Certificate in Computer Applications (CCA)

1. Course Overview

The certificate course focuses on computer fundamentals. The course provides a comprehensive introduction to Fundamentals of Information Technology; Internet & Communication Technologies.

2. Program structure:

S. No	Course Code	Course Name	Course Hours	Credit	Assessment Scheme			
					Quiz	Term Assignment	End Term	Total
1	CCA-101	Fundamentals of I.T & Programming	20	3	10	30	60	100
2	CCA-102	Data Communications	20	3	10	30	60	100
3	CCA-103	Communications & Soft Skills	10	2	5	15	30	50
4	CCA-104	Web Technologies	10	3	10	30	60	100

3. Grading & Assessment Methodology

3.1. Grading Methodology: Grading is a way for educators to evaluate each individual student's performance and learning. Grading can include letter grades (A+, A, B+,B, C+,C), percentages and even a simple pass/fail. Grades will be awarded based on writing assignments, Quiz, and end term examination. Students will be graded in each subject on the basis of marks obtained in each subject and will be awarded grades on the basis of following criteria:

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Grading Criteria		
S. No	**Marks Obtained**	**Grade**
1	Marks >=90%	A+
2	80% <=Marks<90%	A
3	70% <=Marks<80%	B+
4	60% <=Marks<70%	B
5	50% <=Marks<60%	C+
6	Marks < 50%	C (Fail)

Overall programme grade will be awarded based on same criteria as mentioned above in the table.

3.2. Assessment Methodology: Using assessment as a ruler to measure student learning often includes analyzing grades. Grades should be a "major source of data" when evaluating student progress; however, assessment goes beyond grades. Following are the tools of assessment of programme:

1. Quiz

Number of Quiz: 01
Duration of Quiz: 25 minutes
Pattern of Quiz: MCQ/(T/F)/Fill in the blanks
Number of Questions:10
Marks:10

2. Term Assignment

Number of Assignment: 03
Pattern of Assignment: Subjective/Objective based on course covered till date
Submission Timeline: Within 7 days
Marks per assignment: 10

3. End Term

Pattern of End Term: MCQ
Duration of End Term: 60 Minutes
Number of Questions: 30
Marks: 60

3.3. Passing Criteria: A candidate will be declared passed if he/she scores minimum 40% in each course and 50% in aggregate of all courses (C+ grade calculated as per criteria mentioned in "**Grading Criteria**" table).

3.4. Minimum Eligibility: 10+2 or its equivalent from a recognized Board or University. Candidates who are studying in 10+2 are provisionally given admission in this course after the student submits an undertaking for the same. No prior knowledge of Programming language/Computer exposure is required.

3.5. Minimum Duration: 3 month

3.6. Maximum Duration: 2 more re-attempts in the concerned course within 1 year of enrolment (Re-attempt fee may apply).