Certificate in Computer Applications (CCA)

This Course is created to help the VLEs to understand the complete CCA Program including Course details, registration process, VLE Commission, Program Fees and other important details.

Following are the Program details:

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	20	20	60	100
2	CCA-102	Data Communications	20	3	20	20	60	100
3	CCA-103	Communications & Soft Skills	10	2	10	10	30	50
4	CCA-104	Web Technologies	20	3	20	20	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, F), 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:

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	40%<= Marks< 50%	C
7	Marks <40%	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

There will be one Mid term quiz for each course.

Number of Quiz: 04 (From CCA – 101, CCA -102, CCA -103, CCA-104)

Pattern of Quiz: MCQ / (T/F) / Fill in the blanks

Number of Questions: 20

Marks: 20 (for a 3 Credit course) and 10 (for a 2 Credit course)

2. Term Assignment

There will be one assignment for each course. After minimum duration of the program (i.e 2 months) from date of registration, student will be able to upload the assignment as one document.

There will be some "Do It Yourself assignment" available in some of the courses, where candidate need to practice on their own and there is no need to submit that assignment.

Number of Assignment: 04 (From CCA – 101, CCA -102, CCA -103, CCA-104)

Pattern of Assignment: Subjective / Objective based on course covered

Marks: 20 (for a 3 Credit course) and 10 (for a 2 Credit course)

3. End Term

This will be a proctored exam, candidate need to book the time slot, from the student dashboard.

Pattern of End Term: MCQ

Duration of End Term: 60 Minutes

Number of Questions: 30

Marks: 60(for a 3 Credit course) and 30 (for a 2 Credit course)

3.3. Passing Criteria: A candidate will be declared passed if he/she scores minimum 40% in each course and grades will be awarded as per the Grading Criteria Table. The Overall CCA grades will be awarded on the basis of aggregate % scored by the candidate in all the courses (as per grades mentioned in "**Grading Criteria**" table.)

3.4. Minimum Eligibility: 10th or its equivalent from a recognized Board or University. No prior knowledge of Programming language/Computer exposure is required.

3.5. Maximum Duration: 3 month
Minimum Duration: 2 Month

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

3.7. Eligibility for next level programmes: After successful completion of this programme (CCA),

the candidate will be eligible to take admission in next level programmes.

4. Doubt/Query clarifications
A candidate can send their doubts related to the content as email to
student.support@cscacademy.org

In Subject line write your LMS registration id- Program - Course number - Unit number related to your doubt/query. e.g. Registration id 2002/12-CCA-101-Unit 2.1

A candidate should ensure the email should have their doubts/query related to CCA program only. Only doubts/queries related to CCA will be responded, any other email will not be responded.