



SAO CHANG COLLEGE

INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE



Tuensang-798612, Nagaland

Affiliated to Nagaland University, Lumami

Email: ictscctsg@gmail.com

Website: www.saochangcollege.com

REPORT ON DIPLOMA IN COMPUTER APPLICATION

The Diploma in Computer Application course, organized by the Information and Communication Technology (ICT) Department of Sao Chang College in collaboration with Digital Morung, Tuensang, was conducted from September 5th, 2023 to 31st March, 2024. A total of 26 students from the 3rd and 5th semester BA and B.Sc. programs participated, and all successfully completed the course.

The curriculum covered a wide range of important topics, including Computer Fundamentals, Operating Systems, Typing Skills, MS Word, MS Excel, PowerPoint, MS Access, HTML, CSS, Photoshop, PageMaker, Internet usage, and Web Technologies. These subjects provided students with a well-rounded understanding of both basic and advanced computer applications, equipping them with essential digital skills for modern academic and professional environments. Classes were scheduled twice a week, on Tuesdays and Thursdays from 2:30 PM to 3:30 PM, ensuring that students could balance their regular academic commitments with the course.

The total course fee was ₹9,000, but Digital Morung generously offered a 50% fee relaxation, reducing the fee to ₹4,500 for each student. Furthermore, the college provided additional financial support by covering ₹500 per student as part of a freeship, further lowering the fees amounting to Rs. 4,000 per student. This financial aid made the program more accessible and affordable, encouraging full participation.

The course's successful completion by all 26 students highlights the effectiveness of the collaboration between Sao Chang College and Digital Morung, as well as the students' commitment to enhancing their digital literacy and competence. This initiative was instrumental in empowering students with vital computer skills, preparing them for future academic pursuits and professional careers in an increasingly digital world.

In collaboration with Sao Chang College, Tuensang



ADMISSION OPEN

(Regd No. 012/2016-S/181/MS/2006-07 (P) 2234 under the Directorate of Technical Education, Govt. of Nagaland)

FAST TRACK COURSE

DCA/CCA

₹9,000
₹4,500

ONLY FOR SCC STUDENTS

CONTACT US

☎ +918787885455 🌐 www.digitalmorung.com
✉ digitalmorung@gmail.com @ digital morung

ADDRESS

Sakshi NAP Sector, Tuensang-798612, Nagaland

[Signature]

Principal
Sao Chang College
Tuensang : Nagaland

To,

The Principal Incharge
Sao Chang College
Tuensang, Nagaland

Sub: PRAYER FOR PERMISSION TO START DIPLOMA COMPUTER APPLICATION COURSE

Respected Sir,

With due respect and humble submission, I on the behalf of Information and Communication Technology committee, would like to state the following few lines for your kind consideration and necessary action please.

That sir, the committee in collaboration with Digital Morung, Tuensang, Nagaland would like to give Diploma Computer Application course to the students of B.A. and B.Sc. semester students (3rd and 5th Sem) with effect from 5th September 2023 with the details mentioned below:

1. Frequency of Classes: Weekly 2 Days (Tuesday and Thursday).
2. Time: 2:30 PM to 3:30 PM
3. Course fee details: Rs. 4000/- out of Rs. 9000/-
 - a. 50% relaxation by Digital Morung, Tuensang.
 - b. Out of remaining 50%, College shall bear Rs 500/- (Approximately 5.5%) which is a form of free ship towards student by the institution and the rest amount (44.5%) shall be paid by the student.
4. Number of seats : 26

Hence, in this regard, the Information and Communication Technology Committee would like to humbly request for your kind permission to start the above mentioned course.

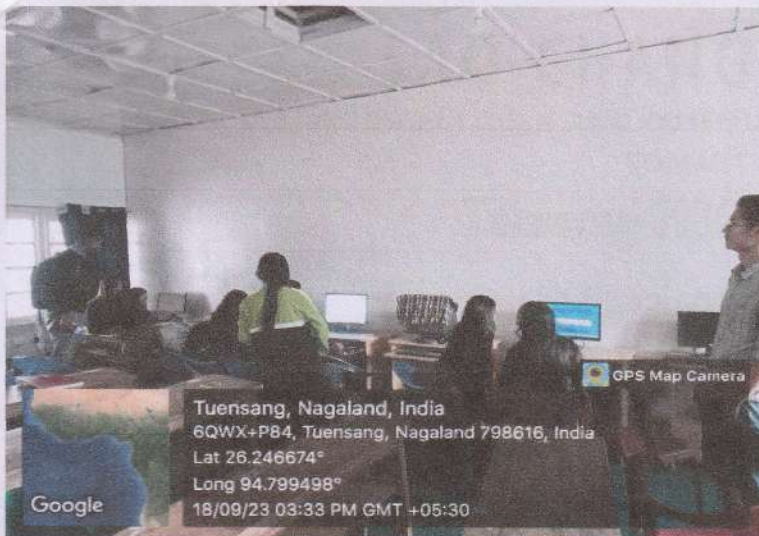
The flyer and syllabus are attached here with this application for your ready reference sir.

Thanking you sir in anticipation

[Signature]

(DIPAK NATH)
Coordinator
Information and Communication Technology Committee
Sao Chang College, Tuensang, Nagaland

[Signature]
28/08/23



[Signature]

(DIPAK NATH)

Coordinator

Information and Communication Technology Committee
Sao Chang College

[Signature]

[Signature]

Principal
Sao Chang College
Tuensang : Nagaland