

ESTD.-1970

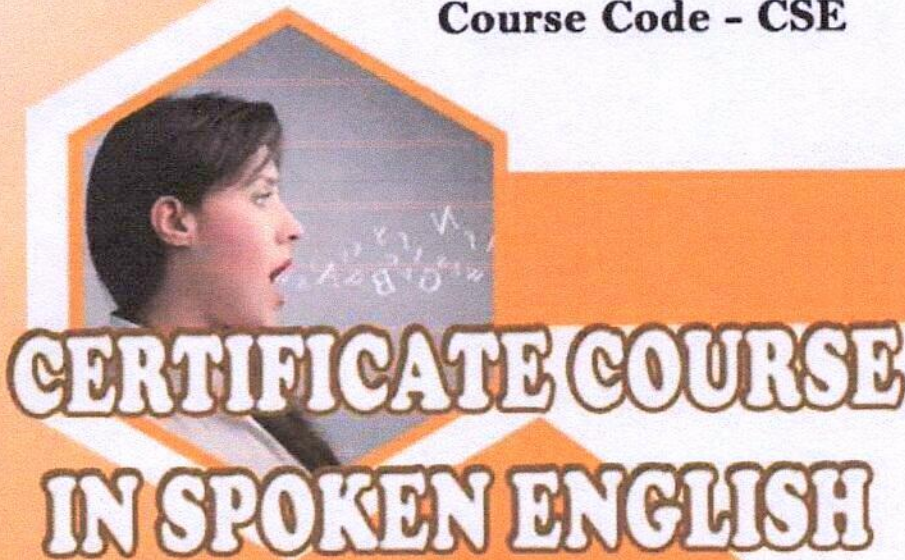
NIRSU NARAYAN COLLEGE

SINGHARA, VAISHALI

(A Permanent Affiliated Unit of BRA Bihar University, Muzaffarpur)

PROSPECTUS

Course Code - CSE



**CERTIFICATE COURSE
IN SPOKEN ENGLISH**

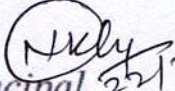
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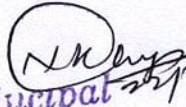
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N. N. College
Singhara (Vaishali)

CERTIFICATE IN SPOKEN ENGLISH:

To Convey message from One person to anothers, we use Spoken English. It is way of Communication, The dialog or conversation between Person or among group, is Spoken English. Now a day, English Communication or Spoken English has become very important in business or client dealing. To Speak English Fluently, You need to read Listen and Speak, Self talk is very Important you want to Speak English Fluently.


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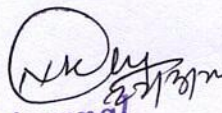
Course Period	30 Hours
Lectures	16
Practical	14
Language	Hindi / English
Duration	Biyearly
Mode	I. Dec – Jan, II. May – Jun
Eligibility	12th Passed and Enrolled Student of Nirsu Narayan College, Singhra, Vaishali.
Admission Process	First Come First admit basic.
Seat	120


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Certificate in Spoken English: Syllabus

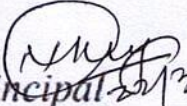
The syllabus for the Certificate Course in Spoken English is mentioned as follows:

Listening: Listening to the texts, listening to CDs, Trials of a good listener	Pronunciation: Introduction to English phonetic symbols, consonants & Vowels with illustrations in use
Listening & Comprehension: Interpretation of texts based on question-answer and Interaction among students	Reading Skill: Techniques of reading, reading comprehension of unseen pages, identifying the context & the central idea
Vocabulary & word formation: From different texts & dictionary	Basic Grammar: Prescriptive/descriptive approaches grammaticality acceptability – appropriateness- grammar in context grammar, both in spoken & written
Practice Exercises on the use of different grammatical constructions in context, identification of the use of the above given grammatical devices from different texts like newspapers, poems, stories etc.	Words & phrases used for conversation, making statements, questions, order & suggestions
Dialogues	Public speech
Telephonic Conversation	Translation


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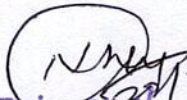
CERTIFICATE COURSE IN ENGLISH GRAMMER

Understanding the basic grammar rules is essential for communicating efficiently in any language. It makes communication easier, clearer and more efficient. Knowledge of grammar allows a person to communicate effectively in any academic or professional setting. Additional jobs for grammar experts include proofreader, blog writer, book editor, teacher, publisher, website developer freelance writer etc. Besides, career in grammar can start in any number of places and across many industries. Developing grammar skills is a sure way with the help of which learners can present himself/herself as more professional, polished and poised for job success. Adding certificates to learner's resume that show an investment in grammar knowledge and understanding can greatly enhance his / her profile and set him/her apart from the other candidates. Basic English Grammar Course will help students to grasp the basics and beyond in the English language. It also assists learners to learn the rules and guidelines required to master the English language and to communicate flawlessly. The course intends to help learners to form English sentences correctly on their own. It proposes to facilitate learners to improve communication skills in both spoken and written form. • Necessity of the course: Understanding the basic grammar rules is essential for communicating efficiently in any language and English is not an exception to this. When we use correct English grammar, communication becomes easier, clearer and more efficient. The flawless communication in English language is an important asset in today's age of globalization. Knowledge of grammar and understanding of its basic structure helps the learner to improve his/her speaking, listening, reading and writing skills.


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Certificate in English Grammer Syllabus :

Unit I:

A. Noun: b. Verb: c. Adjective: d. Adverb:

B. a. Articles: b. Pronoun: .. c. Preposition:..

d. Conjunction: e. Interjection:

Unit II:

A. Subject-Verb Agreement B. Tenses.

Unit III:

a. Clauses: b. Sentences.

UNIT IV:

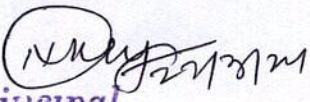
a. Vocabulary: b. Punctuation:

UNIT V:

PARAGRAPH WRITING

UNIT VI:

LETTER WRITING


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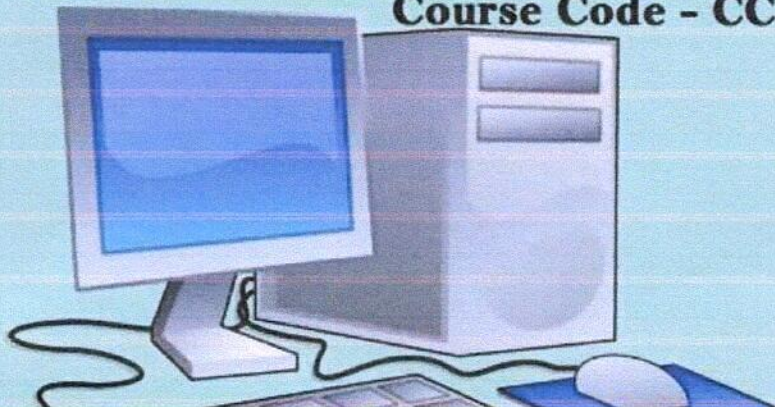
NIRSU NARAYAN COLLEGE

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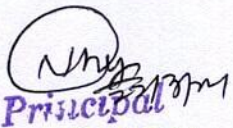
Course Code - CCA



CERTIFICATE COURSE IN COMPUTER APPLICATION

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Certificate Course in Computer Application

About Course: Certificate of Basic Computer is an professional IT Course. You get a complete knowledge about computer in this course. This course covers all basic operations of Computer.

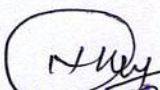
Scope: You can become an IT Professional in any organisation after doing this course. Many of Govt. Department essential to have a certificate of this course to be eligible for job. You can make a career as IT analyst, Data Entry Operator, Back Office Executive, Accountant, Admin Manager, Assistant Manager, Executive, etc.

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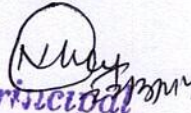
**N. N. College
Singhara (Vaishali)**

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Certificate in Computer Application Syllabus :

- Lesson-1 Introduction to Systems Analysis and Design
- Lesson-2 System description Techniques
- Lesson-3 System Development Methodologies
- Lesson-4 Visual FoxPro - An Introduction
- Lesson-5 Visual FoxPro - Menu System
- Lesson-6 Creating Tables and Viewing Data
- Lesson-7 Creating Query with Query Wizard and Query Designer
- Lesson-8 Creating Form with form Wizard and Form Designer
- Lesson-9 Creating Reports with Report Wizard and Report Designer
- Lesson-10 Fundamentals of 'C'
- Lesson-11 Operators and Expressions in 'C'
- Lesson-12 Input and Output of data
- Lesson-13 A complete C Program
- Lesson-14 Making decisions in 'C'
- Lesson-15 Functions in 'C'
- Lesson-16 Arrays
- Lesson-17 Pointers
- Lesson-18 Structures and unions
- Lesson-19 Data files
- Lesson-20 C Preprocessor
- Lesson-21 Setting up a computer business centre


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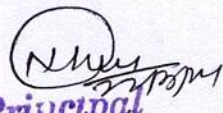


Course Code - CIT

Certificate Course in Tally ERP 9

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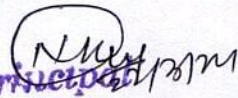
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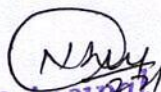
Certificate Course in Tally ERP 9

The course aims to provide students with an understanding of financial accounting concepts and practical experience in using Tally ERP 9 accounting software. The course is designed to enable students to enter accounting vouchers, reconcile bank statements, make accrual adjustments, and print financial statements using Tally. The course emphasizes practical learning through continuous practice to prepare students for employability in the job market. Upon successful completion of the course, students will be awarded a certificate to work with Tally ERP 9 and possess the required skills to be employed as a Tally data entry operator

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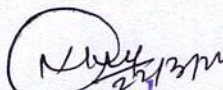

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Syllabus:-

- 1. Company Creation**
- 2. Cost Centre and Cost Category**
- 3. Accounting**
- 4. Inventory**
- 5. Bill of Materials.**
- 6. Purchase and Sales Cycle**
- 7. Basic Concept of G.S.T**
- 8. G.S.T Using Tally Prime**
- 9. Generation of Returns**
- 10. T.D.S.**
- 11. P.F.**
- 12. Backup and Restore**
- 13. ESI**
- 14. Pay Roll**
- 15. Security**
- 16. Reports.**


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PROSPECTUS

Course Code - CIB

Manicure



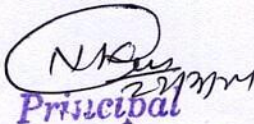
CERTIFICATE COURSE IN BEAUTICIAN

Cosmetology



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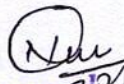
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CERTIFICATE COURSE IN BEAUTICIAN

Course Curriculum for a Certificate in Beautician The curriculum for a certificate in beautician program is thoughtfully designed to provide students with comprehensive knowledge and practical skills necessary for a successful career in the beauty industry. The program typically covers a wide range of subjects, ensuring that students receive a well-rounded education in beauty and grooming. Core subjects of a beautician certification program include hair styling and cutting techniques, makeup application and techniques, nail care and manicure procedures, and skincare and facials. Students learn about different hair types, face shapes, and skin conditions to tailor their services to meet the specific needs of clients. They also receive training in using various beauty products, tools, and equipment. To ensure hands-on experience and practical training, most certificate programs incorporate workshops and practical sessions. Students get the opportunity to practice their skills under the guidance of experienced instructors, working on real clients or mannequins. This practical exposure helps students gain confidence and refine their techniques.

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Admission Process	First Come First admit basic.
Seat	40


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Syllabus :-

Course Covers these topics.

Hair Styling and Cutting

This Chapter focuses on hair care, styling techniques, and cutting. Students learn about different hair textures, trends in hairstyling, and various cutting methods. They become proficient in creating unique and flattering hairstyles for clients.

Makeup Artistry

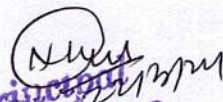
Makeup artistry Chapter emphasizes the application of cosmetics and creating various looks. Students learn different makeup techniques, color theory, and how to enhance facial features. They gain the skills to create stunning makeup looks for different occasions and client preferences.

Nail Care and Manicure

In this Chapter, students learn about nail care, hygiene, and different manicure techniques. They become skilled in performing manicures, applying nail polish, and creating nail art. Nail care and manicure specialists provide professional services to maintain healthy and beautiful nails.

Skincare and Facials

This Chapter focuses on understanding different skin types, conditions, and skincare treatments. Students learn about facial techniques, cleansing, exfoliation, and facial massage. Skincare and facial specialists help clients achieve healthier and more radiant skin through personalized treatments. Choosing a Chapter within the beautician


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PROSPECTUS

Course Code - CAE

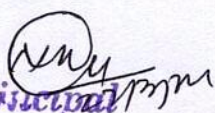


Excel

**CERTIFICATE COURSE
IN ADVANCED EXCEL**

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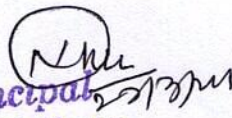
CERTIFICATE COURSE IN ADVANCE EXCEL

Description Microsoft Excel is one of the most valuable tools to perform the calculation, analysis, and visualization of data. Advanced Excel is a comprehensive tutorial that provides a good insight into the latest and advanced features available in MS Excel 2013. This tutorial has been designed for all those readers who depend heavily on MS-Excel to prepare charts, tables, and professional reports that involve handling and analysis of complex data.


Course Objective In this course you will learn the most useful shortcuts, tricks, and advanced features of Microsoft Excel that will help you handle huge amounts of data more quickly and effectively, making you more efficient and setting yourself up for greater advancement. By the end of the course, you will learn Auto Filter & Advanced Filter, Sorting, D-functions, Charts, Conditional Formatting, and many more functions.

Course Curriculum

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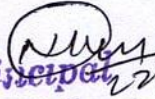

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Syllabus:-

- Advanced Filter
- Sorting & Subtotal
- D-Functions
- Naming Concepts
- SumIf & CountIf
- Charts and IF-IS
- Conditional Formatting
- Data Validation
- Series in Excel & Macro
- Pivot Table & Freeze Panes
- Goal Seek & Scenario, Solver
- Errors in Excel
- V-Lookup
- Password Protecting Excel File


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