

Certificate in Computer Applications (CCA) - Syllabus

Duration: 3 Months

Category: Certificate Course

Module 1: Computer Fundamentals

Introduction to Computers, Hardware, Software, Operating Systems, File Management.

Module 2: MS Word

Document Creation, Formatting, Tables, Mail Merge, Printing Documents.

Module 3: MS Excel

Worksheets, Formulas, Functions, Charts, Data Management, Basic Reporting.

Module 4: MS PowerPoint

Presentation Design, Themes, Animations, Transitions, Slide Shows.

Module 5: Internet & Email

Web Browsing, Search Engines, Email Creation, Online Communication, Cyber Safety.

Module 6: Typing & Practical Applications

English Typing Practice, Computer Applications, Project Work and Assessments.

Course Features

Computer Basics, MS Office, Internet, Typing Skills, Practical Training.