LINUX, WINDOWS) The User Interface Task Bar Icons Start Menu Running an Application 2.4 Operating System Simple Setting 2.4.1 Changing System Date And Time	11

	<p>Changing Display Properties To Add Or Remove A Windows Component Changing Mouse Properties Adding and removing Printers File and Directory Management</p> <p>Types of files Summary Model Questions and Answers</p>	
3. ELEMENTS OF WORD PROCESSING	<p>Introduction Objectives Word Processing Basics Opening Word Processing Package Menu Bar Using The Help Using The Icons Below Menu Bar Opening and closing Documents Opening Documents Save and Save as Page Setup Print Preview Printing of Documents</p> <p>Text Creation and manipulation Document Creation Editing Text Text Selection Cut, Copy and Paste Font and Size selection Alignment of Text Formatting the Text Paragraph Indenting Bullets and Numbering Changing case Table Manipulation Draw Table Changing cell width and height Alignment of Text in cell Delete / Insertion of row and column Border and shading Summary Model Questions and Answers</p>	14.5
4. SPREAD SHEET	<p>Introduction Objectives Elements of Electronic Spread Sheet Opening of Spread Sheet Addressing of Cells Printing of Spread Sheet Saving Workbooks Manipulation of Cells Entering Text, Numbers and Dates Creating Text, Number and Date Series Editing Worksheet Data Inserting and Deleting Rows, Column</p>	15.5

	4.3.5 Changing Cell Height and Width Function and Charts Using Formulas Function Charts Summary Model Questions and Answers	
5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS	Introduction , Objectives, Basics of Computer Networks, Local Area Network (LAN) , Wide Area Network (WAN) , Internet, Concept of Internet, Basics of Internet Architecture , Services on Internet, World Wide Web and Websites , Communication on Internet , Internet Services, Preparing Computer for Internet Access , ISPs and examples (Broadband/Dialup/WiFi), Internet Access Techniques , Web Browsing Software, Popular Web Browsing Software, Configuring Web Browser, Search Engines, Popular Search Engines / Search for content , Accessing Web Browser, Using Favorites Folder , Downloading Web Pages, Printing Web Pages	14
6.COMMUNICATION AND COLLABORATION	Introduction , Objectives , Basics of E-mail, What is an Electronic Mail , Email Addressing, Configuring Email Client, Using E-mails, Opening Email Client , Mailbox: Inbox and Outbox , Creating and Sending a new E-mail ,Replying to an E-mail message, Forwarding an E-mail message, Sorting and Searching emails , Advance email features, Sending document by E-mail , Activating Spell checking, Using Address book , Sending Softcopy as attachment , Handling SPAM, Instant Messaging and Collaboration , Using Smiley , Internet etiquettes	04
7.APPLICATION OF PRESENTATIONS	Introduction, Objectives , Basics , Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation , Creation of Presentation , Creating a Presentation Using a Template , Creating a Blank Presentation , Entering and Editing Text, Inserting And Deleting Slides in a Presentation , Preparation of Slides , Inserting Word Table or An Excel Worksheet , Adding Clip Art Pictures , Inserting Other Objects , Resizing and Scaling an Object , Providing Aesthetics , Enhancing Text Presentation , Working with Color and Line Style, Adding Movie and Sound , Adding Headers and Footers, Presentation of Slides , Viewing A Presentation , Choosing a Set Up for Presentation , Printing Slides And Handouts , Slide Show , Running a Slide Show , Transition and Slide Timing	12
8.APPLICATION OF DIGITAL FINANCIAL SERVICES	Introduction , Objectives , Why Savings are needed? , Emergencies , Future Needs , Large expenses , Drawbacks of keeping Cash at home , Unsafe , Loss of Growth Opportunity , No Credit Eligibility, Why Bank is needed? , Secure Money, Earn Interest, Get Loan , Inculcate habit of saving , Remittances using Cheque Demand Draft , Avoid risk of chit funds, sahu-kars , Banking Products ,	02

	<p>Types of Accounts and Deposit , Types of Loan and Overdrafts , Filling up of Cheques, Demand Drafts , Documents for Opening Accounts , Know your Customer (KYC) , Photo ID Proof, Address Proof , Indian Currency , Banking Service Delivery Channels , Bank Branch, ATM , Bank Mitra with Micro ATM, Point of Sales , Banking Service Delivery Channels , Internet Banking , National Electronic Fund Transfer (NEFT),Real Time Gross Settlement (RTGS), Insurance , Necessity of Insurance , Life Insurance and Non-life Insurance , Various Schemes , PradhanMantri Jan-DhanYojana (PMJDY) , Social Security Schemes , PradhanMantriSurakshaBimaYojana (PMSBY) , PradhanMantriJeevanJyotiBimaYojana (PMJJBY) , Atal Pension Yojana (APY) , PradhanMantri Mudra Yojana (PMMY) , National Pension Scheme , Public Provident Fund (PPF) Scheme , Bank on your mobile , Mobile Banking , Mobile Wallets</p>	
--	---	--