

COURSE BROCHURE

CCC - Computer Concepts and Digital Practice

Diploma, Vocational & Skills / Computing & Software Skills

<div>One-time full-course fee</div> <div>INR 699</div>	<div>Access</div> <div>12 months course access</div>
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Study plan

6-10 weeks suggested; 25 readings plus learner-recorded practice, self-paced

Learning format

25 listed written lessons with practice and self-assessment. 25 original written readings address the ten CCC Revision 4 chapters: computer/OS basics, files, Writer, Calc, Impress, internet, communication and e-governance, digital finance, cybersecurity, future skills and AI. Includes a six-file offline project, an editable formula/chart workbook, 50 explained MCQs and five practical scenarios with marking rubrics. Native office-app practice must be completed and inspected by the learner; this independent study product is not NIELIT training or certification. Free official CCC learning is also available through NIELIT Virtual Academy. Not included:

Independent written study and original practice; no NIELIT affiliation, authorised-centre status, enrolment, exam fee, official certificate or pass/placement guarantee.; No live or recorded instructor classes, individual marking or claim of delivered official 90-hour training.

Suggested study/practice time is a plan, not observed attendance.; Native LibreOffice/Windows application steps are documented but were not executed by the author. Learners must produce and inspect Writer documents, native mail merge, Impress delivery, media playback and print/export results.; The original XLSX was calculated, exported, rendered and independently re-imported with a bundled authoring engine. This is not native LibreOffice compatibility certification;

import/recalculation/chart/print behaviour must be checked in the installed application.; Offline Python exercises use synthetic data only: template substitution is not Writer mail merge; parsing is not website trust; draft checks do not send mail; ledger arithmetic does not validate real bank balances or holds; metric

Programme overview

25 original written readings across the ten CCC topics, an offline practice project, editable spreadsheet and explained 100-mark assessment. Native office-app practice remains learner-performed; no official exam or certificate is included.

Who this is for

- 1 Read the listed scope and prerequisites before enrolment.
- 2 A parent or guardian should manage a minor learner's account and purchase.
- 3 Not included: Independent written study and original practice; no NIELIT affiliation, authorised-centre status, enrolment, exam fee, official certificate or pass/placement guarantee.
- 4 Not included: No live or recorded instructor classes, individual marking or claim of delivered official 90-hour training. Suggested study/practice time is a plan, not observed attendance.
- 5 Not included: Native LibreOffice/Windows application steps are documented but were not executed by the author. Learners must produce and inspect Writer documents, native mail merge, Impress delivery, media playback and print/export results.
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- 7 Not included: Offline Python exercises use synthetic data only: template substitution is not Writer mail merge; parsing is not website trust; draft checks do not send mail; ledger arithmetic does not validate real bank balances or holds; metric calculations do not train an AI model.
- 8 Not included: No real government applications, financial transactions, biometric capture, account recovery or public posts. Current eligibility, identity checks, provider screens, bank limits and official examination rules require direct verification.
- 9 Not included: All ten syllabus chapters are addressed at introductory written-teaching level; finite practice and assessment do not establish full-examination mastery or supervised practical competence. NIELIT Virtual Academy also offers free self-paced CCC learning.

Published topics and learning focus

- 1 Orientation and computer foundations
- 2 Writer documents and mail merge

- 3 Calc data and calculation
- 4 Impress presentation and delivery
- 5 Internet, communication and public services
- 6 Digital finance and cybersecurity
- 7 Future skills and AI evidence
- 8 Offline practical project
- 9 Original assessment and explained marking

Before you choose

- 1 These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
- 2 ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
- 3 Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

[Explore the programme trial](#)

[View current details, scope and terms](#)

[Ask ZELVU about this programme](#)

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.