

## ICT Course

1. Unit Title (Editor Software (Proposed)) (9hrs.)
  - a. Microsoft Word
  - b. Microsoft Power Point
  - c. Microsoft Excel
  - Or
  - d. Liber office Word
  - e. Liber office Power Point
  - f. Liber Office Excel
2. Unit Title (Communication (Proposed)) (2 hrs.)
3. Unit Title (Basics of Internet (Proposed)) (14hrs.)
  - a. Definition of Internet
  - b. World Wide Web(WWW)
  - c. Type of Network
    - i. LAN, MAN, WAN etc.
  - d. Type of Connections
    - i. Role of Modem, Broadband, Router etc.
    - ii. ISP
  - e. Internet, Intranet, Extranet
  - f. Basic Terminology
    - i. URL
    - ii. DNS
    - iii. Protocol
    - iv. Webpage, Website, Webserver, Address, Hyperlink etc.
    - v. Types of Software
  - g. Email
  - h. Search Engines
  - i. Web Browser
  - j. Computer Virus and Antivirus
  - k. Safe Surfing Mode
  - l. E-Learning
  - m. Social Networking
4. Unit Title (VoIP Tools for Online Classes (Proposed)) (5 hrs.)
  - a. Cisco-WebEx
  - b. Skype
  - c. Google Meet
  - d. Zoom

[A Proposed outline for the Course on ICT]

## Topic Distribution

**1. Introduction (RC) (1 Hour)**

Overview, Relevance of ICT in Modern Education System

**2. Editor Software (MM, SNT, SSC, SMB, SSP) (9 Hours)**

MS Word, MS Power Point and MS Excel.

**3. Communication (RC) (2 Hours)**

Basic Communication Model, Parameters to enhance affectivity in communication.

**4. Basics of Internet (RHM, RM, SND, SBS, PM, SSP, AD) (12 Hours)**

Introduction to Internet, Types of Network, ISP, Type of Connections, Intranet, Extranet, URL, DNS, Webpage, Website, Webserver, Types of Software, Email, Search Engine, Computer Virus and Antivirus, Safe Surfing Mode, Web 2.0 Tools.

**5. VoIP Tools for Online Classes (AM, SWC, TS) (4 Hours)**

Cisco WebEx, Google Meet, Skype, Zoom

**6. Doubt Clearing Session and Certification (DK) (2 Hours)**

(**N.B-** Assignments will be given and assessments to be done at the end of each and every session)