REPORT ON NIELIT

National Institute of Electronics and Information Technology (NIELIT) has its branch in the college. The students of the college can avail one of the many short term courses like, Course on Computer Concepts (CCC), Certificate Course in Financial Accounting using Tally, Computer Application and Networking, BPO, absolutely free of cost. The students attended the classes according to the availability of their free period. The CCC has been recognized by the State as basic requirement for fresh recruitment and/or promotion purposes.

During the past five years, 2187 students have enrolled themselves for CCC and the yearly enrolment is as given below:

2022-23: 560

2021-22: 542

2020-21: 184

2019-20: 345

2018-19: 556

As can be seen from the enrolment mentioned above, hundreds of the students of Govt. Hrangbana College had enrolled themselves to have qualifications prescribed by the state government during their college days which helped them in pursuing higher studies as well as job opportunities.

NIELIT

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) Theory	Lab	Learning Outcomes

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
					
					• Identify computers, IT gadgets and explain their evolution and

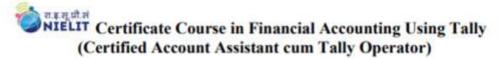| No.	Chapter	Contents			Learning Outcome

		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
					applications.
					• 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
		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
			3	4	After learning this chapter, candidate will be
					• 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
		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
			4	8	After completion of this chapter, candidate will have
					• 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,

		1.3.1.1 Central Processing Unit
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NIELIT Certificate Course in Financial Accounting Using Tally
(Certified Account Assistant cum Tally Operator)

Preamble:

With the fast-moving technological world and in IT era, all sorts of tasks are being automated which were performed manually earlier irrespective of domain e.g. healthcare, documentation, shopping, employee management, shopping almost everything. To meet the pace of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and inventory needs. Tally is the most popular accounting packages used across our country and needs a lot of trained manpower to meet the requirements.

Objective:

The objective of the course is to train individuals in the Computerized Accounting using Tally and pursue the career in this sector.

Expected Job Roles:

- Assistant - Accounts

Duration:

120 Hours - (Theory: 35 hrs + Practical: 85 hrs)

Course Outline:

Sl. No	Module Title	Duration (Hours)		
		Theory	Lab	Total
1	Tally (divided in 18 units)	35	85	120
	Total Duration	35	85	120
	Total Credits	2	3	5

Number of students enrolled – 101

Duration of course – 3 months

Computer Application and Networking (CAN)

Sl	Module Name	Hours
1	Introduction to Computer System	20
1.1	Basic Computer Concept	
1.2	Computer Organization	
2	Microsoft Office	50
2.1	MS Word	
2.2	MS Excel	
2.3	MS PowerPoint	
3	Internet & its usage	10
4	Multimedia	160
4.1	Photoshop	
4.2	Illustrator	
4.3	Adobe Premiere	
4.4	Adobe InDesign	
5	PC Assembly & Maintenance	80
6	Basic Networking Concept	40
7	Soft Skills	40
Total Hours		400

No. of students enrolled – 61

Objective of the Scheme

The objective of the Scheme is to generate qualified manpower in the area of Information Technology (IT) which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

BPO EXPERT : A Capacity Building Programme offered by NIELIT Aizawl

Course Objective: To make the learners understand and improve their 'Soft Skills' or "Inter Personal Skills', along with a focus to improve their communicating ability in English and basic Computer skills, so as to enhance their opportunities towards meaningful employability.

No. of Students enrolled : 120