

BY-LAWS OF
THE CERTIFICATE IN COMPUTER APPLICATIONS AND
SKILLS (CCAS)

ICT Centre
Wayamba University of Sri Lanka

Part One

INTRODUCTION TO THE CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS

1. Introduction

ICT Centre of Makandura Premises has initiated several IT related courses in the view of educating the people of the surroundings using its human resources and modern laboratories.

According to the big demand, availability of knowledgeable resource personnel and modern computer laboratories, the necessity of offering Certificate in Computer Applications and Skills (CCAS) course was identified.

Duration of this course is 6 months. It consists of 144 contact hours. Applicants who successfully complete all components will be awarded the Certificate in Computer Applications and Skills (CCAS).

2. Aim

Our aim is to fulfill all levels of the Information Technology requirements of students and practitioners in the area. It helps to self development and improves their performances at their organizations.

It also involves in the community development activities, in North Western Province.

Upon completion of CCAS, aspirants will be able to

- a. Develop a firm grounding in the field of Information and Communication Technology (ICT).
- b. Equipped for faster, more effective computer work in the office or at home.
- c. Select an appropriate ICT related field for further studies.
- d. Use ICT tools with due respect to ethical and social norms
- e. Promote career prospects.

3. Target Groups

- Those who need to continue their higher studies in IT field.
- Personnel preferably from the North Western Province.
- Teachers, Clerks, Computer Application Assistant preferably from the North Western Province
- Anyone wishing to hold a recognized respected IT qualification.

4. The structure and content of the course

4.1. The Certificate in Computer Applications and Skills is a Six months comprehensive course and no person shall be considered for admission to the CCAS unless he / she has any of the following qualifications.

4.1.1. Passed the G.C.E. (O/L) examination with English and Mathematics as minimum requirement **OR**

4.1.2. Passed the G. C. E. (A/L) examination in any stream **OR**

4.1.3. Passed the Aptitude test conducted by the ICTC-Makandura

4.1. Qualifications other than those listed above may be acceptable case by case to the Board of Study & the Senate. On acceptance of the Board of Study, a person shall forthwith register as a CCAS student of the University upon payment of prescribed registration and other fees

4.2. Those who are registered in any University as an internal students are also eligible to apply for CCAS.

4.3. The abstract credit allocation for the CCAS is given below;

No	Section Name	Contact hrs
1.0	Concepts of IT	16
2.0	Operating systems – MS DOS, Windows 10, Linux	12
3.0	Word processing using MS Word	16
4.0	Spreadsheet application using MS Excel	12
5.0	Graphical presentations using MS PowerPoint	06
6.0	Database Management using MS Access	28
7.0	Introduction to programming –VB.Net	16
8.0	Internet, e-mail & Internet communications	06
9.0	Introduction to web development and design	10
10.0	Introduction to e-commerce	04
11.0	Introduction to networking	08
12.0	Computer security essentials	06
13.0	Computer maintenance and Management	04
Total hours		144

4.4. CCAS will be awarded on successful completion of the course

Part II

BY-LAWS OF CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS

By-laws made by the Council of Wayamba University of Sri Lanka (herein after referred to as University) in accordance with the Universities Act No. 16 of 1978, read with ordinance No. 1 of 1990 as amended and subsequent amendments.

These by-laws may be cited as the CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS by-laws No. 1 of 2011 and be effective from 01.07.2011.

These by-laws shall be read in conjugation with the "General By-laws for the award of Certificates, Diplomas, Degrees, Postgraduate Diplomas and Higher Degrees, referred to herein after as the general By-laws.

01	The CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS is organized over a period of SIX (06) months. The total number of Lecture contact hours will be 144. Candidates should follow THIRTEEN (13) taught sections at the end of the course.	<i>Structure of CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS</i>
02	<p>Subject to these by-laws a person may be awarded the 'CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS' (CCAS) if he/she has;</p> <p>2.1. Fulfilled all the requirements for admission to the programme of study as set out in Section No 04 of the By-laws of CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS,</p> <p>2.2. Being a registered student of the University for the period prescribed by these bylaws,</p> <p>2.3. Pursued the programme of study in the University to the satisfaction of the University Senate prescribed by these by-laws and other rules and regulations of the University,</p> <p>2.4. Satisfied the examiners at the prescribed written examinations, assignments, presentations etc. and the software project of a satisfactory standard.</p> <p>2.5. Paid such registration fees, tuition fees and other dues as may be payable by him / her to the University.</p> <p>2.6. Complete the course works within a period of two academic years after the registration.</p>	<i>Awarding CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS</i>
03	<p>3.1. Application for registration for the CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS (herein after referred to as CCAS) programme shall be invited by notice in the Newspapers by the Registrar of the University.</p> <p>3.2. The application shall be on the prescribed form providing the information as he / she may be required to submit, including his / her qualification for undertaking the course of study.</p>	<i>Calling for application</i>
04	4.1. The application received by the Registrar (or the Administrative Officer) shall be referred to the Course Director of the CERTIFICATE IN COMPUTER APPLICATIONS AND	<i>Selecting candidates for CCAS</i>

	SKILLS. The Course Director having examined the applications for necessary basic qualifications shall call the qualified candidates for the written examination and / or interview. The list of candidates selected will be submitted to the Senate through the Board of Study.	
05	<p>No person shall be considered for admission to the CCAS unless he / she has any of the following qualifications.</p> <ul style="list-style-type: none"> i. Passed the G.C.E. (O/L) examination with English and Mathematics as minimum requirement OR ii. Passed the G. C. E. (A/L) examination in any stream OR iii. Passed the Aptitude test conducted by the ICTC-Makandura OR iv. Qualifications other than those listed above may be acceptable case by case to the Board of Study & the Senate. On acceptance of the Board of Study, a person shall forthwith register as a CCAS student of the University upon payment of prescribed registration and other fees. v. Those who are registered in any University as an internal students are also eligible to apply for CCAS. 	<i>Entry requirement</i>
06	On acceptance of the Board of Study, a person shall forthwith register as a CCAS Student of the University upon payment of prescribed registration and other fees.	<i>Registration</i>
07	7.1. The minimum period of registration for the CCAS shall be SIX (06) months and the maximum period shall not exceed TWO (02) academic years. The period of registration shall be reckoned from the date of commencement of the programme. Any registration after the lapse of the first period of registration shall be for a period of one academic year at a time.	<i>Period of registration</i>
	7.2. The registration for CCAS shall be deemed to have lapsed at the expiry of its period validity. A candidate whose registration has lapsed may renew his / her registration for a further one year period, provided that he / she is considered eligible for such registration by the Senate.	<i>Lapse of registration</i>
	7.3. Notwithstanding anything stated contrary to these, the University shall have the right to cancel candidates the registration of a candidate at any time.	<i>Cancellation of registration</i>
	7.4. If the number of candidates who have applied or who are registered for the CCAS / course in any given year / term is not sufficient and if the ICT Centre feels that it is financially not viable to run the programme, the Board of Study reserves the right not to conduct the CCAS / course, subject to refunding any fees that may have been received by the University. Students should be informed of cancellation of any programme prior to the commencement of the programme.	<i>Insufficient registration</i>

8	<p>8.1. No candidate shall keep away from classes or leave the Island or withdraw from examination or from any other aspect of evaluation without the prior approval of the Board of Study.</p> <p>8.2. Excuses will be granted only if the absence is due to a grave cause such as the student's serious ill health, or death of a member of the immediate family or any other cause, which is accepted by the Board of Study and approved by the Senate. Even though excuse is granted to a student, he/she can sit the examination only in the current occasion or next immediate occasion as a proper candidate.</p> <p>8.3. If student fails to attend academic activities or examinations due to a medical reason, such absence should be reported to the Academic Coordinator by a valid Medical Certificate immediately. All Medical Certificates should conform to the format of a Medical Certificate issued by a Government Hospital and should necessarily be obtained from one of the following Medical Officers.</p> <ol style="list-style-type: none"> a. University Medical Officer (UMO) b. District Medical Officer c. Consultant Specialist in the relevant field d. Head of a Government Base Hospital e. Medical Superintendent of a Provincial Ayurvedic Government Hospital f. Ayurvedic Physician registered in the Ayurvedic Medical Council <p>8.4. Board of Study will accept medical certificates which are certified by the University Medical Officer.</p> <p>8.5. Under exceptional circumstance medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Officer or the Medical Board.</p> <p>8.6. Students who fall ill during an examination session, such illness should immediately be reported to the University Medical Officer at the University Medical Center.</p> <p>8.7. Absence of a candidate from an examination in the event of death of an immediate family member will be excused if approval is obtained from the Board of Study and the senate by submission of death certificate and appropriate proof of relationship. In that event the student will receive a symbol of "DFR" (Deferred) for that course.</p>	<i>Keep away from classes</i>
9	<p>The CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS shall include thirteen sections as prescribed in the Section No 01. A participant should be followed 144 hours during the course.</p>	<i>Course modules</i>
10	<p>The title of courses taught shall be as those set out in the schedule and the Senate shall have the discretion on the recommendation of the Board of Study of the CCAS to amend or change the course, the syllabi, and the number of the question papers thereof.</p>	<i>Changing the syllabi</i>

11	All the materials necessary for the studies are provided for the participants. However they may have the access to the University Library only for reference.	<i>Library facilities</i>
12	Teaching staff of the ICT Centre and the Board of Study will decide on obtaining the service of qualified lecturers from other Institutes or IT Industry.	<i>Teaching Staff</i>
13	The medium of Instruction is English	<i>Medium</i>
14	Regulations relating to examinations of B.Sc. (External) Degrees conducted by the Faculty of Agriculture & Plantation Management are applicable for the CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS. Any interpretations of these regulations shall be submitted to the Senate and the decision of the Senate shall be the final.	<i>Examination regulation</i>
15	<p>15.1. The performance of students is evaluated by means of examinations, assignments, presentations, software project and reports. The following guiding rules are adopted as fundamental requirements.</p> <p>a) Midterm examination (50% Marks) b) Final examination (50% Marks)</p> <p>15.2. For a student to be eligible for award of the certificate, should have submitted / done all the above (a) and (b) components of the evaluation criteria.</p> <p style="text-align: center;">And</p> <p>Should have obtained 50% overall average marks while preserving 40% from each individual component.</p>	<i>Evaluation criteria</i>
16	Candidate shall be evaluated in respect of course work through continuous assessment by the teachers concerned.	<i>Correcting answer scripts</i>
17	<p>17.1. All rules relating to the Examination Procedure, Offenses and Punishment of the Wayamba University of Sri Lanka apply to the CCAS examination.</p> <p>17.2. Without prejudice to the generality of rule relating to the continuous assignment shall be formulated and implemented by the Course Director and matters relating to such tests shall be decided by the Board of Study on the recommendation of the Course Lecturer of the programme.</p> <p>17.3. If a candidate fails to obtain attendance of 80% in the course he/she has to repeat it at the repeat examination.</p> <p>17.4. Medical leave will only be accepted for maximum of 08 class days during the year. Only D.M.O. certified medical certificates are accepted</p>	<i>Eligibility for the term-end examination</i>
18	The following grading scale is used to evaluate the student performance.	<i>Grading System</i>

	<p>Grading Scales</p> <p>Note: A candidate shall be eligible for the award of a Merit or</p> <table border="1" data-bbox="268 304 1139 533"> <thead> <tr> <th>Overall Average Marks</th> <th colspan="2">Grading</th> </tr> </thead> <tbody> <tr> <td>80 and Above</td> <td>Distinction Pass</td> <td>A</td> </tr> <tr> <td>70 - 79</td> <td>Merit Pass</td> <td>D</td> </tr> <tr> <td>60 - 69</td> <td>Credit Pass</td> <td>C</td> </tr> <tr> <td>50 - 59</td> <td>Ordinary Pass</td> <td>S</td> </tr> <tr> <td>49 and Below</td> <td>Fail</td> <td>F</td> </tr> </tbody> </table> <p>Distinction Pass, only if he / she has taken the examination at the very first attempt.</p>	Overall Average Marks	Grading		80 and Above	Distinction Pass	A	70 - 79	Merit Pass	D	60 - 69	Credit Pass	C	50 - 59	Ordinary Pass	S	49 and Below	Fail	F	
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19	<p>19.1. A "CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS " will be awarded for those who pass his / her course works. To be eligible for pass at the CCAS, student</p> <p>19.1.1. Must complete the required number of credits</p> <p>19.1.2. Must obtain grades of "S" or better in overall average marks</p> <p>19.1.3. Complete the relevant requirements within a period of THREE (03) academic years after the registration.</p>	<i>Award of CCAS</i>																		
20	<p>20.1. If a candidate who has been registered for the course applies for a postponement of the academic year he/she may be given an opportunity to follow the next immediate course. The application fee and the course fee paid are transferable only if the candidate has not attended a single lecture. Such candidates are required to pay the registration fee for the new academic year. However if the course fee of the next course has been increased he/she has to pay the balance of the course fee to get registered for the new intake.</p> <p>20.2. If a candidate applies for a postponement after attending lectures, he/she is not allowed to postpone the academic year.</p> <p>20.3. The request for postponement should be made to the Course Director within a month after the registration.</p> <p>20.4. The selected candidates are not allowed to transfer their registration to any other candidates.</p>	<i>Postponement of the academic year</i>																		
21	<p>21.1. The University shall display on the notice board the names of candidates who have obtained the CCAS. In addition all candidates shall be informed individually of the results of the examinations.</p> <p>21.2. The results of each term will be reported to the candidates at the end of each term with the grade earned by the candidate for each course as indicated in Grading Scale. The results sheet will be issued to each candidate after the release of results of final examination by the examination branch of the University.</p>	<i>Results</i>																		

22	<p>22.1. The fees for application, registration, tuition, examination shall be determined from time to time by the Board of Study and the Council of the University.</p> <p>22.2. The fees paid by the candidates shall under no circumstances be refunded</p>	<i>Course Fees</i>
23	<p>The programme fund can be used, with the approval of the Board of Study, for the following purposes;</p> <p>a) To upgrade the quality of the B.Sc. Degree, Diploma and Certificate programme</p> <p>b) To purchase necessary equipments to the ICT Centre</p> <p>c) Encourage the research works among the staff members of the Centre</p> <p>d) Printing reading materials, books, journal or any other documents</p> <p>e) Any other purposes which the Board of Study recommend as vital</p>	<i>Use of the Programme fund</i>
24	<p>There will be additional fees charged from referred and / or failed candidate as determined by the Senate, depending on the expenses be incurred by the University to serve their repeat attempts in the CCAS examination process.</p>	<i>Fees of repeat/failed examination</i>
25	<p>25.1. The fees payable for a certificate or statement of results or a transcript shall be determined by the Council of the University.</p> <p>25.2. Transcript of examination results shall only be submitted to another academic institution.</p>	<i>Result sheet /transcript</i>
26	<p>The effective date of the CCAS shall be the date of final examination</p>	<i>Effective Date of the CCAS</i>
27	<p>The Board of Study is the advisory committee which makes recommendations for the improvement and smooth function of the CERTIFICATE IN COMPUTER APPLICATIONS AND SKILLS</p>	<i>Board of study</i>
28	<p>The Board of Study (BOS) is consisted with following members</p> <p>a) Course Director (Chairperson)</p> <p>b) Academic Coordinator</p> <p>c) Administrative Coordinator</p> <p>d) Finance Coordinator</p> <p>e) A member nominated by the Senate</p> <p>f) Two members of the teaching panel</p> <p>g) Outside member from the Industry</p>	<i>Composition of Board of study</i>
29	<p>There shall be a Course Director for the programme who shall be appointed by the Vice Chancellor</p> <p>Course Director shall be a Senior Staff member of the Makandura premises or the Director of the ICT Centre</p>	<i>Course Director</i>
30	<p>There shall be one (01) Coordinator for Academic works of the CCAS and he/she shall be appointed by the Vice Chancellor on the recommendation of the Course Director of the CCAS. The other staff that</p>	<i>Coordinators & Staff</i>

	may be deemed necessary shall be appointed by the Vice Chancellor in consultation with the Course Director.	
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