



Certificate in
Computer Applications and Skills
(CCAS 2020)

12th Intake

(26th December 2020 - 25th July 2018)

Student Handbook 2020/21

ICT Centre - Makandura
Wayamba University of Sri Lanka

Certificate in Computer Applications and Skills

The ICT Centre at Makandura was established to impart the knowledge on IT necessary for undergraduates to meet the challenges in rapidly developing IT and communication system in their relevant field of study. The ICT Centre extended its services to general public by offering several IT related Workshops Diploma Courses and Certificate Courses.

The course will be conducted in accordance with the following:

1. TITLE

Certificate in Computer Applications and Skills (CCAS)

2. RATIONALE

Computer technology is becoming more and more pervasive in our lives as computers become cheaper and more powerful. Hence the knowledge of computer applications is an essential skill for anybody in any discipline and further it will help to ensure their job security. Therefore the goal of this course is to equip the participants with a better understanding of computer applications, including communication technology and web techniques. With this background, the course will basically focused on most popular applications like Word processing, Spread sheets, Graphical presentations, Database handling, Programming essentials, Information searching and Computer management.

3. AIM

This course has been designed to increase the efficiency of the activities of office environment as document preparation, communication and information exchange.

4. OBJECTIVES

- To enhance basic computer skills
- To provide the proficiency in computer office applications
- To improve the knowledge of on line communication and information searching through the web
- enhance the career prospects of the school leavers
- To develop the job security of the employees
- To extend the services of the University to the community

5. LEARNING OUTCOMES

The participants, after completing this course will be able to

- to create, edit, revise, store, and print documents such as letters, memos, reports, and manuscripts
- to calculate, create graphs and charts on an electronic environment
- to make presentation using a computer.
- to create database and handle the data efficiently, correctly and on time.
- to work in network environment.
- work in electronic communication system

6. DURATION

The duration of the course will be 6 months.

7. ENTRY QUALIFICATION

7.1. Educational qualifications

Candidates should have passed the G. C. E. (O/L) examination with English and Mathematics as minimum requirement **OR**

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

Passed the Aptitude test conducted by the ICTC-Makandura

7. COST

Fees per participant

- Exam fee Rs. 500.00
- Registration fee Rs. 500.00
- Course fee Rs. 22,000.00

(All fees are subjected to annual review)

The total fee of Rs. 23,000.00* (including exam, registration and course fee)

*Please note that the course fee is not refundable under any circumstances

9. CURRICULUM

Subject Area	Code	Contact Hours	
		Lectures	Practical
1. Concepts of IT	CCAS 01	14	2
2. Operating systems – MS DOS Windows 10, Linux	CCAS 02	4	8
3. Word Processing using MS Word 2013 and Open Office	CCAS 03	-	16
4. Spreadsheets using MS excel 2013 and Open Office	CCAS 04	-	12
5. Graphical presentation using MS PowerPoint 2013	CCAS 05	-	6
6. Database Management using MS Access 2013	CCAS 06	10	18

7. Introduction to programming – VB.Net	CCAS 07	6	10
8. Internet, e-mail & Internet communications	CCAS 08	2	4
9. Introduction to web development and design	CCAS 09	2	8
10. Introduction to e-commerce	CCAS 10	2	2
11. Introduction to networking	CCAS 11	4	4
12. Computer security essentials	CCAS 12	4	2
13. Computer maintenance and Management	CCAS 13	2	2

10. TRAINING METHODOLOGY

The course will be conducted through lectures, discussions and practical on individual and group basis and lab exercises to evaluate the knowledge gained.

11. ATTENDANCE

80% attendance is compulsory for each subject to sit for the final examination. If the candidate couldn't fulfill this requirement, he/she has to set for the repeat examination.

12. EXAMINATION

12.1. Proper Examination

Examination consists of three papers as follows;

- I. Multiple Choice Questions (1 hr) – Online test
- II. Written Paper (2 hrs)
- III. Practical (3hrs)

12.2. Repeat Examination

Repeat examination will be held one month after the final examination.

Contents of final examination is as follows

Written & MCQ Papers

- I. Subject areas covered under CCAS 01 – CCAS 13

Practical Paper

- I. Word processing using MS Word 2013
- II. Graphical presentation using MS PowerPoint 2013
- III. Spreadsheets using MS Excel 2013
- IV. Database Management using MS Access 2013
- V. Programming in VB.net
- VI. Web Designing using MS FrontPage

13. RESULTS

Final and repeat examination results will be graded as follows;

Mark Range	Grading
80 and above	Distinction pass
70 – 79	Merit pass
60 – 69	Credit pass
50 – 59	Ordinary pass
49 & below	Fail

A candidate shall be eligible for the award of a distinction or merit pass only he/she has taken the examination at the first attempt.

14. CERTIFICATE

Participants who successfully complete the course will be awarded a certificate with the grading obtained at the final examination.

Awarding of the Certificate

“Certificate in Computer Applications and Skills” will be awarded for those who secure a minimum of 50% average.

14.1. A candidate can repeat the exam twice only. The highest grade obtainable in such an attempt will be grade “Ordinary”. The candidate should complete examination within two consecutive attempts.

14.2. Except the certificate, no other letters will be issued.

15. FACILITIES

15.1. LABORATORIES

The ICT Centre consists of 3 sections – A separate section for the staff members; laboratory to conduct the practical for students and a separate laboratory facilities for students to access the web.

15.2. NETWORK & INTERNET

Wayamba University of Sri Lanka is equipped with 1Gbps backbone network and 20Mbps Metro Ethernet internet connection.

15.3. SERVERS & EQUIPMENTS

The facilities of the ICT Centre (at Makandura) include File servers, Proxy server, Web server, Email server, DNS server, E-Learning server, Information System server, Over 100 workstations with multimedia facilities, Laptop Computers, Multimedia Projectors, Power back-up Systems and Scanners and Digital imaging system.

16. FACULTY MEMBERS



Dr. WJSK Weerakkody

B.Sc., PhD (Kelaniya)

Director / ICT Centre, Makandura

CCAS Course Director



Dr. HACK Jayathilake

B.Sc. (Peradeniya), PG. Dip IT, M.Sc. (SLIIT)

PhD (Wayamba)

Lecturer / ICT Centre

CCAS Course Coordinator



Dr. (Mrs.) WKGSK Weerasinghe

B.Sc. (Peradeniya), PG. Dip IT, M.Sc. (SLIIT)

PhD (USA)

Lecturer / ICT Centre



Mr. WD Samanwickrama

B.Sc. (Kelaniya), PG. Dip IT, M.Sc. (SLIIT)

Reading for M.Phil.(Wayamba)

Systems Engineer/ ICT Centre



Mr. EMDS Ekanayake

B.ICT. (Colombo), C | EH, E | NSA

Reading for M.Sc.(Asis e-Uni)

Assistant Network Manager/ ICT Centre



Mr. CP Herath

B.Sc. (Wayamba) M.Sc. (Peradeniya), PG. Dip IT,

M.Sc. (SLIIT)

Instructor / ICT Centre



Mr. HWH Premachandra

BIT (Colombo), DCSD (NIBM),

Reading for M.Sc.(SLIIT)

Instructor / ICT Centre



Mr. KLJ Lasantha

B.Sc. (Peradeniya), M.Sc. (Kelaniya)

Network Manager/ Sri Lanka Telecom

SUPPORTING STAFF



Mr. HMSKYB Herath

Technical Officer / ICT Centre



Mr. HADD Hettiarachchi

Computer Application Assistant / ICT Centre

Mr. AAHM Perera

Lab Attendant



MM Wijerathne

Works Aid

17. RULES AND REGULATIONS

- Users entering for practical classes are required to remove their shoes at the entrance of the Computer laboratory.
- Please observe silence in the laboratory & Lecture hall
- Users MUST produce Student identification card to the front desk Security Guard.
- Users are required to strictly observe the course schedule and to be punctual for all classes.
- Users are required observe the rules and regulations of the ICT Centre.

18. GENERAL CONDUCT

- The facilities at the laboratory are strictly for the educational purposes only.
- User's registration number is the USERNAME for logging to the machines.
- Users are strictly required to set password for their account.
- Users are required save all the work in his/her home folder (Z:).
- The Lab should be kept clean and tidy at all times.
- Food and/or beverages, including water, are NOT permitted in the computer labs.
- Switch off your mobile phone before entering the laboratory and lecture hall.
- All users are required to work quiet on their own assignments. Collaborative work is permitted only for prior arrangement with the Instructor only among the specific arranged hours.





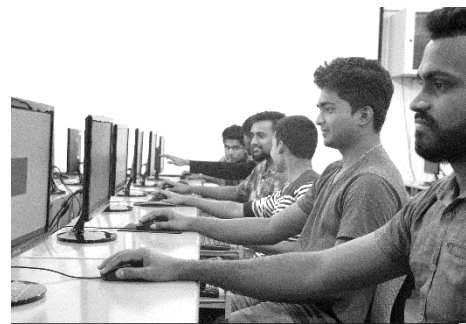
Registration of Students



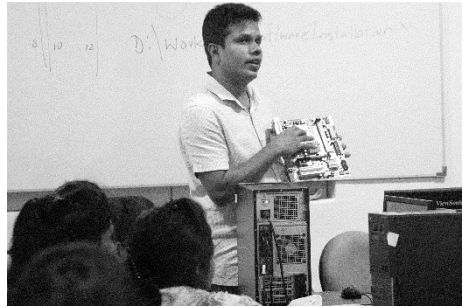
Inauguration Ceremonies CCAS 2010 - 2019



Participants in CCAS - 2017



Practical Sessions in ICTC Laboratory



Practical Sessions in ICTC Laboratory



Certificate Awarding - CCAS

Contact Information

Course Director

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Course Coordinator

Tele : 071-8129790, 077-7319790

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ICT Centre

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