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 BASIC COMPUTER CERTIFICATE COURSE

On August 25, 2023, Information and Communication Technology Committee issued an admission notification for the Basic Computer Certificate Course 2023-2024 only for 1st semester students with 26 seats. The course duration of this program was 30 hours. The frequency of classes was weekly 3 days (Monday, Wednesday, and Friday); if any classes were missed, it was taken online on Saturday. The time for the classes was from 2:30 pm to 3:30 pm. The basic computer certificate class began on September 15, 2023. Twenty-two (22) students were admitted for the course and only 20 students completed the course. The topics taught includes **Application and software, MS Word, MS Excel, MS Power Point and E-mail & Google Drive.**

To,

The Principal Incharge
Sao Chang College
Tuensang, Nagaland.

Sub: PRAYER FOR PERMISSION TO START BASIC COMPUTER CERTIFICATE 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.
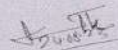
That sir, the committee would like to give basic computer certificate course to the students of B.A and B.Sc 1st semester students with effect from 1st September 2023 with the details mentioned below :

1. Frequency of Classes: Weekly 3 Days (Monday, Wednesday ,Friday) (Saturday: - Online mood in case any classes missed out from the above mentioned stipulated days)
2. Time : 2:30 PM to 3:30 PM
3. Course Duration : 30 hours
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

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

SAO CHANG COLLEGE
ICT COMMITTEE
TUENSANG; NAGALAND
Affiliated to Nagaland University
Naac Accredited

BASIC COMPUTER CERTIFCATE COURSE

1st Sept 2023
30 Hours

BLENDED LEARNING

Only for 1st semester
Limited seat
26 seats only
Hurry

Registration
first come first basis
Rs.100/- only

CONTACT DETAIL:
9862583712, 8729805722
Email id: ictscctsg@gmail.com

Authenticated

Principal
Sao Chang College
Tuensang : Nagaland

Tuensang, Nagaland, India
Kongkhim, Nagaland, India
Lat 26.211183°
Long 94.714982°
15/09/23 02:58 PM GMT +05:30

Tuensang, Nagaland, India
Kongkhim, Nagaland, India
Lat 26.211183°
Long 94.714982°
15/09/23 02:58 PM GMT +05:30

Tuensang, Nagaland, India
Conference Hall, Sao Chang College, Tuensang, Nagaland
Lat 26.249712°
Long 94.799088°
02/04/24 12:18 PM GMT +05:30

Tuensang, Nagaland, India
Conference Hall, Sao Chang College, Tuensang, Nagaland
Lat 26.249712°
Long 94.799088°
02/04/24 12:32 PM GMT +05:30

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

Authenticated

Principal
Sao Chang College
Tuensang : Nagaland