

CERTIFICATE COURSE IN COMPUTING. (CIC)

Structure and Brief Syllabi of CIC

Objective : This is a Computer Education Programme, offering Certificate after successful completion of the course. The Programme aims at fulfilling the need of thousands of educated people who are desirous of acquiring basic knowledge of computer application. **It is a short programme of nine months duration. Minimum qualification is Matric.**

The course is divided into 4 papers; out of which three are theory papers and one is practical paper; each carrying 100 marks.

Students being admitted to CIC certificate courses must pass in each paper of the examination to pass the certificate course. To pass in each paper, a student must secure at least 33% of marks in each paper separately. To determine 33% of marks in each paper, the marks obtained by a student, both in term-end written examination and practical work/home assignment, shall be clubbed and counted together to determine the aforesaid percentage. However, if a candidate has secured Zero mark in the term-end written examination or home assignment/practical examination in any paper, as the case may be, he/she will be deemed to have failed in that paper. Failure in one paper will mean failure in that part of the examination. Hence, students must strive hard to pass separately in each paper.

The term-end examination shall be held at the end of the academic session and, as said, it will be compulsory to pass in each paper of the examination before a student is declared to have passed his/her certificate course.

This course is divided into 4 papers; out of which three are theory papers and one is practical paper; each carrying 100 marks. The distribution of marks between written examination, assignment and practical work will be as follows:

Paper	Title of the paper	Distribution of Marks Between Theory and Practical /Assignment			Minimum Marks required to pass the examination (written exam. + practical/ Assignment taken together)
		Written exam	Assignment	Practical	
1	The Context.	80	20	—	33
2	The Technology.	80	20	—	33
3	The Application	80	20	—	33
4	MS Office	20	—	80	33
	Total	260	60	80	132