CSC ACADEMY

New Online Programs by CSC Academy

Launching for CSC Academy Centres Only

◇ Certificate in Computer Applications (CCA)
◇ Diploma in Computer Applications (DCA)
◇ Advanced Diploma in Computer Application (ADCA)

Joint Certification by CSC Academy and IMS Ghaziabad

IMS GHAZIABAD
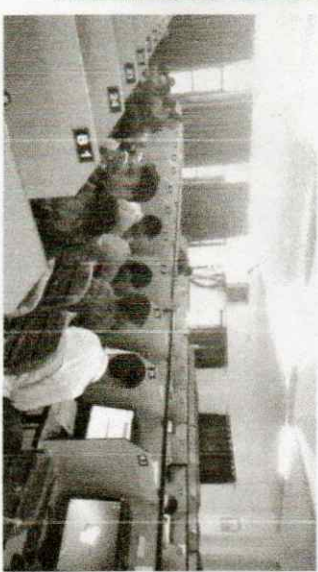INSTITUTE OF MANAGEMENT STUDIES
GHAZIABAD

Accreditations

Academic & Corporate Alliances

IMS Ghaziabad is a 30 years old flagship institute of IMS Society Ghaziabad and one of the oldest B School in North India which is accredited Globally by ASIC, U.K. NAAC (National Assessment and Accreditation Council) Accredited with 'A' Grade and is a proud member of AACSB Business Education Alliance. IMS Ghaziabad has signed MoU with MCX (India Largest commodity derivatives exchange), BRICS CCI School of Analysis, CSC Academy, IBM, Northern Illinois University, Fort Hays State University, Fredericton University of Canada & Jamia Hamdard to boost research, students & faculty development
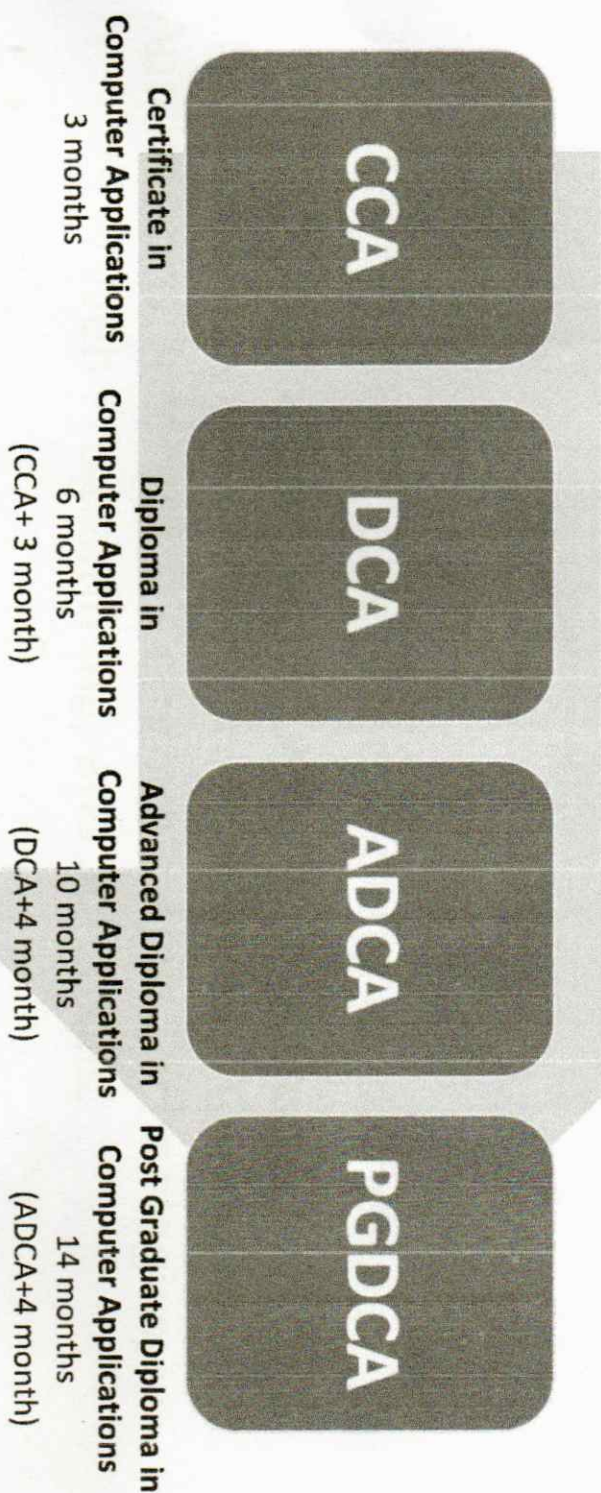
— and also Launching Soon —

PG Diploma in Computer Applications (PGDCA)
.... Certification by CSC Academy ....

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Program Roadmap for Student

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CCA	DCA	ADCA	PGDCA
Certificate in Computer Applications	Diploma in Computer Applications	Advanced Diploma in Computer Applications	Post Graduate Diploma in Computer Applications
3 months	6 months (CCA+ 3 month)	10 months (DCA+4 month)	14 months (ADCA+4 month)

Certificate in Computer Applications (CCA)

The CCA program focuses on computer fundamentals. This program provides a comprehensive introduction to Fundamentals of Information Technology; Computer Applications; Internet & Communication Technologies; Web Programming; and Soft Skills.

Certificate in Computer Applications (CCA)

Course Learning Outcomes

After the completion of this course, students will be able to:

- Have a basic understanding of personal computers and their operations.
- Use of MS Office Tools - Like MS word, MS excel and Power point presentations
- Understand basics of Programming.
- Recognize and Describe the working of Computer Networks.
- Get familiar with the basics of communication skills
- Good at writing business letters, emails, minutes of meeting and other business correspondence.
- Design and Implement interactive, responsive web site using HTM5L, CSS5 and JavaScript.
- Build Dynamic web site using server-side PHP Programming and Database connectivity.

Certificate in Computer Applications (CCA)

Program Overview

- Online content
  120 hours

- Practical
  120 hours

- Total 3 months
  Duration

List of Courses

- CCA-101: Fundamentals of
  IT & Programming

- CCA-102: Data
  Communications

- CCA-103: Communications
  & Soft Skills

- Additional Certificate Course from CSC
  Academy
  Cyber Security Professional
  Basic Course

- Live Webinar sessions

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Certificate in Computer Applications (CCA)

Faculty Introduction

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Certificate in Computer Applications (CCA)

Faculty Introduction

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Certificate in Computer Applications (CCA)

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

Certificate in Computer Applications (CCA)

Additional Learning

☐ In addition to the four courses, student will get one addition course and attend Webinar session to be conducted from time-to-time.

S. No	Additional Course/Activities	Course Hours	Credit
1	Cyber Security – Professional Basic Course	45	3
2	Webinar sessions Details for the Webinar sessions will be informed in advance to the student.	5	1

Certificate in Computer Applications (CCA)

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.

Certificate in Computer Applications (CCA)

Grading Methodology

❑ 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:

S. No	Grading Criteria	
	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.

Certificate in Computer Applications (CCA)

Passing Criteria

☐ A candidate will be declared passed if he/she scores minimum 40% in each course.

The Overall CCA grades will be awarded on the basis of aggregate % scored by the candidate in all the courses as per criteria mentioned in **"Grading Criteria"** given in Program Outline document.

☐ Successful candidates will be **Awarded Certificate of accomplishment**

Certificate in Computer Applications (CCA)

Program Duration & Attempts

- **Duration:** 3 month

- **Maximum Duration:** Two re-attempt in the concerned course within 1 year of enrolment (Re-attempt fee may apply).

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