

Phase 1: Computer Basics & OS (नींव मजबूत करना)

Class No.	Topic Name	Detail Coverage (Sub-topics)
Class 01	Introduction to Computer	Computer क्या है, History, Generations (1st to 5th), Types of Computer (Analog, Digital, Hybrid).
Class 02	Hardware & Software	CPU components (ALU, CU, MU), Input Devices (Keyboard, Mouse, OMR, BCR), Output Devices (Monitor, Printer types).
Class 03	Memory Units & Storage	Bit, Byte, KB, MB, GB, TB concept. RAM vs ROM, HDD vs SSD, Cache Memory.
Class 04	Introduction to OS	Operating System क्या है? Types (GUI vs CUI), Windows vs Linux/Ubuntu (महत्वपूर्ण), Basic Settings (Date, Time, Mouse properties).
Class 05	File Management	File Extensions (.txt, .odt, .jpg), Folder Creation, Shortcut keys for rename/delete.

Phase 2: Office Tools (सबसे ज्यादा नंबर यहीं से आएंगे - LibreOffice Focus)

Note: CCC में MS Word की जगह **LibreOffice Writer**, Excel की जगह **Calc**, और PowerPoint की जगह **Impress** पूछा जाता है।

Class No.	Topic Name	Detail Coverage (Sub-topics)
Class 06	Writer (Introduction)	LibreOffice Writer Interface, Menus, Save As, Page Setup, Print Preview.
Class 07	Writer (Formatting)	Text Formatting (Bold, Italic, Subscript/Superscript), Bullets, Alignment shortcuts.