B.R.A. BIHAR UNIVERSITY, MUAFFARPUR

ORDINANCE, REGULATIONS
AND SYLLABUS

FOR

CERTIFICATE IN COMPUTER APPLICATIONS
(Six months Course)
JULY-DEC, 2015 ONWARD EXAMINATIONS

ORDINANCE AND REGULATIONS FOR CERTIFICATE IN COMPUTER APPLICATIONS (C.C.A.) COURSE EXAMINATION

1. **Structure and Duration of the Course:**

   - The duration of the Certificate in Computer Applications(C.C.A.) course shall be of six months.
   - The University Departments or Colleges may conduct this course two times in a year in the following sequence:
     a) January to June
     b) July to December

2. **Objective of the course:** The primary objective of the course is to develop sincerity and awareness about Computer among students. The course is designed to aim at imparting a basic concept of Computer to the students. After completing the course, students will be able to use computer for basic purposes such as preparing personnel/business letters, presentations, viewing informations on internet (the web), sending mails, using e-library etc,

3. **No. of students in the course:** The maximum number of students in one batch will be 40(Forty).

4. **Eligibility for Admission:** The admission shall be open to any student who has passed 10th or higher examinations or any other examination recognized as equivalent thereto.

5. **Admission Procedure:** The admission to this course will be on first-come first served basis. The admission will be taken by the College/Department.

6. **Admission and Tuition Fee:** The admission fee will be Rs. 100/- each student and tuition fee will be Rs. 1,800/-. The University may revise these fees time-to-time. In any case no college/department will charge more than the prescribed fee. The college may charge the whole tuition fee at the time of admission or it may be collected in the form of monthly instalment of Rs. 300/-.

   Examination Fee: Students will have to pay Rs. 100 as examination fee and the examination will be conducted by the respective College/Department.

7. **Nature of the Course:** The course will be considered as a minor and add-on course which may be followed concurrently with Intermediate, Graduation or Post Graduation.

8. **Medium of Instructions:** The medium of instructions and examination shall be English.

9. **Duration of Class:** The duration of each theory and practical class will be of 1 hour.

10. **Account Operation:** The account operation of the course will be done jointly by the "Principal/ Director and Bursar" in colleges and in case of University Departments the it will be operated jointly by the "H.O.D./Director and Finance Officer of the University".

11. **Course Coordinators & Resource Persons:** The Director of the Course will appoint a Course Coordinator to look after the day-to-day affairs. The Course Coordinator may preferably be a teacher of any subject of the College or may be a senior resource person of the course. A panel of resource persons will be prepared and approved be the Principal/Director of the Course to engage classes.

12. **Honorarium and Remuneration:**
    i. The honorarium to the Director and Course Coordinator will be Rs. 250/- per month each.

    ii. The remuneration to the Resource Persons will be Rs. 250/- per class of 1 hour duration.

iii. No 3rd and 4th grade employee will be engaged on contract basis for this course. Non-teaching staffs engaged in Departments/colleges/other vocational courses may be engaged on fixed monthly honorarium as per following rates:

3rd Grade	:	Rs. 500/- per month per batch
4th Grade	:	Rs. 300/- per month per batch
Sweeper	:	Rs. 250/- per month per batch

13. **Contingency Advance:** A permanent contingency advance of Rs. 2,000 may be maintained by the Course Coordinator to meet the contingent expenses for smooth functioning of the course.

14. **Infrastructural Facility:** The Computer, related equipments and other infrastructural facilities for practical classes will be provided by the college/department.

15. **University Share:** 15% of the tuition fee will be given to the University at the time of award of certificate by the University.

16. **Conduct of Examination:** The examination will be conducted by the college/department. The question paper will be set by the senior faculty member(s) engaging classes of the CCA course from the panel approved by the Principal/Director.

17. **Regulations of Examination:**

    i. The minimum number of marks required to pass the examination shall be 35% in each paper.

    ii. a) A candidate who fails in one paper may be declared 're-appear' in that paper and he/she may be permitted to `re-appear' in that paper at subsequent examinations for a maximum of two subsequent chances only.

    b) If a candidate fails in more than one paper, he/she will be declared `fail' and the same will be allowed to appear in all the papers at two subsequent examinations only.

    iii. In case of students, whose names are struck off on account of non - payment of fee, shall not be permitted for the examination without depositing the requisite/due fee.

    iv. Internal assessment will be based on attendance, sincerity, discipline, punctuality and assignments completed by the student.

18. **Award of Grade:** Successful candidates who obtain 35% or more but less than 45% of the aggregate number of marks in the examinations, shall be placed in the grade D; those who obtain 45% marks or more but less than 60% shall be placed in the grade C; those who obtain 60% marks or more but less than 75% shall be placed in grade B and those who obtain 75% or more marks in aggregate shall be placed in the Grade A. All those who obtain less than 35% marks in aggregate will be placed in grade E (Fail).

19. **Certificate:** The Certificate to the successful students will be issued by the joint signature of Principal of the concerned college/H.o.D. of the concerned Department and the C.C.D.C. of the University. After preparing the result College/Department will send the statement of exam, result, certificates duly signed by the Principal/H.o.D. alongwith cheque/D.D. of 15% share of the University.

20. **Role of Implementation and Monitoring Committee(I.M.C.):** The I.M.C. will be the committee to review any matter of the Course like other Vocational Courses.

21. **Any other matter:** Any other matter not covered in this ordinance and regulation shall be governed by the existing rules for the Vocational Courses.

Structure of Certificate in Computer Applications Course

Total Marks: 300 (Theory: 200, Practical: 100)

Paper	Group	Title	No. of Lectures	Internal Assessment	No. of Questions	Final Examination	Total Marks
CCA-101 (Theory)	Gr-A	Introduction to I.T.	10	20 Marks	20 (Objective type)	80	100 Marks
	Gr-B	Windows 7/8/10	10		20 (Objective type)		
	Gr-C	Internet Awareness	8		20 (Objective type)		
	Gr-D	DTP-Page Maker	8		20 (Objective type)		
CCA-102 (Theory)	Gr-A	MS-Word	10	20 Marks	20 (Objective type)	80	100 Marks
	Gr-B	MS-Excel	10		20 (Objective type)		
	Gr-C	MS-Powerpoint	8		20 (Objective type)		
	Gr-D	MS-Access	8		20 (Objective type)		
CCA-103 (Practical)	Gr-A	Covering CCA101	30	20 Marks	Practical Work-40 Marks Project Report-20 Marks Viva Voce-20 Marks	80	100 Marks
	Gr-B	Covering CCA102	42				
		Total	144				300 Marks

Syllabus of Certificate in Computer Application (CCA) Course

CCA-101: Introduction to I.T., Windows 7, Internet Awareness and Page Maker

Max Marks: 80

Min Pass Marks: 35%

Lectures to be delivered: 36

Time Allowed: 2:30 Hours

Instructions for the Paper setter: The question paper will consist of five sections: A, B, C and D. 20 Objective questions carrying 1 mark each are to be set from each group which will cover the entire syllabus uniformly.

Gr-A: Introduction to I.T.

What is Computer?, History of Computers, Characteristics of Computer System, Capabilities and Limitations of Computers, Types of Computers, Components of Computer System, Central Processing Unit, Hardware, Input Devices: Keyboard, mouse, Scanner, Digital Camera, Bar Code Reader, Touch Screen, Microphone, Output devices-Monitor, Printer, Speakers, Computer Memory-Primary and Secondary, Various storage Device:- Magnetic Tape, Magnetic Discs, Cartridge Tape, Hard Disk Drives, Floppy Disks, Optical Disks, CD,CD-R, CD-RW, DVD, Software, Application Software, Systems software, Number System, Representation of Data/ Information, ASCII, Memory Units:- Nibble, KB, MB, GB, TB

Disk Operating System (DOS)

Introduction, History and Versions of DOS, DOS basics: - Physical structure of disk, drive name, FAT, file and directory structure and naming rules, Booting process, DOS system files, DOS commands, Internal: DIR, MD, CD, RD, COPY, DEL, VOL, DATE, TIME, CLS, PATH, TYPE, PROMPT etc., External: CHKDSK, XCOPY, DISKCOPY, DOSKEY, TREE, MOVE, LABEL, FORMAT, FDISK, EDIT, ATTRIB, SYS etc., Executable vs. non-executable files in DOS.

Gr-B: Windows 7/8/10

Introduction to GUI based Operating System(Windows 7/8/10), Basics of Graphical User Interface, Windows concepts, features, windows structure, desk top, task bar, icons, start menu, My Computer, Recycle Bin, Windows Accessories: Calculator, Notepad, Paint, WordPad, Character Map, Windows Explorer: Managing Files and Directories, Creating folders and other Explorer facilities. System Tools: Disk defragmenter, Scandisk, System Information, System, Changing System Date and Time, Changing Display Properties, Changing Mouse Properties, Adding and removing Printers, Typing (Hindi/English), Google Input Tools

Gr-C: Internet Awareness

Basics of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Services on Internet, World Wide Web and Websites, Preparing Computer for Internet Access, ISPs and examples(Broadband/Dial-up/Wi-Fi), Basics of E-mail, Email Addressing, Opening Email Account, Configuring Email Account, Using E-mails,

sage, Forwarding an E-mail message Sorting and Searching emails, Advance email features, ending document by E-mail, Activating Spell checking, Using Address book, Sending Softcopy as attachment, Handling SPAM, Web Browsing Software, Popular Web Browsing Software, Configuring Web Browser, Search Engines, Popular Search Engines / Search for content, Accessing Web Browser, Using Favorites Folder, Downloading Web Pages, Printing Web Pages.

Gr-D: Page Maker

Introduction to Page Maker, Advantages, Components of the Page Maker Window, Setting the Margins, Page Size, page Orientation, Page Numbers, Changing the Page Size view, Creating New Document Windows, Using Rulers, Using Guidelines, Changing Font Families, Changing Typeface Style, Saving Your Document, Developing Paragraphs, Formatting paragraphs, Converting Other Objects to Frames, Threading and Unthreading Text, Making Text Blocks, Selecting and Dragging Text, Viewing the Contents of Clipboard, Adjusting Spacing of Characters, Page maker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering, Adding Graphics to your Document, Adding Shapes, Changing Line and fill, Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Creating headers and Footers, Creating Graphics in page maker, Rotating Text, Skewing and Mirroring objects with Control Palette, Importing Graphics into page maker, Introduction to Using layers, Moving and creating objects, Printing your Document, Using Story Editor, Using Spelling Checker, using find Feature, Using the change Feature, Using page Maker Help.

References:
1. P.K. Sinha "Computer Fundamentals", BPB Publication.
2. P.V.Rajaraman, "Fundamentals of Computers", PHI.
3. Reema Thareja, "Fundamentals of Computers", Oxford University Press.
4. Sumit Arora, "Computer Fundamental and Application", Vikash Publishing House Pvt. Ltd.
5. Satish Jain, "Internet and Web Designing" B.P.B. Publication
6. Johnson "Learning Guide to Internet" B.P.B. Publication
7. Editorial Board, "Adobe Page Maker-7" B.P.B. Publication
8. Leon and Leon, "Internet for Everyone", Vikash Publishing House Pvt. Ltd.

CCA-102: Office Automation Tools
(Ms-Word, MS-Excel, MS-PowerPoint, MS-Access)

Max Marks: 80   **Lectures to be delivered: 36**

Min Pass Marks: 35%   **Time Allowed: 2:30 Hours**

Instructions for the Paper setter: The question paper will consist of five sections: A, B, C and D. 20 Objective questions carrying 1 mark each are to be set from each group which will cover the entire syllabus uniformly.

Gr-A: MS-Word

Word Processing Basics, Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents, Opening Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents, Text Creation and manipulation, Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Font and Size selection, Alignment of Text, Formatting the Text, Paragraph Indenting, Bullets and Numbering, Changing case, Table Manipulation, Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading.

Gr-B: MS-Excel

Introduction, Elements of Electronic Spread Sheet, Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width, Function and Charts, Using Formulas, Function Charts.

Gr-C: MS-Power Point

Introduction to Power Point, Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or An Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object, Providing Aesthetics, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers and Footers, Presentation of Slides, Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides And Handouts, Slide Show, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.

Gr-D: MS-Access

Introduction to Databases, Creating a New Database, Creating a Table, Editing and Deleting Records, Modifying a Table, Creating a Query, Sorting a Query Using AND and OR Operators in a Query, Table Adding, Previewing and Printing a Database, Object Selecting Data Cutting, Copying and Pasting Data Using Undo and Redo, Checking Your Spelling, Creating a Form with the Form Wizard, Creating a Report with the Report Wizard, Creating Mailing Labels with the Label Wizard, Converting an Access Database, Finding and Replacing Data, Sorting Records Using Common Filters, Filtering by Selection, Filtering by Form, Changing the Datasheet Font, Freezing a Column

References:

1. I.T. Tools and Applications: Satish Jain: B.P.B. Publication
2. Sanjay Saxena "Ms Office", Vikash Publishing House Pvt. Ltd.
3. Sanjay Saxena, "A First Course in Computers", Vikash Publishing House Pvt. Ltd.
4. Reema Thareja, "Fundamentals of Computers", Oxford University Press

CCA-103: Practical

Gr-A: Covering CCA-101: Introduction to I.T., Windows 7, Internet Awareness and Page Maker

Gr-B: Covering CCA-102: Office Automation Tools (Ms-Word, MS-Excel, MS-PowerPoint, MS-Access)

Max Marks: 60
Min Pass Marks: 35%

Lectures to be delivered: 72
Time Allowed: 3 Hours

Instructions for the Paper setter: The question paper will consist of six questions; a student has to answer 3 questions selecting at least one from a group. Questions carrying 20 marks each are to be set from each group which will cover the entire syllabus uniformly. Beside this a student has to perform the experiment on the Computer in practical examination.