SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, SivagangaiDt, Tamil Nadu
Website :www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS

2017-18

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

_____

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2017-18)

COURSE SYLLABUS

GOALS AND OBJECTIVES:
This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as wellas in office and research.

Course Code	Course Title	Theory / Practical
	INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS	**Theory**
Unit No	**Modules (Theory)**	**T (Hrs.)**
I	Fundamentals of Internet: What is Internet?, Internet applications,Internet Addressing –Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser–Types of Browsers,Introduction to Social Networking: Twitter, Tumblr, LinkedIn,Facebook, flickr, Skype, yahoo, YouTube, WhatsApp .	**8**
II	E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, EmailAddresses, Domain Names, Mailers, Message Components, MessageComposition, MailManagement. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Googleforms.	**8**
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirussoftware, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, NationalAcademic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).	**10**
IV	**RECOMMENDED CO-CURRICULAR ACTIVITIES:** (Co-curricular activities shall not promote copying from textbook or from others work andshall encourage self/independent and group learning) 1. Assignments(in writing and doing forms on the aspects of syllabus content andoutside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz andGroup Discussion 3. Slip Test 4. Try to solve MCQ's available online. 5. Suggested student hands on activities : a. Create your accounts for the above social networking sites and explore them,establish a video conference using Skype.	**04**

	b. Create an Email account for yourself- Send an email with two attachments toanother friend. Group the email addresses use address folder. c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms	
	TOTAL	**30**

Learning Outcomes:

At the end of the course Learners will be ability to:

1 .Understand the literature of social networks and their properties.

2. Explain which network is suitable for whom.

3. Develop skills to use various social networking sites like twitter, flickr, etc.

4. Learn few GOI digital initiatives in higher education.

5. Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.

6. Get acquainted with internet threats and security mechanisms

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN COLLEGE OF ENGINEERING & TECHNOLOGY

AMARAVATHIPUTHUR POST, KARAIKUDI – 630301

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

TIME TABLE – INFORMATION COMMUNICATION & TECHNOLOGY (2017-18)

Semester /Year: V/ III

PERIOD	1	2		3	4	L U N C H B R E A K	5	6	B R E A K	7
TIME→ DAY↓	9.30 – 10.20	10.20 - 11.10	B R E A K	11.20 - 12.10	12.10 –1.00		1.35 - 2.20	2.20 – 3.05		3.15 – 4.00
MON							ICT	ICT		
TUE							ICT	ICT		
WED							ICT	ICT		
THU							ICT	ICT		
FRI							ICT	ICT		

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2017-18)

STUDENTS NAME LIST

S.NO	REG NO	NAME OF THE STUDENT
1	912514104002	ALAGESHWARI AL
2	912514104003	ALAGUMEENAKSHI S
3	912514104004	ANBU NILA K
4	912514104005	ASHONA S
5	912514104006	AZHAGUNANTHINI N
6	912514104009	JEYALAKSHMI S
7	912514104010	KANIMOZHI A
8	912514104011	KOWSALYA A
9	912514104012	KOWSALYA C
10	912514104013	MALARVIZHI V
11	912514104014	NARMATHA M
12	912514104015	NATHIYA S
13	912514104016	PRAVEEN RAJ P
14	912514104017	PRICILA J
15	912514104018	PRIYATHARSHINI S
16	912514104019	RAJESH R
17	912514104022	RAMYA B
18	912514104023	ROJA S
19	912514104025	SHANMUGA PRIYA M
20	912514104027	SUBBU LAKSHMI P
21	912514104028	VANAROJA A
22	912514104029	VIGNESH S
23	912514104030	YAMUNA P

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

REPORT
INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
Date: 04.09.2017 to 25.09.2017

Information and communications technology (ICT) skills refer to one's ability to converse with people through various technologies. Similar to information technology (IT), ICT refers to technology use for regular, everyday tasks: sending an email, making a video call, searching the internet, using a tablet or mobile phone, and more. ICT skills could also include the ability to use older communication technologies such as telephones, radios, and televisions. Almost every job requires some ICT skills, and many require hybrid skills, a skill set that is a mix of technical and non-technical skills.

Types of ICT Skills

Email Management and Setup

Being able to effectively and successfully communicate via email is critical to any job. You will need to send emails to colleagues, employers, clients, vendors, and so on. Companies expect their employees to write professional and well-written emails, as well as respond promptly to messages received in their inboxes. Depending on the level of expertise required by your employer, you may also need to be able to manage settings or set up email accounts on various work devices.

- MS Outlook
- Gmail and G-Suite
- Send in Blue Email
- Groove

Online Research

Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information management skills.

- Search Engine Research
- Checking Sources
- Crediting Sources
- FAQs

Social Media Management

Some jobs require you to use <u>social media</u>. For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR,KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms. P. YAMUNA a Student of COMPUTER SCIENCE & ENGINEERING Department in the IV Year, has Successfully Completed the COURSE INFORMATION & COMMUNICATION TECHNOLOGY SKILL From 04.09.2017 To 25.09.2017 at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

S. A____
HoD

KARAIKUDI
SRI RAAJA RAAJAN COLLEGE OF ENGG & TECH.

Principal

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms. S. JEYALAKSHMI a Student of COMPUTER SCIENCE & ENGINEERING Department in the IV Year, has Successfully Completed the COURSE INFORMATION & COMMUNICATION TECHNOLOGY SKILL From 04.09.2017 To 25.09.2017 at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

HoD

Principal
PRINCIPAL
Sri Raaja Raajan College of Engg. & Tec
Amaravathipudur, Karaikudi - 630 3
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
AMARAVATHIPUDUR,KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms....R...RAJESH................... a Student of.COMPUTER...SCIENCE...&..ENGINEERING.Department in the ....IV...... Year,has Successfully Completed the..COURSE...INFORMATION...&..COMMUN--ICATION...TECHNOLOGY.SKILL..From ....04.09.2017............To ...25.09.2017....................at Sri Raaja Raajan College of Engineering and Technology ,Amaravathipudur, Karaikudi.

S. Ayp

HoD

Principal

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS

2018-19

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

_____

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2018-19)

COURSE SYLLABUS

GOALS AND OBJECTIVES:

This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as wellas in office and research.

Course Code	Course Title	Theory / Practical
	INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS	**Theory**
Unit No	**Modules (Theory)**	**T (Hrs.)**
I	Fundamentals of Internet: What is Internet?, Internet applications,Internet Addressing –Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser–Types of Browsers,Introduction to Social Networking: Twitter, Tumblr, LinkedIn,Facebook, flickr, Skype, yahoo, YouTube, WhatsApp .	**8**
II	E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, EmailAddresses, Domain Names, Mailers, Message Components, MessageComposition, MailManagement. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Googleforms.	**8**
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirussoftware, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, NationalAcademic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).	**10**
IV	**RECOMMENDED CO-CURRICULAR ACTIVITIES:** (Co-curricular activities shall not promote copying from textbook or from others work andshall encourage self/independent and group learning) 1. Assignments(in writing and doing forms on the aspects of syllabus content andoutside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz andGroup Discussion 3. Slip Test 4. Try to solve MCQ's available online. 5. Suggested student hands on activities : a. Create your accounts for the above social networking sites and explore them,establish a video conference using Skype.	**04**

	b. Create an Email account for yourself- Send an email with two attachments toanother friend. Group the email addresses use address folder. c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms	
	TOTAL	**30**

Learning Outcomes:

At the end of the course Learners will be ability to:

1 .Understand the literature of social networks and their properties.

2. Explain which network is suitable for whom.

3. Develop skills to use various social networking sites like twitter, flickr, etc.

4. Learn few GOI digital initiatives in higher education.

5. Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.

6. Get acquainted with internet threats and security mechanisms

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN COLLEGE OF ENGINEERING & TECHNOLOGY

AMARAVATHIPUTHUR POST, KARAIKUDI – 630301

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

TIME TABLE – INFORMATION COMMUNICATION & TECHNOLOGY (2018-19)

Semester /Year: V/ III

PERIOD	1	2		3	4		5	6		7
TIME→ DAY↓	9.30 – 10.20	10.20 - 11.10	B R E A K	11.20 - 12.10	12.10 –1.00	L U N C H B R E A K	1.35 - 2.20	2.20 – 3.05	B R E A K	3.15 – 4.00
MON				ICT	ICT					
TUE				ICT	ICT					
WED				ICT	ICT					
THU				ICT	ICT					
FRI				ICT	ICT					

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2018-19)

STUDENTS NAME LIST

S.NO	REG NO	NAME OF THE STUDENT
1	912515104001	S.Abinaya
2	912515104002	A.Ajaykumar
3	912515104003	S.Amala vinitha
4	912515104004	S.Athirethinam
5	912515104005	PR.Banumathi
6	912515104006	M.Barath
7	912515104007	A.Devi Abarna sri
8	912515104008	L.Ganeshwari
9	912515104009	S.Geethanjali
10	912515104010	R.Ilamathi
11	912515104011	G.Kamali
12	912515104012	C.Kavitha
13	912515104013	RJ.Keerthana
14	912515104014	S.Leelavathi
15	912515104015	S.Muthumani
16	912515104016	P.Nirmala
17	912515104017	T.Nithya sri
18	912515104019	P.Parkavi
19	912515104020	P.Pavithra
20	912515104021	R.Pavithra
21	912515104022	S.Priyatharsini
22	912515104023	C.Ramya

23	912515104024	A.Ranjithkumar
24	912515104025	C.Roja
25	912515104026	D.Saranya
26	912515104027	D.Sivapriya
27	912515104028	R.Soundharya
28	912515104029	P.Thavaselvan
29	912515104030	B.Valarmathi
30	912515104301	M.Indumathi
31	912515104302	S.Marirajan
32	912515104303	S.Sindhu
33	912515104501	S.Raman

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

REPORT
INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
Date: 23.08.2018 to 13.09.2018

Information and communications technology (ICT) skills refer to one's ability to converse with people through various technologies. Similar to information technology (IT), ICT refers to technology use for regular, everyday tasks: sending an email, making a video call, searching the internet, using a tablet or mobile phone, and more. ICT skills could also include the ability to use older communication technologies such as telephones, radios, and televisions. Almost every job requires some ICT skills, and many require hybrid skills, a skill set that is a mix of technical and non-technical skills.

Types of ICT Skills

Email Management and Setup

Being able to effectively and successfully communicate via email is critical to any job. You will need to send emails to colleagues, employers, clients, vendors, and so on. Companies expect their employees to write professional and well-written emails, as well as respond promptly to messages received in their inboxes. Depending on the level of expertise required by your employer, you may also need to be able to manage settings or set up email accounts on various work devices.

- MS Outlook
- Gmail and G-Suite
- Send in Blue Email
- Groove

Online Research

Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information management skills.

- Search Engine Research
- Checking Sources
- Crediting Sources
- FAQs

Social Media Management

Some jobs require you to use social media. For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR,KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms........R. GEETHANJALI................ a Student of..COMPUTER....SCIENCE & ENGINEERING..Department in the .....IV..................... Year, has Successfully Completed the.COURSE.--INFORMATION....& COMMUNICATION .....TECHNOLOGY.....SKILL.....................From 23-08-2018.................To ...13-09-2018....................,,,,,,,,.at Sri Raaja Raajan College of Engineering and Technology ,Amaravathipudur, Karaikudi.

R. Sri Prakiramoy
HoD

KARAIKUDI

Principal
PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist, Tamil Nadu

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
AMARAVATHIPUDUR,KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms......... T. NITHYA SRI .... a Student of COMPUTER SCIENCE & ENGINEERING Department in the ...... IV .... Year, has Successfully Completed the COURSE — INFORMATION & COMMUNICATION TECHNOLOGY SKILL From 23 - 08 - 2018 .... To 13 - 09 - 2018 ....,,,,,,,,,,at Sri Raaja Raajan College of Engineering and Technology ,Amaravathipudur, Karaikudi.

HoD

KARAIKUDI

Principal
PRINCIPAL
Sri Raaja Raajan College of Engg. & Tec
Amaravathipudur, Karaikudi - 630 30
Sivagangai D

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR,KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms......... C. RAMYA .... a Student of COMPUTER SCIENCE & ENGINEERING Department in the ..... IV .... Year, has Successfully Completed the COURSE — INFORMATION & .... COMMUNICATION TECHNOLOGY SKILL From 23-08-2018 .... To 13-09-2018 ....,,,,,,,,,at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

R. Sii Tanaki rmay
HoD

KARAIKUDI
SRI RAAJA RAAJAN COLLEGE OF ENGG & TECH.

Principal
PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS

2019-20

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

_____

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2019-20)

COURSE SYLLABUS

GOALS AND OBJECTIVES:

This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as wellas in office and research.

Course Code	Course Title	Theory / Practical
	INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS	**Theory**
Unit No	**Modules (Theory)**	**T (Hrs.)**
I	Fundamentals of Internet: What is Internet?, Internet applications,Internet Addressing –Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser–Types of Browsers,Introduction to Social Networking: Twitter, Tumblr, LinkedIn,Facebook, flickr, Skype, yahoo, YouTube, WhatsApp .	**8**
II	E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, EmailAddresses, Domain Names, Mailers, Message Components, MessageComposition, MailManagement. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Googleforms.	**8**
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirussoftware, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, NationalAcademic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).	**10**
IV	**RECOMMENDED CO-CURRICULAR ACTIVITIES:** (Co-curricular activities shall not promote copying from textbook or from others work andshall encourage self/independent and group learning) 1. Assignments(in writing and doing forms on the aspects of syllabus content andoutside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz andGroup Discussion 3. Slip Test 4. Try to solve MCQ's available online. 5. Suggested student hands on activities : a. Create your accounts for the above social networking sites and explore them,establish a video conference using Skype.	**04**

	b. Create an Email account for yourself- Send an email with two attachments toanother friend. Group the email addresses use address folder. c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms	
	TOTAL	**30**

Learning Outcomes:

At the end of the course Learners will be ability to:

1 .Understand the literature of social networks and their properties.

2. Explain which network is suitable for whom.

3. Develop skills to use various social networking sites like twitter, flickr, etc.

4. Learn few GOI digital initiatives in higher education.

5. Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.

6. Get acquainted with internet threats and security mechanisms

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN COLLEGE OF ENGINEERING & TECHNOLOGY

AMARAVATHIPUTHUR POST, KARAIKUDI – 630301

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

TIME TABLE – INFORMATION COMMUNICATION & TECHNOLOGY (2019-20)

Semester /Year: V/ III

PERIOD	1	2		3	4		5	6		7
TIME→ DAY↓	9.30 – 10.20	10.20 - 11.10	B R E A K	11.20 - 12.10	12.10 –1.00	L U N C H B R E A K	1.35 - 2.20	2.20 – 3.05	B R E A K	3.15 – 4.00
MON				ICT	ICT					
TUE				ICT	ICT					
WED				ICT	ICT					
THU				ICT	ICT					
FRI				ICT	ICT					

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

**146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu**
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2019-20)

STUDENTS NAME LIST

S.NO	REG NO	NAME OF THE STUDENT
1	912516104002	AJITH.S
2	912516104003	DEEPIKA NANDHNI.K
3	912516104004	GOWSALYA.M
4	912516104005	GOWTHAMI.R
5	912516104006	GUNASEELAN.S
6	912516104007	KARTHIKEYAN.M
7	912516104008	KAVITHA.K
8	912516104009	MALARVIZHI.S
9	912516104010	MAYURI.G
10	912516104011	MUTHUKRISHNAN.A
11	912516104012	PARAMESWARI.P
12	912516104013	PRIYADHARSHINI.N
13	912516104014	RAKKUMUTHU.M
14	912516104016	SETHUMUTHU.M
15	912516104017	SNEHA.R
16	912516104019	VAITHEESWARI.T
17	912516104301	GAYATHRI .PL
18	912516104302	GAYATHRI .K
19	912516104303	LAKSHMI.G
20	912516104701	MUTHU LAKSHMI.G

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

![logo] **SRI RAAJA RAAJAN**
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

REPORT
INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
Date: 13.08.2019 to 03.09.2019

Information and communications technology (ICT) skills refer to one's ability to converse with people through various technologies. Similar to information technology (IT), ICT refers to technology use for regular, everyday tasks: sending an email, making a video call, searching the internet, using a tablet or mobile phone, and more. ICT skills could also include the ability to use older communication technologies such as telephones, radios, and televisions. Almost every job requires some ICT skills, and many require hybrid skills, a skill set that is a mix of technical and non-technical skills.

Types of ICT Skills

Email Management and Setup

Being able to effectively and successfully communicate via email is critical to any job. You will need to send emails to colleagues, employers, clients, vendors, and so on. Companies expect their employees to write professional and well-written emails, as well as respond promptly to messages received in their inboxes. Depending on the level of expertise required by your employer, you may also need to be able to manage settings or set up email accounts on various work devices.

- MS Outlook
- Gmail and G-Suite
- Send in Blue Email
- Groove

Online Research

Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information management skills.

- Search Engine Research
- Checking Sources
- Crediting Sources
- FAQs

Social Media Management

Some jobs require you to use <u>social media</u>. For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR,KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms......K. GAYATHRI.................. a Student of.COMPUTER SCIENCE & ENGINEERING Department in the .....IV.............. Year, has Successfully Completed the..COURSE.. — .INFORMATION & .... COMMUNICATION..TECHNOLOGY..SKILL.....From ....13.08.2019..................To .....03.09.2019.................,,,,,,,at Sri Raaja Raajan College of Engineering and Technology ,Amaravathipudur, Karaikudi.

S.
HoD

Principal

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.
Amaravathipudur, Karaikudi - 630 30

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms. M. RAKKU MUTHU a Student of COMPUTER SCIENCE & ENGINEERING Department in the IV Year, has Successfully Completed the COURSE — INFORMATION & COMMUNICATION TECHNOLOGY SKILL From 13.08.2019 To 03.09.2019 at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

S. App
HoD

KARAIKUDI

Principal
PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr. / Ms. T. VAITHEESWARI a Student of COMPUTER SCIENCE & ENGINEERING Department in the IV Year, has Successfully Completed the COURSE — INFORMATION & COMMUNICATION TECHNOLOGY SKILL From 13. 08. 2019 To 03. 09. 2019 at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

S. Ayh
HoD

KARAIKUDI

Principal

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tec...
Amaravathip...
Dist. Tamil Nadu

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS

2021-22

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

_____

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2021-22)

COURSE SYLLABUS

GOALS AND OBJECTIVES:
This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as wellas in office and research.

Course Code	Course Title	Theory / Practical
	INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS	**Theory**
Unit No	**Modules (Theory)**	**T (Hrs.)**
I	Fundamentals of Internet: What is Internet?, Internet applications,Internet Addressing –Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser–Types of Browsers,Introduction to Social Networking: Twitter, Tumblr, LinkedIn,Facebook, flickr, Skype, yahoo, YouTube, WhatsApp .	**8**
II	E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, EmailAddresses, Domain Names, Mailers, Message Components, MessageComposition, MailManagement. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Googleforms.	**8**
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirussoftware, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, NationalAcademic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).	**10**
IV	**RECOMMENDED CO-CURRICULAR ACTIVITIES:** (Co-curricular activities shall not promote copying from textbook or from others work andshall encourage self/independent and group learning) 1. Assignments(in writing and doing forms on the aspects of syllabus content andoutside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz andGroup Discussion 3. Slip Test 4. Try to solve MCQ's available online. 5. Suggested student hands on activities : a. Create your accounts for the above social networking sites and explore them,establish a video conference using Skype.	**04**

	b. Create an Email account for yourself- Send an email with two attachments toanother friend. Group the email addresses use address folder. c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms	
	TOTAL	**30**

Learning Outcomes:

At the end of the course Learners will be ability to:

1 .Understand the literature of social networks and their properties.

2. Explain which network is suitable for whom.

3. Develop skills to use various social networking sites like twitter, flickr, etc.

4. Learn few GOI digital initiatives in higher education.

5. Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.

6. Get acquainted with internet threats and security mechanisms

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SRI RAAJA RAAJAN COLLEGE OF ENGINEERING & TECHNOLOGY

AMARAVATHIPUTHUR POST, KARAIKUDI – 630301

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

TIME TABLE – INFORMATION COMMUNICATION & TECHNOLOGY (2021-22)

Semester /Year: V/ III

PERIOD	1	2		3	4		5	6		7
TIME→ DAY↓	9.30 – 10.20	10.20 - 11.10	B R E A K	11.20 - 12.10	12.10 –1.00	L U N C H B R E A K	1.35 - 2.20	2.20 – 3.05	B R E A K	3.15 – 4.00
MON				ICT	ICT					
TUE				ICT	ICT					
WED				ICT	ICT					
THU				ICT	ICT					
FRI				ICT	ICT					

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : **www.sriraajaraajan.in**, E-mail : **srrcet2010@gmail.com**, Ph: 04565-234230

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS (2021-22)

STUDENTS NAME LIST

S.NO	REG NO	NAME OF THE STUDENT
1	912518104001	Aarthi. L
2	912518104002	Aarthi.R
3	912518104003	Abirami.M
4	912518104004	Abirami. S
5	912518104005	Akila.A
6	912518104006	Anu Arthi.B
7	912518104007	Kamalesh
8	912518104008	Karthick S
9	912518104009	Karthickeyan. N
10	912518104010	Kavyasri.K
11	912518104011	Kayalvizhi. P
12	912518104012	Madhumitha.M
13	912518104013	Mahalingam.A
14	912518104014	Manisha.U
15	912518104016	Mohamed Anas A
16	912518104017	Muthiah.M
17	912518104019	Pavithra P
18	912518104020	Raja lakshmi D
19	912518104021	B.Raja Rajeswari Nachiyar
20	912518104022	Saranya.B
21	912518104023	Saravanan
22	912518104025	Senthamizhan V

23	912518104026	Shiny Hebzibha E
24	912518104027	Shruthi. K
25	912518104028	Solaiselvan. M
26	912518104029	Stephen raj .T
27	912518104030	Vaigeshwari. K
28	912518104031	Vignesh.c
29	912518104032	Vinotha.k
30	912518104301	Kiruthika
31	912518104302	Rajamanikandan. M

![Sri Raaja Raajan College Logo]

SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

146/14B1, Amaravathi Village, Amaravathiputhur Post,
Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu
Website : www.sriraajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230

REPORT
INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
Date: 23.08.2021 to 13.09.2021

Information and communications technology (ICT) skills refer to one's ability to converse with people through various technologies. Similar to information technology (IT), ICT refers to technology use for regular, everyday tasks: sending an email, making a video call, searching the internet, using a tablet or mobile phone, and more. ICT skills could also include the ability to use older communication technologies such as telephones, radios, and televisions. Almost every job requires some ICT skills, and many require hybrid skills, a skill set that is a mix of technical and non-technical skills.

Types of ICT Skills

Email Management and Setup

Being able to effectively and successfully communicate via email is critical to any job. You will need to send emails to colleagues, employers, clients, vendors, and so on. Companies expect their employees to write professional and well-written emails, as well as respond promptly to messages received in their inboxes. Depending on the level of expertise required by your employer, you may also need to be able to manage settings or set up email accounts on various work devices.

- MS Outlook
- Gmail and G-Suite
- Send in Blue Email
- Groove

Online Research

Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information management skills.

- Search Engine Research
- Checking Sources
- Crediting Sources
- FAQs

Social Media Management

Some jobs require you to use underline social media. For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms. D. RAJALAKSHMI a Student of COMPUTER SCIENCE & ENGINEERING Department in the IV Year, has Successfully Completed the INFORMATION & COMMUNICATION TECHNOLOGY COURSE From 23.08.2021 To 13.09.2021 at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

S. A____
HoD

KARAIKUDI

Principal

PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms. M. MUTHIAH a Student of COMPUTER SCIENCE & ENGINEERING Department in the IV Year, has Successfully Completed the INFORMATION & COMMUNICATION TECHNOLOGY COURSE From 23.08.2021 To 13.09.2021 at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

S. A...
HoD

KARAIKUDI

Principal
PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301

SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms. K. KAVYASRI a Student of COMPUTER SCIENCE & ENGINEERING Department in the IV Year, has Successfully Completed the INFORMATION & COMMUNICATION TECHNOLOGY COURSE From 23.08.2021 To 13.09.2021 at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

S. Ayyappan
HoD

KARAIKUDI

Principal
PRINCIPAL
Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630 301