



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

YEAR 2017-2018



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

Plot 401, Amaravathi Village,

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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

SYLLABUS



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

Plot - III, Amaravathi Village,
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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 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 well as 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, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.	8
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic 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 and shall encourage self/independent and group learning) 1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz and Group 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. b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.	04



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Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

	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 able 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




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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

REPORT



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

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REPORT YEAR (2017-2018)

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

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.

- Facebook
- LinkedIn
- Pinterest
- Instagram
- YouTube




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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

PARTICIPANTS LIST



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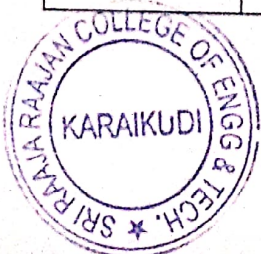
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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

STUDENT LIST

SNO	REGISTER NUMBER	NAME OF THE STUDENT	SIGNATURE
1.	912514105001	AASAIMUGAM.K	K. Aasaimugam
2.	912514105002	ARUNKUMAR.S	S. Arunkumar.
3.	912514105003	FRANCIS.A	A. Francis
4.	912514105004	GANESHAN.A	Ganesh.
5.	912514105005	ILAKKIYA.S	Ilakkiya S
6.	912514105006	KAVIBALAN.S	Kavibalan S
7.	912514105008	MALATHI.G	Malathi.
8.	912514105009	MANIMOZHIAN.A	A. Manimozhiyan
9.	912514105010	MUTHAIAH.S	Muthiah S
10.	912514105011	NANTHINI.P	Nanthini P
11.	912514105012	RAJESWARI.V	R. Rajeswari
12.	912514105013	RAMESH.R	R. Ramesh
13.	912514105014	RAMYA.K	K. Ramya
14.	912514105015	SARAVANAKUMAR.P	S. Saravanan
15.	912514105016	SARAVANAN.P	P. Saravanan
16.	912514105017	SASIKUMAR.V	S. Sasikumar
17.	912514105018	SAVARIMUTHU.K	K. Savarimuthu
18.	912514105021	VIJAYAKUMAR.K	K. Vijayakumar
19.	912514105301	ABINESH.G	G. Abin
20.	912514105302	AMALA JENIFER.J	J. Amala Jenifer
21.	912514105303	ARAVINDH.J	J. Aravindh
22.	912514105304	AZARUDHEEN.S	S. Azarudheen
23.	912514105305	GANGATHARAN.S	S. Gangatharan
24.	912514105306	INDHURAJ.S	S. Indhuraj
25.	912514105307	MANIVANNAN.R	R. Manivannan
26.	912514105308	MATHAN.G	G. Mathan
27.	912514105309	RAJENDHAR.T	T. Rajendhar
28.	912514105311	VIVEK.G	G. Vivek



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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS



Information and Communication Technology Skills Training Program was held on 21-07-2018 to 23-11-2018. II TO IV students As the Internet and related technologies continue to evolve, businesses and school boards across all around the world are turning to technology in the classroom to help engaging students more effectively in the learning process, to improve the quality of education, and to enhance the performance of students.



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

CERTIFICATES



SRI RAAJA RAAJAN

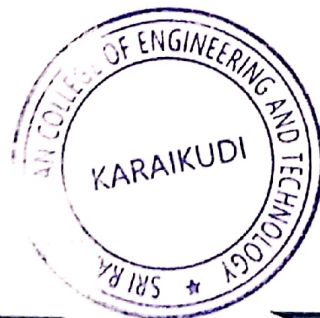
COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....P....SARAVANAN..... a Student
of.....Electrical.....and.....Electronics.....Engg Department in the2017-2018.....
Year, has Successfully Completed the.....Information.....and.....Communication
.....Technology.....From20.07.2018.....To
.....23.11.2018....., at Sri Raaja Raajan College of Engineering and
Technology, Amaravathipudur, Karaikudi.

[Signature]
HOD



[Signature]
Principal
PRINCIPAL

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SRI RAAJA RAAJAN

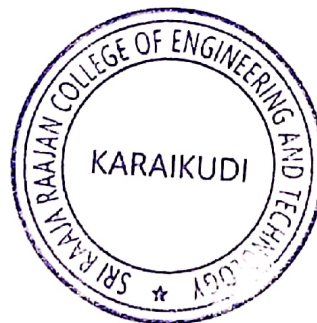
COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....K...RAMYA..... a Student
of...Electrical...and...Electronics...Engg. Department in the2017-2018.....
Year, has Successfully Completed the...Information....and....Communication.....
.....Technology..... From20-07-2018..... To
.....23-11-2018,,,,,,at Sri Raaja Raajan College of Engineering and
Technology, Amaravathipudur, Karaikudi.

[Signature]
HOD



[Signature]
Principal

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SRI RAAJA RAAJAN

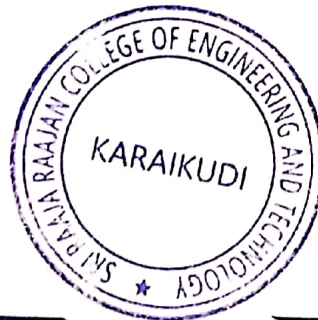
COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAISKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....S.....INDHURAJ..... a Student of...Electrical...and...Electronics...Engg... Department in the2017-2018..... Year, has Successfully Completed the...Information...and...Communication.... Technology..... From20.07...2018..... To23.11.2018....., at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.


HOD




Principal
PRINCIPAL

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YEAR 2018-2019



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

SYLLABUS



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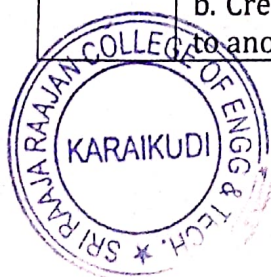
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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS COURSE SYLLABUS

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 well as 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, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.	8
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic 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 and shall encourage self/independent and group learning) 1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz and Group 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. b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.	04



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	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 able 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.
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TIME TABLE

YEAR 2018-2019

		9.15- 10.00	10.00- 10.45		11.00- 11.45	11.45- 12.30		1.00- 1.45	1.45- 2.30		2.40- 3.20	3.20- 4.00
DAY	YEAR	1	2		3	4		5	6		7	8
MON	II											
	III											
	IV											
TUE	II											
	III											
	IV											
WED	II											
	III											
	IV											
THUR	II											
	III											
	IV											
FRI	II											
	III											
	IV											




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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

REPORT



SRI RAAJA RAAJAN COLLEGE OF ENGINEERING AND TECHNOLOGY

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REPORT YEAR (2018-2019)

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- MS Outlook
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Online Research

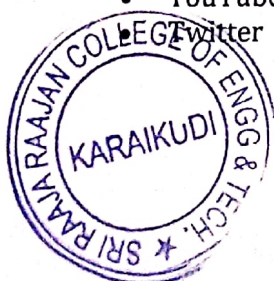
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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

PARTICIPANTS LIST



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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

STUDENT LIST

S.NO	REGISTER NUMBER	NAME OF THE STUDENT	SIGNATURE
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4.	912515105005	DEVADASS.M	Devass
5.	912515105006	DURAI SINGAM.S	S. Durai Singam
6.	912515105007	KALEESWARAN.M	Kaleeswar
7.	912515105008	KARTHIK.PL	K. R. Daffin
8.	912515105010	MUNNAMALAI.M	Munnamalai
9.	912515105012	PAVITHRA.T	Pavithra
10.	912515105013	REEGAN.A	A. Reegan
11.	912515105014	SARAVANAN.V	Saravanan
12.	912515105015	SASI KUMAR.R	Sasi Kumar
13.	912515105016	SAJIBHUSSAIN.J	J. Sai Bhusan
14.	912515105017	SELVA RANIJ	Selva Ranij
15.	912515105018	SOUNDARA PANDIAN.K	Soundara
16.	912515105019	SURIYA PANDIAN.M	M. Suriya
17.	912515105020	SURIYA.A	Suriya
18.	912515105022	VAITHIYA LINGARAJAN.P	Vaithiy Ling p.
19.	912515105023	VENKATRAMANAN.R	R. Venkatesh
20.	912515105024	VIGNESH KUMAR.C	Vignesh Kumar
21.	912515105301	BALAMURUGAN.M	M. Balamurugan
22.	912515105303	ILAYARAJA.M	Ilaiyara
23.	912515105304	SANTHANASELVAM.A	Santhanase
24.	912515105306	SYED ABDHAKIR.M	Syed Abdh
25.	912515105701	SUJITHA.B	Sujitha





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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS



Information and Communication Technology Skills Training Program was held on 16-07-2019 to 22-11-2019. II TO IV students As the Internet and related technologies continue to evolve, businesses and school boards across all around the world are turning to technology in the classroom to help engaging students more effectively in the learning process, to improve the quality of education, and to enhance the performance of students.



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

CERTIFICATES



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AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....B....S.V.JITHA..... a Student of.....Electrical....and....Electronics. Engg Department in the2018...2019..... Year, has Successfully Completed the....Information....and....Communication.....Technology..... From16-07-2019..... To22-11-2019....., at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

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HOD



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Principal
PRINCIPAL

Sri Raaja Raajan College of Engg. & Tech
Amaravathipudur, Karaikudi - 630301
Sivagangai Dist, Tamil Nadu



SRI RAAJA RAAJAN

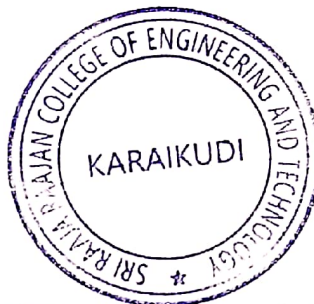
COLLEGE OF ENGINEERING AND TECHNOLOGY

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This is to Certify that Mr./Ms.....M...BALAMURUGAN..... a Student of...Electrical....and...Electronics...Engg Department in the2018...2019..... Year, has Successfully Completed the....Information...and...Communication...Technology..... From16.07.2019..... To22.11.2019....., at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

[Signature]
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[Signature]
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This is to Certify that Mr./Ms.....K..SOUNDARARAJAN..... a Student of....Electrical...and...Electronics...Engg Department in the2018-2019..... Year, has Successfully Completed the....Information....and....Communication.....Technology..... From16-07-2019..... To22-11-2019....., at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

[Signature]
HOD



[Signature]
Principal

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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

YEAR 2019-2020



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

SYLLABUS



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 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 well as 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, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.	8
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic 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 and shall encourage self/independent and group learning) 1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz and Group 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. b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.	04



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	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 able 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




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TIME TABLE

YEAR 2019-2020

		9.15- 10.00	10.00- 10.45		11.00- 11.45	11.45- 12.30		1.00- 1.45	1.45- 2.30		2.40- 3.20	3.20- 4.00
DAY	YEAR	1	2		3	4		5	6		7	8
MON	II											
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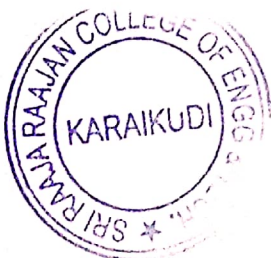
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SOFT
SKILLS

LANGUAGE SKILLS

ICT



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

REPORT



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REPORT YEAR (2019-2020)

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

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.

- Facebook
- LinkedIn
- Pinterest
- Instagram
- YouTube
- Twitter




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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

PARTICIPANTS LIST



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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

STUDENT LIST

S.NO	REGISTER NUMBER	NAME OF THE STUDENT	SIGNATURE
1.	912516105001	M.ANITHA	M. Anitha
2.	912516105003	S.BHUVANESHWARI	S. Bhu
3.	912516105004	P.JASNINE ROSIYA	Jasmin Rosiger
4.	912516105005	R.JEGAN	R. Jegan
5.	912516105007	M.LINGARAJAN	M. Lingesan
6.	912516105008	M.MANIMEGALAI	M. Manimegalai
7.	912516105009	T.NITHYAPRIYA	T. Nithyapriya
8.	912516105010	R.PARAMAGURU	R. Paramaguru
9.	912516105011	S.RAJESHKUMAR	S. Rajesh Kumar
10.	912516105012	B.RAJESHWARI	B. Rajeshwari
11.	912516105013	P.RITCH	P. Ritch
12.	912516105014	S.P.SWATHI	S. P. Swathi
13.	912516105015	S.THARANI	S. Tharani
14.	912516105016	V.VARSHA	V. Varsha
15.	912516105301	P.ANITHA	P. Anitha
16.	912516105302	E.DINESHSAMY	E. Dinesh Samy
17.	912516105303	P.R.MANIKANDAN	P. R. Manikandan
18.	912516105304	H.MOHAMED JARAF	H. Mohamed Jaraf
19.	912516105305	M.SAKTTHIKARTHISH	M. Saktthikarthish
20.	912516105306	S.SATHISH	S. Sathish
21.	912516105307	A.SIVAKUMAR	A. Sivakumar
22.	912516105308	T.URUMANATHAN	T. Urumanathan
23.	912516105309	M.VENGADESHPRABU	M. Vengadesh Prabhu



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

CERTIFICATES



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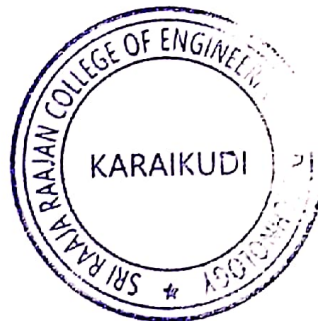
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AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

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H.D



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Principal

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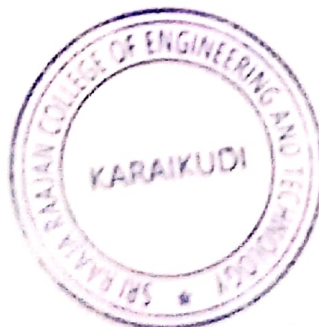
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of...~~Electrical~~...and...~~Electronics~~...Engg. Department in the2019-2020...
Year, has Successfully Completed the.....Information....and....Communication..
.....Technology.....From12-12-2019.....To
.....12-03-2020....., at Sri Raaja Raajan College of Engineering and
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[Signature]
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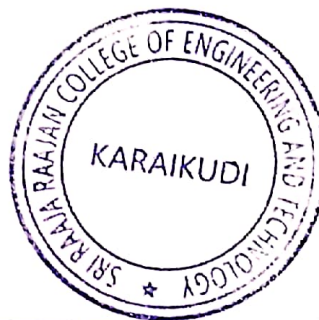
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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

YEAR 2021-2022



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

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Website: www.sri-raaja-raajan.org

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 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 well as 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, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.	8
III	Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic 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 and shall encourage self/independent and group learning) 1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging) 2. Student seminars (on topics of the syllabus and related aspects (individual activity)) 1. Quiz and Group 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. b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.	04



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	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	
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1. Understand the literature of social networks and their properties.
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SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

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Website: www.raajaram.org

TIME TABLE

YEAR 2021-2022

		9.15-10.00	10.00-10.45	B R E A K	11.00-11.45	11.45-12.30	B R E A K	1.00-1.45	1.45-2.30	B R E A K	2.40-3.20	3.20-4.00
DAY	YEAR	1	2		3	4		5	6		7	8
MON	II											
	III											
	IV											
TUE	II							SOFT SKILLS				
	III											
	IV											
WED	II											
	III											
	IV											
THUR	II											
	III											
	IV											
FRI	II											
	III											
	IV											



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

REPORT



SRI RAAJA RAAJAN

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REPORT YEAR (2021-2022)

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

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.

- Facebook
- LinkedIn
- Pinterest
- Instagram
- YouTube
- Twitter



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

PARTICIPANTS LIST

STUDENT LIST INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

S.NO	REGISTER NUMBER	NAME OF THE STUDENT	SIGNATURE
1.	912518105001	AATHIVISHNU.K	Aathivishnu.k
2.	912518105002	BANU.P	Banu.P.
3.	912518105005	KALISHWARAN.R	Kalishwaran.R
4.	912518105006	KANNAN.M	Kannan.M
5.	912518105007	MARIA ESEK EBIRON.A	Maria Esek Ebiron.A
6.	912518105008	MURUGAN.K	Murugan.k
7.	912518105012	NAVEEN KUMAR.N	Naveen Kumar.N
8.	912518105013	PABIN.A	Pabin.A
9.	912518105014	PRAKASH.V	Prakash.V
10.	912518105016	SATHIYA BIRLA.M	Sethiya Birla.M
11.	912518105017	SELVAGANESH.R	R. Selvaganes
12.	912518105018	SUBASHINI.M	Subashini.M
13.	912518105019	TAMILARASAN.V	V. Tamilarasan
14.	912518105301	KAYATHRI.B	Kayathri.B
15.	912518105302	MANIKANDAN.C	Manikandan.C
16.	912518105303	NAGADEVAN.S	Nagadevan.S
17.	912518105304	SELVAKUMAR.S	Selvakumar.S




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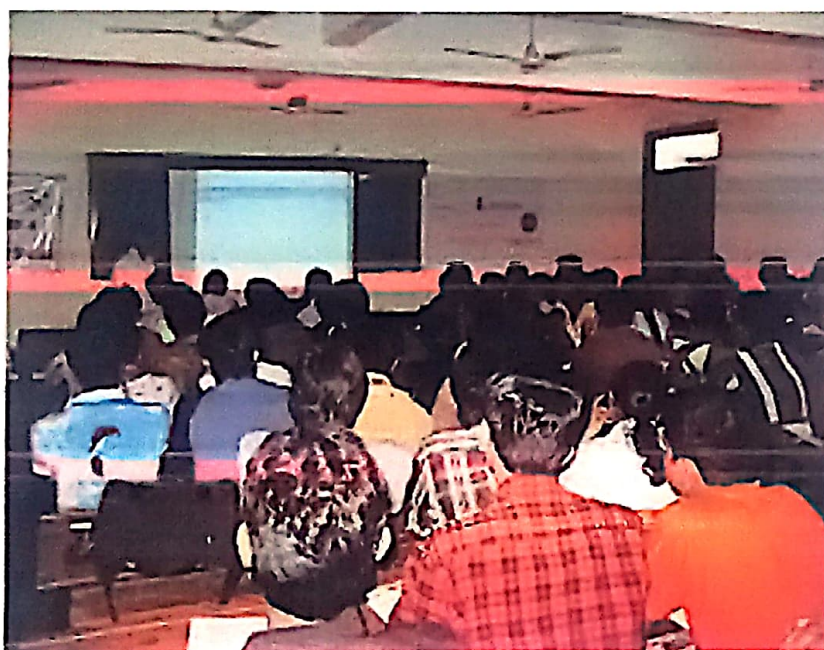
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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS



Information and Communication Technology Skills Training Program was held on 09-02-2022 to 29-04-2022. II TO IV students As the Internet and related technologies continue to evolve, businesses and school boards across all around the world are turning to technology in the classroom to help engaging students more effectively in the learning process, to improve the quality of education, and to enhance the performance of students.




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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

CERTIFICATES



SRI RAAJA RAAJAN

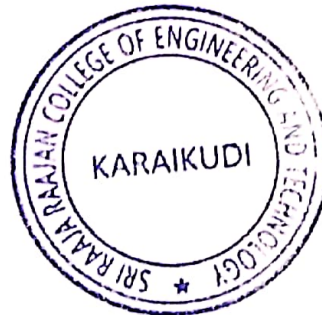
COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....B..KAYATHRI..... a Student
of....Electrical...and....Electronics...Engg Department in the
Year, has Successfully Completed the....Information....and....Communication....
.....Technology..... From09/02/2022..... To
.....29/04/2022....., at Sri Raaja Raajan College of Engineering and
Technology, Amaravathipudur, Karaikudi.


HOD




Principal
PRINCIPAL

Raaja Raajan College of Engg. & Tech
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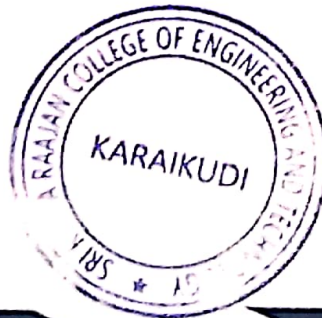


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CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms...**R..KALISHWARAN**..... a Student
of.....**Electrical...AND...Electronics...Engg** Department in the
Year, has Successfully Completed the...**Information....and....Communication....**
.....**Technology**..... From**09/02/2022**..... To
.....**22/04/2022**....., at Sri Raaja Raajan College of Engineering and
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Principal
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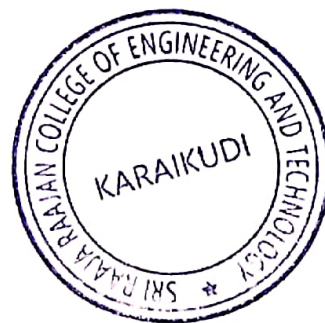
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This is to Certify that Mr./Ms.....A..PABIN..... a Student
of.....Electrical....and....Electronics...Engg Department in the
Year, has Successfully Completed the....Information....and....Communication....
.....Technology.....From09.10.21.2022.....To
.....29.10.21.2022,,,,,at Sri Raaja Raajan College of Engineering and
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Handwritten signature
HOD



Handwritten signature
Principal

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