Syllabus: Certificate in Computer Applications (CCA)

- **Duration:** 3 Months
- **Eligibility:** Class 8

Evaluation Scheme

- **Full Marks:** 200
- **Theory:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva (Oral Test):** 20 Marks

Course Syllabus

This course provides comprehensive training on essential computer applications used in modern office environments, building from fundamental concepts to practical, real-world skills.

Module 1: Fundamentals & Word Processing

- **Computer Fundamentals Review:** Hardware, Software, OS, File Management.
- **Microsoft Word (Advanced):**
    - Working with Tables and Columns.
    - Using Headers, Footers, and Page Numbers.
    - Inserting Graphics, WordArt, and Shapes.
    - Proofing documents: Spell Check, Grammar, and Thesaurus.
    - Introduction to Mail Merge for creating letters and labels.

Module 2: Spreadsheet Applications

- **Microsoft Excel (Intermediate):**
    - Understanding Cells, Rows, Columns, and Worksheets.
    - Using Formulas and basic Functions (SUM, AVERAGE, COUNT, MAX, MIN).
    - Formatting data: Borders, Colors, and Number formatting.
    - Creating Charts and Graphs to visualize data.
    - Sorting and Filtering data lists.

Module 3: Presentation & Internet Skills

- **Microsoft PowerPoint:**
    - Designing effective presentations with themes and layouts.

- Adding Transitions and Animations.
- Inserting images, videos, and audio.
- Using SmartArt for professional diagrams.
- **Internet & Email:**
  - Advanced search techniques for research.
  - Managing email effectively: Folders, Filters, and Etiquette.
  - Understanding online storage (e.g., Google Drive).

Module 4: Final Project

- Students will complete a project that combines skills from all modules.
- **Example Project:** Create a business report on a given topic. The project must include a formatted Word document, an Excel sheet with relevant data and charts, and a summary PowerPoint presentation.