

Module 1: Fundamentals of Computers

- Introduction to computers: history, types, and applications
- Hardware components (CPU, RAM, storage, input/output devices)
- Software types (system software, application software)
- Operating systems basics (Windows, Linux overview)
- Computer security and safe practices

Module 2: Office Productivity Tools

- **MS Word / Google Docs**
 - Document creation, formatting, tables, styles
 - Mail merge and templates
- **MS Excel / Google Sheets**
 - Formulas, functions, charts, pivot tables
 - Data analysis basics
- **MS PowerPoint / Google Slides**
 - Slide creation, design, transitions, animations
 - Presentation skills

Module 3: Internet & Web Applications

- Basics of the Internet and web browsers
- Email creation and management
- Search engines and online research techniques
- Cloud storage and collaboration tools (Google Drive, OneDrive)
- Social media and digital communication basics

Module 4: Programming Fundamentals

- Introduction to programming concepts
- Basics of C / Python (depending on institution)
- Variables, operators, control structures
- Simple programs and problem-solving exercises

Module 5: Database Management

- Introduction to databases
- Data storage concepts
- SQL basics (create, insert, update, delete, select)
- Practical with MS Access / MySQL

Module 6: Accounting & Business Applications

- Introduction to computerized accounting
- Basics of Tally / QuickBooks
- Recording transactions (sales, purchases, payments)
- Generating financial reports

Module 7: Web Design Basics

- Introduction to HTML & CSS
- Creating simple web pages
- Linking pages and adding multimedia
- Basics of responsive design

Module 8: Practical Projects & Assessment

- Create a formatted report in Word
- Build a spreadsheet with charts and formulas
- Design a presentation with animations
- Develop a simple database project
- Final project: Mini website or accounting system

Learning Outcomes

By the end of the CCA course, students will:

- Understand computer fundamentals and applications
- Use office productivity tools effectively
- Browse, communicate, and collaborate online
- Write simple programs and manage databases
- Apply accounting software for business tasks
- Design basic web pages and projects independently