



SAO CHANG COLLEGE
Tuensang-798612, Nagaland
Affiliated to Nagaland University, Lumami
NAAC Accredited

Report on Basic Computer Course

The ICT Committee successfully completed a certificate course on Basic Computer Application for the 1st Semester Students.

The Course's span of Thirty (30) Hour duration began from the 9th of September 2024 to 26th April 2025 where by classes were held twice a week from 1:30 to 2:30 P.M.

In the course, the students were trained to the use of Microsoft Office tools, Google account & drives, e-mails and other basic tools.

29 students registered for the course of which 13 students successfully completed the course.

Each ICT Committee members were respectively allotted to take up classes on specific tools and applications.

Mr. Mantok Konyak : Introduction to Computers, hardware and software.

Mr. Tekameren Walling : Microsoft Excel.


Mr. Seyieneizo Benupfuno : Microsoft Word.

Ms. Rangbenkumla : Microsoft Powerpoint, Google Docs.

Ms. Imnatula Kechular : Emails, Google Drive.

The course was sponsored by the Jal Shakti Committee Sao Chang College.

Authenticated


Principal
Sao Chang College
Tuensang : Nagaland