

SYLLABUS
CERTIFICATE COURSES


Principa
Kohima Col
Kohim

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 computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand 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
- Understanding Social Networking platform
- Using internet for Digital Financial services
- Develop knowledge about Futureskills

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

Duration:

80 Hours - (Theory: 32 hrs + Practical: 48 hrs)

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

Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts [CCC].

Job Role :

Computer Operator, Data Entry Operator and Social Media Operator

Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	
1	Chapter-1 Introduction to Computer	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware	3	3	After completion of this chapter, the candidate will be able to <ul style="list-style-type: none"> • identify computers, IT gadgets and explain their evolution and

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		<p>1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers</p>			<p>applications.</p> <ul style="list-style-type: none"> • Get familiar with various input, output and hardware components of a computer along with storage devices. • Get familiar with various types of softwares, utilities used for computer and mobile apps.
2	Chapter-2 Introduction to Operating System	<p>2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers</p>	3	4	<p>After learning this chapter, candidate will be</p> <ul style="list-style-type: none"> • Well acquainted with Operating System and its applications for both desktop and mobile devices. • able to identify various desktop screen components and modify various properties, date, time etc. • able to add and remove new program and features, manage files and folders. • Well versed with printing and know various types of file extensions.
3.	Chapter-3 WORD PROCESSING	<p>3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file</p>	4	8	<p>After completion of this chapter, candidate will have</p> <ul style="list-style-type: none"> • In depth Knowledge of Word Processing, their usage, details of word processing screen. • Opening, saving and printing a document including pdf files. • Document creation, formatting of text,

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		<p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo & Redo</p> <p>3.4.8 AutoCorrect, Spelling & Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header & Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert & Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging & Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Mail Merge</p> <p>3.8 Shortcut Keys</p> <p>3.9 Summary</p> <p>3.10 Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> • Inserting Header and Footer on the document • Finding text on a word document and correcting spellings. • Able to insert and manipulate tables, enhance table using borders and shading features. • Can prepare copies of a document labels etc for sending various recipients using Mail Merge.
4.	<p>Chapter-4</p> <p>SPREAD SHEET</p>	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] in Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of Sheet</p> <p>4.2.6 Saving Spreadsheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells & Sheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style)</p> <p>4.3.3 Cut, Copy, Paste & Paste Special</p> <p>4.3.4 Changing Cell Height and Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.3.7 Sorting & Filtering</p> <p>4.3.8 Freezing panes</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.4.4 Charts (Bar, Pie, Line)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>	4	8	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> • Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen. • Opening, saving and printing a Spreadsheet. • Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data. • Inserting and deleting rows /columns. • Applying basic formulas and functions. • Prepare chart to represent the information in a

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					pictorial form.
5.	Chapter-5 Presentation	5.0 Introduction 5.1 Objectives 5.2 Creation of Presentation 5.2.1 Creating a Presentation Using a Template 5.2.2 Creating a Blank Presentation 5.2.3 Inserting & Editing Text on Slides 5.2.4 Inserting and Deleting Slides in a Presentation 5.2.5 Saving a Presentation 5.3 Manipulating Slides 5.3.1 Inserting Table 5.3.2 Adding ClipArt Pictures 5.3.3 Inserting Other Objects 5.3.4 Resizing and Scaling an Object 5.3.5 Creating & using Master Slide 5.4 Presentation of Slides 5.4.1 Choosing a Set Up for Presentation 5.4.2 Running a Slide Show 5.4.3 Transition and Slide Timings 5.4.4 Automating a Slide Show 5.5 Providing Aesthetics to Slides & Printing 5.5.1 Enhancing Text Presentation 5.5.2 Working with Color and Line Style 5.5.3 Adding Movie and Sound 5.5.4 Adding Headers, Footers and Notes 5.5.5 Printing Slides and Handouts 5.6 Summary 5.7 Model Questions and Answers	4	8	After completion of this chapter, candidate will have good hands-on practice on <ul style="list-style-type: none"> • Basic Knowledge of PowerPoint presentations. • Opening/saving a presentation and printing of slides and handouts. • Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc. • Running a slide show with various transitions.
6.	Chapter-6 INTRODUCTION TO INTERNET AND WWW	6.0 Introduction 6.1 Objectives 6.2 Basic of Computer Networks 6.2.1 Local Area Network (LAN) 6.2.2 Wide Area Network (WAN) 6.2.3 Network Topology 6.3 Internet 6.3.1 Concept of Internet & WWW 6.3.2 Applications of Internet 6.3.3 Website Address and URL 6.3.4 Introduction to IP Address 6.3.5 ISP and Role of ISP 6.3.6 Internet Protocol 6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) 6.3.8 Identifying and uses of IP/MAC/IMEI of various devices 6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.) 6.5 Exploring the Internet 6.5.1 Surfing the web 6.5.2 Popular Search Engines 6.5.3 Searching on Internet 6.5.4 Downloading Web Pages 6.5.5 Printing Web Pages	3	4	After completion of this chapter, candidate will be able to: <ul style="list-style-type: none"> • Gather knowledge of various types of networks and topologies. • Get an overview of Internet, its applications and various browsers available to access the internet. • Connect to Internet using various modes of connections/device s available. • Get knowledge of device identification on local network as well as on Internet for both Desktop

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		6.6 Summary 6.7 Model Questions and Answers			and Mobile Devices. • Can search Information on the Internet on various topics. • Download and print web pages.
7.	Chapter-7 E-mail, Social Networking and e-Governance Services	7.0 Introduction 7.1 Objectives 7.2 Structure of E-mail 7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature 7.4 Social Networking & e-Commerce 7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes 7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 7.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 7.7 Digital Locker 7.8 Summary 7.9 Model Questions and Answers	3	6	After completion of this chapter, candidate will be able to: • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATIONS	8.0 Introduction 8.1 Objectives 8.2 Digital Financial Tools 8.2.1. Understanding OTP [One Time Password]and QR [Quick Response] Code 8.2.2 UPI [Unified Payment Interface] 8.2.3 AEPS [Aadhaar Enabled Payment System] 8.2.4 USSD[Unstructured Supplementary Service Data] 8.2.5 Card [Credit / Debit] 8.2.6 eWallet 8.2.7 PoS [Point of Sale] 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers	4	4	After completion of this chapter, candidate will be able to: • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.

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9.	Chapter-9	9.0 Introduction to Futureskills	4	3	After completion of this chapter, candidate will be familiar with the : <ul style="list-style-type: none"> • Latest trends and technologies in upcoming fields in IECT. • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
		Overview of Futureskills & Cyber Security 9.1 Introduction to 9.1.1 Internet of Things (IoT) 9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation 9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone 9.3 Summary 9.4 Model Questions and Answers			
Total Hours = 80			32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

Detailed Curriculum

Name of Unit of Qualification
Duration

: Certificate Course in ITES, Soft Skills & Communicative English.
: 200 Hours (Theory = 80 hrs, Practical = 120 hrs)

Trainer's qualification

: Graduate/ Post Graduate with good communication Skills

SOFT SKILLS = 90 Hrs.

Sl	Modules	Contents to be covered	Min No. of Hrs
1	What is Soft Skills	<ul style="list-style-type: none"> • How we interact with others • Self Awareness • Self Analysis • Self Disclosure • Self Esteem • Motivation • Self Discipline • First Impression • Appearance • Posture • Gesture • Health, Hygiene & Grooming • Building a Positive Personality • Attitude- Meaning & Maintenance • Importance of Personality Development • Our communication skills • Problem solving skills • Leadership skills • People management skills • Time management skills 	05
2	Self Esteem & Stress management	<ul style="list-style-type: none"> • Self Esteem a must • Healthy Self Esteem • Self Efficacy & its importance • Self Motivation • What is Stress • Ways to manage stress effectively • Stress in professional life • Dealing with workplace stress • Job Security • Maintaining relationships • Types of Attitude • Attitude and the work place • Etiquettes & Manners • Self Awareness • Self Analysis • Self Disclosure 	05
3	Communication Skills	<ul style="list-style-type: none"> • Meaning of Communication • The communication process • Communication Channels • Objective of Communication • Attributes of Communication • Categories of Communication • Verbal/Oral Communication • Non Verbal Communication/ Body language • Written Communication • Communication in an organisation • Communication Steps • Difficulties in Communication • Barriers to Communication • Questioning Techniques 	06
4	Listening Skills		02

		<ul style="list-style-type: none"> • Difference between Hearing and Listening • The ability to give undivided attention • The ability to show that one is listening • The ability to provide feedback • The ability to differ judgement • The ability to respond appropriately • Barriers to listening • The ability to read body language 	
5	Leadership Skills	<ul style="list-style-type: none"> • Knowledge of basic leadership qualities • The ability to take leading role in projects • The ability to understand and take alternate roles of a leader and follower • The ability to supervise members in a group 	02
6	Problem Solving	<ul style="list-style-type: none"> • Ability to identify & analyze problems • Be able to evaluate • The ability to arrive at alternate solutions • The ability to think 'out of the box' • The ability to take responsibility • The ability to involve oneself • The STOP method 	02
7	Team Work	<ul style="list-style-type: none"> • Ability to build good rapport, interact & work effectively with others • Team building • The ability to recognise and respect others attitude, behavior and belief • The ability to contribute to the planning process & coordinate group work • The ability to take responsibility for group work 	02
8	Corporate Culture	<ul style="list-style-type: none"> • Definition and meaning • Professionalism at workplace • Youthfulness and its role in professional growth • Dynamism and its role in professional growth • The concept of being Goal-Oriented. • How to be a team player. • The role of emotional intelligence • Being proactive • Adaptability to change • Importance of employee evaluation • How to motivate employees • Physical health and leisure time 	02
9	CRM- The Management Model	<ul style="list-style-type: none"> • CRM Concept • CRM- Management Model • The Management Model • Developing a customer oriented perspective • Viewing Customer needs. • Commitment to customers. • Reasons for failure of CRM 	02
10	Telephone etiquettes & Call Handling Skills	<ul style="list-style-type: none"> • Telephone handling skills • Confidence over phone • Service via the telephone • Customer service over telephone • How to say "NO" 	02
11	Time Management	<ul style="list-style-type: none"> • Punctuality and Professionalism. • Obstacle to effective time management • How to overcome the obstacles • Set goals S.M.A.R.T. method 	02
12	Questioning Technique	<ul style="list-style-type: none"> • Understanding questions • Types of questions • Depth and complexity of questions 	02

		<ul style="list-style-type: none"> • Effective questioning 	
13	Cover letter & Resume writing	<ul style="list-style-type: none"> • Drafting of cover letters. • Resume essentials • Characteristic of good resume • Content of Resume • Design , layout of Resume 	02
14	Group Discussion	<ul style="list-style-type: none"> • Importance of Group Discussion • Effective Group Discussion • Leading a Group Discussion • Do's and Don'ts of Group Discussion 	08
15	Personal Interview skills	<ul style="list-style-type: none"> • Understanding the purpose of Interview. • Preparing for Interview • First Impression • Listening skills • Effective communication. • Non Verbal Communication 	08
16	Public Speaking and Presentation Skills	<ul style="list-style-type: none"> • Understanding the purpose of Public Speaking & Presentation. • Preparing for Presentation • Principles of presentation skills • Effective communication. • Proper use of Body Language 	08
17	Mock P.I./Role plays	<ul style="list-style-type: none"> • Practical Sessions 	15
18	Mock G.D./ Role plays	<ul style="list-style-type: none"> • Practical Sessions 	15
			Theory 36 hrs
			Practical 54 hrs
			Total 90 hrs

COMMUNICATIVE ENGLISH = 80 Hrs.

Sl	Modules Contents to be covered	Min No. of Hrs
1	Understanding the communication process	4
2	The different types of communication methods	3
3	Communicating in English	3
4	First language (Mother Tongue) Interference	2
5	Importance of listening when learning English	2
6	Organs of speech	3
7	Vowels & Vowel sounds practice	3
8	Consonants & Consonant sounds practice	3
9	Pronunciation	3
10	Vocabulary	3
11	Speaking as a language skill	2
12	Business Communication	2
13	Public Speaking and Presentation Skills	24
14	Presentation by trainees	24
		Theory 32 hrs
		Practical 48 hrs
		Total 80 hrs

COMPUTER SKILLS = 30 Hrs

Sl	Modules Contents to be covered	Min No. of Hrs
1	Computer Fundamentals	4
2	Office Automation tools- MS Word, Excel & PowerPoint	16

3	Usage of Internet and Email etiquettes	02
4	Cyber Security	4
5	Overview of IT Act	4
		Theory 12 hrs
		Practical 18 hrs
		Total 30 hrs

SYLLABUS FOR FLORICULTURE

full marks :100

UNIT 1 :Introduction to Floriculture. 10 marks

Basic concepts, definition, nature of floriculture, traditional and modern. Introduction and scope; branches of industry Present situation & scope in Nagaland (Cut flowers, pot plants, seeds and bulbs). Fundamentals of Floriculture. Common garden operations using different implements. Identification & practice

UNIT 11: Seed management. 10 marks

Handling of seeds, bulbs, cut flowers, nursery plants, pot plants. Methods of seeds & bulbs collection and storing. Post harvest management of cut flowers, seeds, bulbs .
Practical demonstration.

UNIT 111 :Soil management. 15 marks

Soil fertility, productivity and its maintenance.
Handling of soils, purpose of nursery bed, potting media, potting etc.
Soils and other media, manures and fertilizers, Irrigation. Biofertilizer .
Application of biotechnology in flower crops.
Propagation by cutting, budding, grafting.
Acquaintance with soil types, various manures, fertilizers, Vermi compost, pesticides.
Practical demonstration.

UNIT 1V : Role of organic matter(OM). 15 marks

Concept and Role of organic matter(OM) in soil and its recycling
Effect of OM on soil micro-organisms. Effect of OM on soil fertility, Recycling of OM in the field, C/N Ratio of Soil and organic matter. Essential plant nutrients, their deficiency symptoms, toxicities, organic and inorganic manures and fertilizers for floricultural crops.

UNIT V : Irrigation & Water management. 10 marks

Irrigation & Water management. Including micro irrigation techniques like drip, sprinkler, fogger, fustigation

UNIT V1 : Environmental issues. 10 marks

Environmental issues, ecological physiology, Cultivation under protection. -
Garden implements and important operations, control of diseases, insects and weeds. . Pest and disease management in flower crops.

UNIT V11 : PROJECT WORK

30 marks

Kohima College, Kohima
Entrepreneurship Development Certificate Course

Course Rationale

The objective of this course is to help the students acquire necessary knowledge and skills that is required for organizing and carrying out entrepreneurial activities. It also aims to develop the ability of analyzing various aspects of entrepreneurship in taking risk and evaluate patterns of entrepreneurship and managerial potentials.

Course content

UNIT	TITLE	Theory(in hrs)	Practical(in hrs)	Weightage
I	Introduction to Entrepreneurship	2hrs		5
II	Understanding the whole concept of Business	2hrs	4hrs	20
III	Marketing	2hrs	4hrs	15
IV	Financial management	2hrs	4hrs	20
V	Operation Management	2hrs	4hrs	20
VI	Assignments and Business planning	2hrs	4hrs	20
TOTAL		12hrs	20hrs	100 marks

Course coordinator
EDCC, Kohima College, Kohima