



कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः
KUMAR BHASKAR VARMA SANSKRIT AND ANCIENT STUDIES UNIVERSITY

नमाटि : नलबारी : असम: ✦ NAMATI, NALBARI - 781337, ASSAM

Website- www.kbvsasun.ac.in ✦ Email Id- kbvsasun@rediffmail.com

Course: Certificate Course in Computer Application

Duration: 6 months

Objective of the Scheme:

The objective of the Scheme is to build a proper and integrated understanding of Computer technologies which will enable the students to work efficiently at any office, whether Govt. or Private in the field of IT.

Course Evaluation:

Class participation - 20%

Class assignments - 30%

Final Examination - 50%

Students having less than **75%** of class participation/attendance of a month will be considered as discontinued & no leave certificate will be entertained. Attendance will be reviewed every month.

Certificate will be issued only after appearing the final examination which will be held after completion of the Course.

Numerical Scale Letter Grade:

Percentage	Grade	Remarks
85 - 100%	E	Excellent
75 – 84 %	A+	Very Good
65 – 74 %	A	Good
55 – 64 %	B+	Average
50 – 54 %	B	Satisfactory
Below 50 %	F	Fail

Eligibility : 10 + 2 & above

Mode of Admission : Direct

Course Fee : 4,500 /-



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Detailed Syllabus

Course: CCCA01 (Theory, 100 Marks)

- Introduction to Computer System
- Office Automation
- Internet & its usage
- Multimedia

Course: CCCA0P (Practical, 200 Marks)