HIGHER AND TECHNICAL INSTITUTE, MIZORAM

Kawmzawl: Pukpui-796691, Lunglei



BASIC COMPUTER COURSE

Department of Computer Science

Higher And Technical Institute, Mizoram Kawmzawl: Pukpui-796691, Lunglei, Mizoram

OBJECTIVE:

The course is designed for the students of BA, B.Com and BSW (other than BCA students) to provide them with computer basic knowledge and its applications for their future careers. The course is designed in line with the syllabus prescribed by NIELIT Course on Computer Concept (CCC).

The main aim of this Add-on course is to facilitate our students with Computer Certificate while they are doing their graduation with us since having a Certificate in Computer has now become mandatory for the recruitment of almost all the government Jobs.

After completing this course, student will be able to appear for NIELIT CCC examination as agreement (MoU) signed between NIELIT Lunglei Centre and our College. Apart from that student will be able to use computer for basic purposes like preparing personal or business letters, Creating Worksheet, Preparing Presentation Slides, Accessing and viewing information on Internet, Sending e-mails, etc.

DURATION:

3 months or Minimum of 35-hours.

SYLLABUS OUTLINE:

S.N	COURSE	THEORY (in Hours)	PRACTICAL (in Hours)
1	Introduction to Computer	2	5
2	Microsoft Word	2	5
3	Microsoft Excel	2	5
4	Microsoft PowerPoint	2	5
5	Internet	2	5
	TOTAL	10	25
	GRAND TOTAL	35 h	ours

DETAILED SYLLABUS:

(Prepared by Department of Computer Science: HATIM)

1. INTRODUCTION TO COMPUTER:

- 1.1. **Introduction:** What is computer?, Basic applications of computer.
- 1.2. Components of computer system: CPU, Memory, Input device, Output device, etc.
- 1.3. Concept of hardware and software.
- 1.4. Simple setting of computer: Change the desktop background, Change the Screen Saver, Changing system date and time, changing display properties, add or remove properties, adding and removing printers, Disk cleanup, Disk Checking, Defragment.
- 1.5. File and directory management: creating, renaming, copying, moving, and removing files and directories, File extension, etc.
- 1.6. Introduction to Operating Systems: Different versions of Windows, Linux, UNIX, etc.

2. MICROSOFT WORD:

- 2.1. Opening and Closing documents: Opening documents, Save and Save As, Page setup, Print Preview, Printing of document, Paper-size, Margins, Header and Footer, Page no., etc.
- 2.2. Text Creation and Manipulation: Editing text, Text selection, Cut, Copy, Paste, Spelling Checking.
- 2.3. **Formatting the Text:** Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing Case.
- 2.4. **Table Manipulation:** Creating Table, Changing Cell width and Height, Alignment of Text in Cell, delete or insertion of row and column, Border and Shading.
- 2.5. **Mail Merge:** Step-by-step process of Mail Merge, Preparing envelope.

3. MICROSOFT EXCEL:

3.1. Elements of Spread Sheet: Opening of Spreadsheet, Addressing of Cells, Printing of Spreadsheet, Saving Workbooks, Inserting, Deleting, Copying and Moving worksheets.

- 3.2. **Manipulation of Cells:** Entering text, Numbers and Dates, editing worksheet data, Inserting and deleting Rows and Columns, Changing Cell height and width.
- 3.3. **Formulas and Function:** Using formulas, Function.
- 3.4. **Creating Charts:** Chart Types, Auto formats, Changing Data in a Chart, Formatting a Chart.
- 3.5. **Sorting:** Data sorting and Filtering Data in a List.
- 3.6. Protection facility.

4. MICROSOFT POWERPOINT:

- 4.1. **Creation of Presentation:** Creating Presentation using template, Creating a Blank Presentation, Entering and Editing Text, Inserting and deleting slides in a presentation,
- 4.2. **Preparation of Slides:** Inserting word table or excel worksheet, Adding Clip Art Pictures, Inserting other objects, Resizing and scaling an object.
- 4.3. **Presentation of Slides:** Viewing a presentation, Printing Slides and Handouts.
- 4.4. **Slide Show:** Running a slide Show, Transition and Slide timings, automating a Slide show.

5. INTERNET:

- 5.1. **Introduction:** Browsing different websites using suitable browsers
- 5.2. **Search Engine:** Searching any suitable Websites using Search engines and browsing Websites.
- 5.3. **Downloading:** Downloading important information from website and printing.
- 5.4. **Using E-Mails:** Opening E-Mail Account, Header (To, from, CC, BCC, Subject, etc.), Creating and sending E-Mail, Replying and Forwarding E-Mail Message, E-Mail Attachment, Sending document by e-mail.
- 5.5. **Social Networking :** WhatsApp, Facebook, Instagram, Twitter, YouTube, etc.

SOME OF THE SUCCESSFUL STUDENTS WITH THEIR "NIELIT CCC" CERTIFICATES ARE:







राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.) NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

(सूचना प्रौद्योगिकी विभाग, संचार तथा सूचना प्रौद्योगिकी मन्त्रालय, भारत सरकार की एक स्वायत वैज्ञानिक संस्था)
(An Autonomous Scientific Society of Department of Electronics & Information Technology, Ministry of Communications & In formation Technology, Govt. of India)

आइ. आइ. डी. सी कमप्लेक्स, पुकपुइ लुड;लइं-796691. IIDC Complex, Pukpui, Lunglei- 796691. (रा.इ.सू.प्रौ.सं., नई दिल्ली का एक केन्द्र / A Centre of NIELIT, New Delhi)

Dated: Lunglei The 1st April, 2022

To,

The Principal
Higher And Technical Institute, Mizoram (HATIM)
Kawmzawl, Pukpui
Lunglei, Mizoram

I am forwarding herewith the list of successful candidates of **NIELIT CCC Examination** during 2017 – 2020 from Higher And Technical Institute, Mizoram (HATIM) as below:

S.N	YEAR	Number of Successful Candidates
1	2017 - 2018	102
2	2018 - 2019	5
3	2019 - 2020	3
4	2020 - 2021	6
5	2021 - 2022	Due to Pandemic, no Candidate
TOTAL		116

Thanking You

(F.LALRINAWMA)

ours

Scientist E, Centre In-charge,

infully,

PANELIT Lungle Gentre:

Pukpui, Lunglei: Mizoram

Scientist - D NIELIT Extension Centre, Lunglei Pukpui, Lunglei - 796691



NIELIT 'CCC' LIST OF SUCCESSFUL CANDIDATES

FROM HIGHER AND TECHNICAL INSTITUTE, MIZORAM (HATIM)

S.N	BATCH / YEAR	Roll Number	NAME OF STUDENT	FATHERS NAME	RESULT
1	Jun-17	AZ1706001137	K.Lalrotluanga	Vanlalrema Khiangte	B (Pass)
2	Jun-17	AZ1706000669	Stephen C Lalrosanga	C.Thanhranga	C (Pass)
3	Jun-17	AZ1706000639	Priscilla H Lalhmingsangi	Hunlawmawma L	C (Pass)
4	Jun-17	AZ1706000646	K.Lalhmangaihsnaga	K.Rothuama	C (Pass)
5	Jun-17	AZ1706000666	Kevin VL Nghaka Bawihtlung	B.Rothangliana	C (Pass)
6	Jun-17	AZ1706000681	C.Lalvennpuia	C.Vanlalchhawna	C (Pass)
7	Jun-17	AZ1706000683	C.Lalsangpuia	C.Thangriliana	C (Pass)
8	Jun-17	AZ1706000691	C.Lalthanpuia	C.Lalmawizuala	C (Pass)
9	Jun-17	AZ1706000700	V.Lalrobuanga	V.Challawma	C (Pass)
10	Jun-17	AZ1706000716	Gabriel H Laldintluanga	H.Lalkhumtira	C (Pass)
11	Jun-17	AZ1706000793	Lalremliana Chhakchhuak	Lalduhawma Chhakchhuak	C (Pass)
12	Jun-17	AZ1706000741	David Lalnunthara	K.Lalrohlua	C (Pass)
13	Jun-17	AZ1706000746	Zosangzuala	Zahmingthanga	C (Pass)
14	Jun-17	AZ1706000749	Isaac Lalruatfela	K.Laltiamkima	C (Pass)
15	Jun-17	AZ1706000766	Benjamin K Lalnghakmawia	K.Lalthangliana	C (Pass)
16	Jun-17	AZ1706000964	Betsy Lalhruaizeli Royte	R.Lalhmingmawia	C (Pass)
17	Jun-17	AZ1706000668	ZD Vanlalhriatpuia	ZD Lalzamliana	D (Pass)
18	Jun-17	AZ1706000684	Lalrosiama	R.Rammawia	D (Pass)
19	Jun-17	AZ1706000704	Malsawmzuali Renthlei	R.Thansiama	D (Pass)
20	Jun-17	AZ1706000706	Rachel Chhakchhuak	C.Zahawma	D (Pass)
21	Jun-17	AZ1706000720	Zohlimpuii Chhakchhuak	Hualngoa Chhakchhuak	D (Pass)
22	Jun-17	AZ1706000782	C.Zothanzuali	C.Thangriliana	D (Pass)
23	Jun-17	AZ1706000795	K.Lalrinawmi	Lalramhluna	D (Pass)
24	Jun-17	AZ1706000736	Lalchhandami	Zochhuana	D (Pass)
25	Jun-17	AZ1706000738	V.Lalramdinmawia	V.Sanglianthlira	D (Pass)
26	Jun-17	AZ1706000886	T.Zodintluanga	T.Rinkima	D (Pass)
27	Jun-17	AZ1706000889	Joseph Lalduhsaka	H.Saptawna	D (Pass)
28	Jun-17	AZ1706000911	PC Lalrintluanga	PC Lalrinawma	D (Pass)
29	Jun-17	AZ1706000936	LP Remsangpuii	LP Vanlalfela	D (Pass)
30	Oct-17	AZ1710000710	ZD Lalvensangi	Mr.Zd Lalruatkima	D (Pass)
31	Oct-17	AZ1710000713	F Lalthakima	Mr.F Lalmuankima	D (Pass)
32	Oct-17	AZ1710000714	R Lalhruaitluangi	Mr.R Lalzawmliana	D (Pass)

33	Oct-17	AZ1710000716	Lalsangzuali Renthlei	Mr.R Saithuama	D (Pass)
34	Oct-17	AZ1710000719	T Lalmuanpuii	Mr.T Vankhuma	D (Pass)
35	Oct-17	AZ1710000722	H Lalthankima	Mr.H Lalmuankima	D (Pass)
36	Oct-17	AZ1710000737	S Lalmuansangi	Mr.S Lalchhuankima	D (Pass)
37	Oct-17	AZ1710000738	H Lalhmangaihzuali	Mr.Vanlalringa	D (Pass)
38	Oct-17	AZ1710000747	V.L. Muanchhana	Mr.H.R. Thanmawia	D (Pass)
39	Oct-17	AZ1710000765	Zohmingsangi	Mr.Zonunmawia	D (Pass)
40	Oct-17	AZ1710000773	B Lalremkungi	Mr.B Lalngaizuala	D (Pass)
41	Oct-17	AZ1710000774	Lalrammawii Chhangte	Mr.C Lalfala	D (Pass)
42	Oct-17	AZ1710000775	Dinpuii Chhakchhuak	Mr.C Lalthanzauva	D (Pass)
43	Oct-17	AZ1710000779	F Remsangpuii	Mr.F Ainghinglova	D (Pass)
44	Oct-17	AZ1710000801	Hc Lalmuansanga	Mr.Hc Vanlalhriata	D (Pass)
45	Oct-17	AZ1710000807	F Lalrosanga	Mr.F Lalthlengliana	D (Pass)
46	Oct-17	AZ1710000818	Caroline V Lalhriati	Mr.V Vanlalchhunga	D (Pass)
47	Oct-17	AZ1710000819	Miriam Lalramdinpuii	Mr.R.L. Chhuanawma	D (Pass)
48	Oct-17	AZ1710000844	Hmingthansanga Hrahsel	Mr.H. Zahmingthanga	D (Pass)
49	Oct-17	AZ1710000864	Rohluzuali	Mr.Vanlalchama	D (Pass)
50	Oct-17	AZ1710000877	Emmanuel Lalruatsanga	Mr.S Challiana	D (Pass)
51	Oct-17	AZ1710000886	V Lalengdinga	Mr.V Rochhuma	D (Pass)
52	Oct-17	AZ1710000898	Lalruatpuia Khiangte	Mr.K Hamlet	D (Pass)
53	Oct-17	AZ1710000907	Lalrinngheti Hnamte	Mr.Lalthangtluanga	D (Pass)
54	Oct-17	AZ1710000890	Laldinkimi Khiangte	Mr.K Vanlalngaia	B (Pass)
55	Oct-17	AZ1710000892	HT Zuali	Mr.H Rammawi	B (Pass)
56	Oct-17	AZ1710000893	Jessie Lalawmpuii	Mr.Remruata	B (Pass)
57	Oct-17	AZ1710000706	Catherine R Lalmuanpuii	Mr.R Lalngaizuala	C (Pass)
58	Oct-17	AZ1710000718	Nathan C Lalremruatpuia	Mr.C Lalmuankima	C (Pass)
59	Oct-17	AZ1710000725	Lalrinzuala Rokhum	Mr.Rk Rochamliana	C (Pass)
60	Oct-17	AZ1710000727	Amosa Lalvenpuia	Mr.Biakthanzuala	C (Pass)
61	Oct-17	AZ1710000740	Fancy Lalnunsangi	Mr.R Hrangzama	C (Pass)
62	Oct-17	AZ1710000750	R Lalmuanpuii	Mr.R Zirliana	C (Pass)
63	Oct-17	AZ1710000763	Maria Laltanpuii	Mr.H Lalramthanga	C (Pass)
64	Oct-17	AZ1710000767	Vanlalrinmawia Paihte	Mr.Lalthanpuia	C (Pass)
65	Oct-17	AZ1710000772	HC Lalnunpuii	Mr.Hc Hmingthanzauva	C (Pass)
66	Oct-17	AZ1710000776	Vanlalhruaizela	Mr.Lalbiakdika	C (Pass)
67	Oct-17	AZ1710000778	ZD Lalengkimi	Mr.J Lalrammuana	C (Pass)
68	Oct-17	AZ1710000780	C Lalmuanawma	Mr.Lalsuiha	C (Pass)
69	Oct-17	AZ1710000781	Remzopuii Khawlhring	Mr.Kf Lalthuamluaia	C (Pass)
70	Oct-17	AZ1710000792	Saidingliani Sailo	Mr.Laldinpuia Sailo	C (Pass)

71	Oct-17	AZ1710000809	Esther R Lalnunziri	Mr.R Lalremthanga	C (Pass)
72	Oct-17	AZ1710000815	Lalrinchhana Hmar	Mr.M.S. Dawngliana	C (Pass)
73	Oct-17	AZ1710000822	Engedy Lalvenpuii	Mr.Mc Lalmawikima	C (Pass)
74	Oct-17	AZ1710000830	Esther Lalchhanhimi	Mr.Samuel Laldinthanga	C (Pass)
75	Oct-17	AZ1710000847	Freddy Zomuanpuia	Mr.Zd Lalthangliana	C (Pass)
76	Oct-17	AZ1710000860	Cb Laltlanchhuaha	Mr.Cb Lalengzuala	C (Pass)
77	Oct-17	AZ1710000861	R Lalmawizuali	Mr.R Lalmakthanga	C (Pass)
78	Oct-17	AZ1710000862	R Gospel Chanchinmawia	Mr.R Lalzarzova	C (Pass)
79	Oct-17	AZ1710000873	Lalramnghaka Hnamte	Mr.Zohmingthanga	C (Pass)
80	Oct-17	AZ1710000876	Lalrohlui	Mr.R Laldinthara	C (Pass)
81	Oct-17	AZ1710000895	C Lalengzama	Mr.C Vanlaltluanga	C (Pass)
82	Oct-17	AZ1710000928	F Laldingngheti	Mr.F Lalmuansanga	C (Pass)
83	Oct-17	AZ1710000951	K Lalramnghaki	Mr.K Lalhmingmawia	C (Pass)
84	Oct-17	AZ1710001107	T Lalmuanpuii	Mr.T Lalruata	C (Pass)
85	Oct-17	AZ1710001123	Vansangkimi	Mr.Biakthansanga	C (Pass)
86	Nov-17	AZ1711000765	LP Vanlalnghaka	Mr.LP Lalvuana	C (Pass)
87	Dec-17	AZ1801000596	Lalrempuii	Mr.Lalchawimawia	C (Pass)
88	Dec-17	AZ1801000604	Jacob Lalrinpuia	Mr.T Lalhmangaihzama	D (Pass)
89	Dec-17	AZ1801000223	Joseph C Lairotluanga	Mr.C Rodingluaia	C (Pass)
90	Dec-17	AZ1801000318	Lalmuansangi Chhangte	Mr.C Lalrochama	C (Pass)
91	Dec-17	AZ1801000363	Grace Lalrindiki	Mr.Hp Vanhmingthanga	C (Pass)
92	Dec-17	AZ1801000582	Ruth Rosangpuii	Mr.K Hmunchungnunga	C (Pass)
93	Dec-17	AZ1801000590	Malsawmdawngkimi	Mr.T Zodinsanga	C (Pass)
94	Dec-17	AZ1801000680	Benjamin Lalnunfima	Mr.K Lalmuankima	C (Pass)
95	Dec-17	Z1801000615	T Lalvensanga	Mr.T Pachhunga	C (Pass)
96	Dec-17	AZ1801000622	C Lallianmawia	Mr.C Lalnghilhlova	C (Pass)
97	Dec-17	AZ1801000139	Isaak Rosangliana	Mr.C Saihmingliana	D (Pass)
98	Dec-17	AZ1801000266	K Lalruatdika	Mr.K Remkima	D (Pass)
99	Dec-17	AZ1801000276	Pc Lalrinmawii	Mr.Pc Lalchhuma	D (Pass)
100	Dec-17	AZ1801000285	Lalmuanchhana	Mr.Zd Donghinga	D (Pass)
101	Dec-17	AZ1801000288	Saihmingliani Sailo	Mr.Vanlalfela Sailo	D (Pass)
102	Dec-17	AZ1801000450	C Lalruatdika	Mr.C Lalrosiama	D (Pass)
103	Mar-18	AZ1803000066	Cvl Hmangaihsanga	Mr.C Lalhmingliana	D (Pass)
104	Mar-18	AZ1803000068	Dengthanmawii Zadeng	Mr.Lalchunglura Zadeng	C (Pass)
105	Mar-18	AZ1803000109	Lalruatdiki Khiangte	Mr.K Lalchamliana	D (Pass)
106	Oct-18	AZ1810000286	R.Lalnunpuii	R.Biakhmingthanga	D (Pass)
107	Nov-18	AZ1810000261	Hilda Vanlalzawni	VF Lalzarliana	D (Pass)
108	May-19	AZCCC0038692	H.Lalrinmawii	H.Lalrinchhana	C (Pass)

109	May-19	AZCCC0038687	H.Malsawmtluanga	H.Lalrinawma	D (Pass)
110	May-19	AZCCC0038688	J.Vanparmawii	J.Lianngura	D (Pass)
111	Sep-20	AZCCC0043939	Saidingpuii Sailo	Mr. Lalchamliana Sailo	D (Pass)
112	Sep-20	AZCCC0043940	C Laltlanmawiii	Mr. C. Lalnghinglova	D (Pass)
113	Sep-20	AZCCC0043958	Samson C Ramthlansanga	Mr. C Vanlalsawma	D (Pass)
114	Oct-20	AZCCC1000037	Lalmuanpuii Renthlei	Mr. Lalramzaua	D (Pass)
115	Oct-20	AZCCC1000043	C Zorinthangi	Mr. Lalrinmawia Chhangte	D (Pass)
116	Dec-20	AZ2012000660	Spurgeon Hauheng	Mr.H Thangrivunga	B (Pass)



(F.LALRINAWMA)

Scientist E, Centre In-charge,

NIELIT Lunglei Centre:

Pukpui, sunglei:-Mizoram NIELIT Extension Centre, Lunglei Pukpui, Lunglei-796691