

Ref. No

Date.....

Tabulated list of Add on/Certificate programs other than programs conducted under regular university curriculum with 30 hours or more duration

Sl. No	Name of Add on/Certificate programs offered	Couse code (if any)	Year of offering	No of times offered the same year	Duration of course	Number of students enrolled that year	Number of students completing the course in the year
1	Course on Computer Concepts	CSC301	2017	1	3 Months	50	50
2	Basic English Language Skills (BELS)		2018	2 times	3 Months	First Batch: 55 Second Batch: 22 Total: 77	First Batch: 53 Second Batch: 22 Total: 75
3	Course on Computer Concepts	CSC301	2018	1 time	3 Months	19	19
4	Basic English Language Skills (BELS)		2019	2 times	3 Months	First Batch: 27 Second Batch: 23 Total: 50	First Batch: 10 Second Batch: 16 Total: 26
5	Course on Computer Concepts	CSC301	2019	1 time	3 Months	48	48
6	Basic English Language Skills (BELS)		2020	1 time	3 Months	29	16
7	Basic English Language Skills (BELS)		2021	2 times	3 Months	First Batch: 34 Second Batch: 66 Total: 100	First Batch: 9 Second Batch: 31 Total: 40
8	Course on Computer Concepts	CSC301	2021	1 time	3 Months	21	21

Highlight portion of Brochures, handbook and calendar and notifications showing curriculum and syllabus regarding the add-on/certificate courses

1. Model Christian College Prospectus

CERTIFICATE COURSES

The College also offers certificate courses in:

- Course on Computer Concepts
- Basic English Language Skills

COLLEGE CLUBS

Our students are encouraged to be members of associations and clubs, which are permitted and recognized by the institution. Some of the clubs are:

- NCC
- Cultural Club
- Red Ribbon Club
- Eco Club
- Literary Club
- Sports Club
- Evangelical Union
- NSS
- Women's Cell
- Students' Council

The College also has a registered Alumni Association.

ACADEMIC ACTIVITIES

The College adopts an intensive system of education, based on lecture supported by interactive learning and tutorial work. Our students are constantly monitored in their studies. This is done through assignments, seminars, tests, etc. Some academic activities include:

- Continuous assessment and evaluation
- Annual departmental academic activity
- Academic progress report of student
- Regular attendance report
- Seminar, workshop, symposium, guest lecture
- Certificate Course on Computer Concepts, in collaboration with NIELIT
- Certificate Course in Basic English Language Skills, approved by Nagaland University

WORK STUDY PROGRAM

Work Study is a paid initiative program taken up by the College to provide hands-on work experience to our students. This program allows the student to pursue their studies while having a flexible part-time job. Not only do they gain work experience but also learn about teamwork, customer service, time management and so on. This initiative is to give students the opportunity to earn as they study.

2. Documents on syllabus of Add on/ Certificate Courses

SYLLABUS FOR COURSE ON COMPUTER CONCEPTS (CCC)

OBJECTIVE:

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/packages. After completing the course the incumbent will be digitally literate and will be able to:

- acquire confidence in using computer techniques available to users;
- recognise the basic components of computers and terminology;
- understand data, information and file management;
- create documents using Word processor, Spreadsheet & Presentation Software ;
- understand computer networks, and browse the internet, content search, email and collaborate with peers;
- use e-governance applications; and use computer to improve existing skills and learn new skills
- use internet for digital financial services

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

DURATION:

80 Hours. (Theory: 25 hrs + Practical: 50 hrs. + Tutorial: 05 hrs.)

This course can also be offered as 10 days full time intensive course

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.No.	Chapter	Theory Hours	Tutorial Hours	Practical Hours
1.	Introduction to computer	2	1	4
2.	Introduction to GUI Based Operating System	3	-	8
3.	Elements of Word Processing	3.5	2	9
4.	Spreadsheets	3.5	2	10
5.	Introduction to Internet, WWW and web browsers	6	-	8
6.	Communication and Collaboration	2	-	2
7.	Application of presentations	4	-	8
8.	Application of Digital Financial Services	1	-	1
	Total Hours	25	5	50

**SYLLABUS OF COMPUTER SUBJECT (common Paper) FOR UG
PROGRAMME IN THE SEMESTER SYSTEM**

B.Sc Semester III

Semester	Course No	Course Name	Theory	Course
III	CSC301	Computer and its Application	100	Pass (Common Paper)

CSC301: Computer and its Applications

Unit-I: Fundamentals of Computer

Basic Components of a Computer System-Control Unit, ALU, Input/output functions and characteristics. Memory Introduction, Classifications- Volatile Memory and Non- Volatile , Flash Memory, ROM, RAM, EPROM, PROM, EEPROM other types of memory.

Unit-II: Input and Output devices

Computer Keyboard, Mouse, Trackball, Touch Panel, and Joystick, Light Pen, Scanners, Various types of Monitors, Touch-sensitive screens, Optical Recognition System, Pen based systems, Digitizers, MICR, OCR, OMR, Bar-code Reader, digital camera. Impact and Non-Impact Printers- Daisy Wheel, Dot Matrix, Line Printer, Chain Printer, Comb Printers, Non Impact Printers- DeskJet, Laser Printer, Thermal Transfer Printer, Barcode Printers, Electro static printers and plotters

Unit-III: Windows Operating System Overview

MS-Windows: Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screen saver and appearance. Using windows accessories.

Unit-IV: Application Software

Documentation Using MS-Word - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

Unit-V: E-mail & Internet

Some Basic Terminology (www, http, kbps, mbps, server, Email),E-mail Account & Its Functions, Search Engine, Surfing Web Pages, Basics of Social Networking Site & Virus.

Text Books:

1. Computer Fundamentals – B. Ram – New Age International Publishers
2. C.S. French "Data Processing and Information Technology", BPB Publications
3. P.K Sinha 'Computer Fundamentals', BPB Publications

ADD-ON COURSE(1)

BASIC ENGLISH LANGUAGE SKILLS

SYLLABUS

MODEL CHRISTIAN COLLEGE
LOWER A.G. COLONY
KOHIMA : NAGALAND

2018

M. J. Jai
26/07/2018
Principal
Model Christian College
Kohima : Nagaland.

SYLLABUS
FOR
BASIC ENGLISH LANGUAGE SKILLS

A Three-Month Add-On Course for B.A and B.Sc. Students

Total Mark: 100 (Theory : 80 Marks and Practical : 20 Marks)

Pass Mark: 45

Credits: 3

Objectives:

English being a very rich and intricate language, it is very important to equip the students with the discipline and practice of the language for their best benefit. One of the purposes of introducing the course is to make the students learn the correct form and usage of the language that will help them speak correct English and face any competitive examinations in future. With this need and essentiality of the English language in mind, Model Christian College offers this Add-On Course on Basic English Language Skills.

Unit I: Grammar - 20 Marks

1. Punctuation
2. Capitalization
3. Word building/Single word for group of words

Unit-II: Writing Skills - 20 Marks

1. Amplification
2. Report Writing

Unit- III: Phonetics - 20 Marks

1. Introduction to Phonetics
2. Vowels and Consonants
3. Organs of Speech and Phonetic Transcription

Unit - IV: Common Errors in English – 20 Marks

1. Spelling
2. Pronunciation

Unit - V: Practical Classes – 20 Marks

Recommended books:

- Jane Strauss, *The Blue Book of Grammar and Punctuation*, Jossey- Bass, 2008.
Anita K. Barry, *English Grammar: Language as Human Behavior*, Prentice Hall, 2002.
Wren & Martin, *High School English Grammar and Composition*, S. Chand, 2015.
A.C. Gimson, *An Introduction to Phonetics*
Daniel Jones, *English Pronouncing Dictionary*, Cambridge University Press, 2008.
Noel Manuel, *An Easy Approach to Phonetics*, Dimensions Publishing, 2011.
Paul Carley, Inger M. Mees, & Beverley Collins, *English Phonetics and Pronunciation Practice*,
Routledge, 2017.

Oxford Advanced Learner's Dictionary

E-Programmes:

- Crown Academy of English, <https://www.crownacademyenglish.com>
mmmEnglish, <https://www.mmmenglish.com>

(Roo King)

23/7/18

Wloaw
Mero
23.7.18

24/07/18
Hangsing

Lin

Nungshienla
Ozardum

23/7/18

(Prof)



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Date.....

This is to certify that the Add on/ Certificate courses mentioned in 1.2.2 are not a part of the syllabus/curriculum of the affiliating university.

List of Add on/ Certificate courses offered:

Sl. No	Name of Add on/Certificate Courses offered	Course code (if any)	Duration of course (in Hours)
1	Course on Computer Concepts	CSC301	80 hours
2	Basic English Language Skills (BELS)	BELS	40 hours

Dr. Luke Rymbai
(Principal)



Model Christian College
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This is to certify that Add on courses are not conducted exclusively by external agencies and curriculum and syllabus are framed by the faculty of the college with experts.

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Dr. Luke Rymbai
(Principal)