



## Syllabus: Certificate in Computer Basics (CCB)

- **Duration:** 1 Month
- **Eligibility:** Class 6

### Evaluation Scheme

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

### Course Syllabus

This course teaches the first steps of using a computer. It is designed to be fun, easy, and for complete beginners.

#### Module 1: Computer Fundamentals

- Learning the main parts: Screen, CPU Box, Keyboard, and Mouse.
- How to turn the computer on and off safely.
- Understanding the Desktop, Icons, and Taskbar.
- Learning to use the mouse: Pointing, Clicking, and Double-Clicking.

#### Module 2: Basic Applications - Drawing & Writing

- Opening Notepad and typing your name, and learning to save your work.
- Opening MS Paint to draw using the pencil, brush, and shape tools.
- Opening WordPad to write a short story or paragraph.
- Making text **Bold**, *Italic*, and changing its color.
- Learning to change the font style and size of your text.

#### Module 3: A Safe Look at the Internet

- What is the Internet? (A very simple explanation).
- Opening a web browser to look at websites.
- Using a search engine (like Google) to find pictures or information.
- Visiting a kid-friendly website for a game or cartoon.
- Learning the most important rule: How to stay safe online.



#### Module 4: Final Project

- Review of everything learned in the past three modules.
- Students will make a simple project to show their skills.
- **Example Project:** In WordPad, write three sentences about "My Favorite Animal," change the font style, and add a drawing of it from MS Paint.

