

CCC Examination Official Syllabus & Study Guide (Gujarat)

Course on Computer Concepts • NIELIT & Govt of Gujarat Recognized Pattern

Course Duration: 2 Months (60 Hours Intensive Practical Lab)	Target Audience: Govt Job Aspirants (GSSSB, GPSSB, Talati, Clerk), Students, Non-IT Graduates
Certification: Govt & Industry Recognized	Placement Support: 100% Mock & Interview Drives

Curriculum & Detailed Module Breakdown

Module	Topics & Practical Competencies	Duration
Module 1	Introduction to Computers, Hardware Components, BIOS, Peripherals, Memory Units & Operating System Concepts (Windows 10/11 & Linux)	10 Hrs
Module 2	GUI Operating System, Desktop Management, File Explorer, System Settings, Control Panel & Software Installation	6 Hrs
Module 3	Word Processing (MS Word & LibreOffice Writer): Formatting, Tables, Mail Merge, Page Layouts, Official Letter Drafting & Proofing	14 Hrs
Module 4	Spreadsheet Calculations (MS Excel & LibreOffice Calc): Formulas (SUM, AVERAGE, IF, VLOOKUP), Pivot Tables, Data Sorting, Filtering & Charts	14 Hrs
Module 5	Presentations (MS PowerPoint & Impress): Slide Master, Animations, Transitions, Professional Govt Presentation Layouts	6 Hrs
Module 6	Internet, World Wide Web, Email Protocols (SMTP/IMAP), Search Engines, Cyber Security, Phishing, Antivirus & Safe Browsing	5 Hrs
Module 7	Digital Financial Services: UPI, BHIM, Net Banking, AEPS, POS, e-Wallets, Digital Locker & Cyber Crime Reporting (1930)	5 Hrs

Career Opportunities & Industry Placement

Mandatory Requirement: Qualifies candidates for Gujarat Secretariat Junior Clerk, Senior Clerk, Head Clerk, Talati Mantri, Police Constable, Forest Guard, and Bank Assistant positions. Samarth students maintain a 98% first-attempt passing track record.

Campus Address: S-11/12, Samruddhi Complex, New CG Rd, opp. PNB, Chandkheda, Ahmedabad • Helpline: +91 98985 50168 • Web: samarthcomputereducation.in
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