



SRI RAAJA RAAJAN COLLEGE OF ENGINEERING AND TECHNOLOGY
Approved by AICTE, New delhi affiliated to Anna university

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Website : www.raajaraajan.org

DEPARTMENT OF CIVIL ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT PROGRAM (2017-2018)



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

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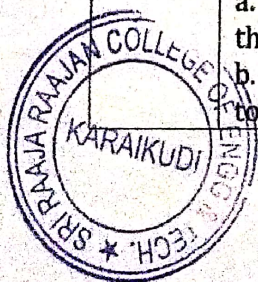
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E-mail : arceet2010@gmail.com
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DEPARTMENT OF CIVIL ENGINEERING INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS COURSE SYLLABUS

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



	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

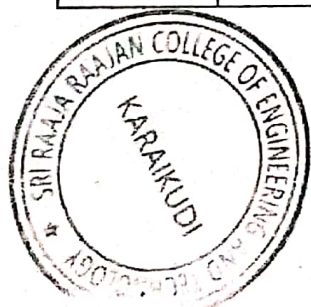




SRI RAAJA RAAJAN COLLEGE OF ENGINEERING & TECHNOLOGY
AMARAVATHIPUDUR, KARAUKUDI-630 301.

DEPARTMENT OF CIVIL ENGINEERING
ACADMEIC YEAR 2017-2018

		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	SOFT SKILLS										
	III											
	IV											
WED	II											
	III				LANGUAGE SKILLS							
	IV											
THUR	II											
	III											
	IV											
FRI	II											
	III											
	IV											



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Amaravathipudur, Karaikudi - 630 301
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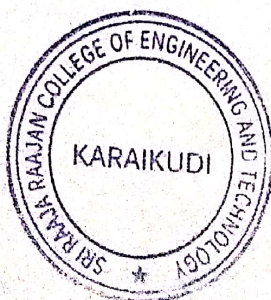
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DEPARTMENT OF CIVIL ENGINEERING
INFORMATION & COMMUNICATION
TECHNOLOGY SKILLS PROGRAMME

2017 - 2018
REPORT





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REPORT

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
- SendinBlue Email
- Groove

Online Research

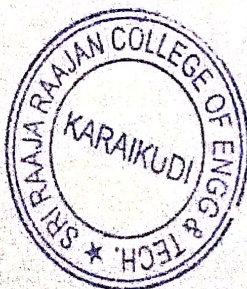
Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information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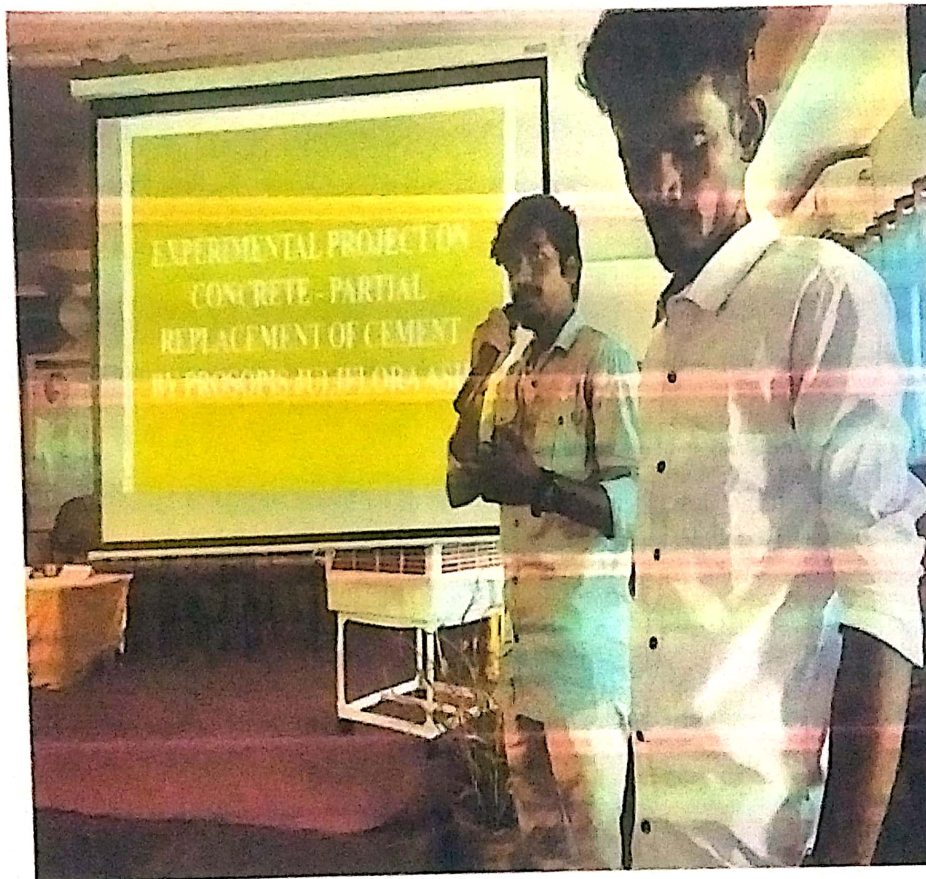
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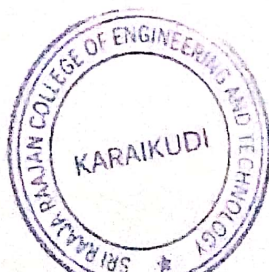
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DEPARTMENT OF CIVIL ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS **DEVELOPMENT PROGRAMME 2017-2018**



INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT **PROGRAMME ACADEMIC YEAR 2017-2018**





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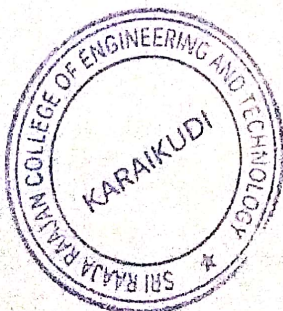
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DEPARTMENT OF CIVIL ENGINEERING
INFORMATION AND COMMUNICATION TECHNOLOGY
SKILLS DEVELOPMENT PROGRAMME 2017-2018

Student Registration Details



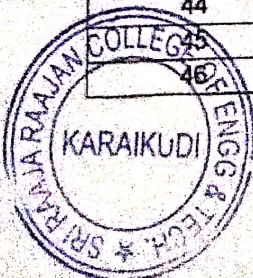


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1	912514103023	KARTHIKEYAN.B	B. Karthikeyan
2	912514103025	KARVANNAN	Karvannan
3	912514103026	KAVIYARASU.M	M. Kaviyarasu
4	912514103027	KEERTHIKA.K	K. Keerthika
5	912514103028	KOWSALYA	Kowsalya
6	912514103031	MAARESWARAN.M	M. Maareswaran
7	912514103029	MAHESWARAN.S	Maheswaran
8	912514103030	MANIKANDAN.A	Manikandan
9	912514103032	MARIMUTHU.R	R. Marimuthu
10	912514103033	MEENAKSHISUNDARAM.A	A. Meenakshisundaram
11	912514103034	MUTHUPANDI.R	R. Muthupandi
12	912514103035	NAVNEETHA KRISHNAN	A. Navneetha Krishnan
13	912514103037	PARTHEEPAN	Partheepan
14	912514103038	RAJA.C	C. Raja
15	912514103039	RAJAGURU.P	P. Rajaguru
16	912514103040	RAJAMANIKANDAN.R	R. Rajamanikandan
17	912514103041	RAJESHKUMAR.K	K. Rajeshkumar
18	912514103042	RAJESWARI.KS	S. Rajeswari
19	912514103043	RAMKUMAR.T	T. Ramkumar
20	912514103056	SINDHU.A	A. Sindhu
21	912514103057	SOKKALINGAM.S	S. Sokkalingam
22	912514103060	SUBBURATHINAM	N. Subburathinam
23	912514103061	SURESH KUMAR.K	K. Suresh
24	912514103062	SWATHI.M	M. Swathi
25	912514103063	VARGESHAJA	A. Vargeshaja
26	912514103064	VEERAMANI.G	G. Veeramani
27	912514103065	VIJAYCHANDRAN	N. Vijaychandran
28	912514103066	VINITH.B	B. Vinitha
29	912514103067	VIRUMANDI	D. Virumandi
30	912514103305	MATHAN KUMAR.U	U. Mathan Kumar
31	912514103310	PRASANNA	A. Prasanna
32	912514103313	RAJESH.R	R. Rajesh
33	912514103314	SAKTHIVARUN	A. Sakthivaran
34	912514103315	SATHISH KUMAR.H	H. Sathish Kumar
35	912514103701	SHEIKABDULLAH	A. Sheikabdullah
36	912514103316	SIVASAKTHIRAMAN.M	M. Sivasakthiraman
37	912514103317	SUBASH.M	M. Subash
38	912514103318	SUTHAKAR.R	R. Suthakar
39	912514103319	UDHAYAPRAKASH.R	R. Udhayaprakash
40	912514103320	UMASANKAR.M	M. Umasankar
41	912514103321	VAIRAVANATHAN.C	C. Vairavanathan
42	912514103322	VIJAY.P	P. Vijay
43	912514103323	VIMALSTALIN.J	J. Vimalstalin
44	912514103503	RAMESH.K	K. Ramesh
	912514103702	PRAKASH.G	G. Prakash
	912514103504	ARAVINDA KUMAR	A. Aravinda Kumar



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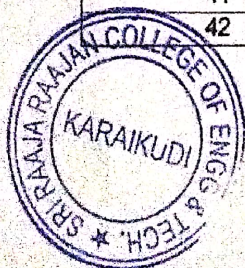
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S:NO	REG NO	NAME OF THE STUDENT	SIGNATURE
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2	912514103002	AHAMED AASHIKA	Ahamed Aashika
3	912514103003	AJEETHKUMAR.T	Ajeeth Kumar
4	912514103005	AJITHKUMAR.S	Ajith Kumar
5	912514103006	AL AMEEN.M	Al Ameen
6	912514103007	ANANTHARAJ.V	Anantharaj
7	912514103008	ANISHKUMAR.S	Anish Kumar
8	912514103009	ATCHAYAA.N	Atchayaa
9	912514103010	BALAJI.M	Balaji
10	912514103011	BASKARAN.J	Baskaran
11	912514103012	BHARATHIRAJA.B	Bharathiraja
12	912514103013	CHELLAPANDI.P	Chellapandi
13	912514103015	FRANCIS.P	Francis
14	912514103016	HARIHARAN.M	Hariharan
15	912514103017	JOHN SURESH.A	John Suresh
16	912514103018	KAMALESHKUMAR.A	Kamalesh Kumar
17	912514103019	KANISHKA.V.K	Kanishka
18	912514103024	KARTHIK RAJA.G	Karthik Raja
19	912514103022	KARTHIKAISELVI.S	Karthika
20	912514103044	RAMSINGH.V	Ram Singh
21	912514103045	ROBINSON.J	Robinson
22	912514103046	SACHIN RAJA.M	Sachin Raja
23	912514103047	SANDILYAN	Sandilyan
24	912514103048	SANGEETHA.A	Sangeetha
25	912514103049	SANGEETHA .B	Sangeetha
26	912514103050	SANJAY.E	Sanjay
27	912514103051	SANTHIYA.S	Santhiya
28	912514103052	SASIKUMAR.R	Sasikumar
29	912514103053	SEBASTIN MARTIN.A	Sebastian Martin
30	912514103054	SELVARANI	Selvarani
31	912514103055	SEVUGAMOORTHY.V	Sevugamoorthy
32	912514103301	ARUN KUMAR.S	Arun Kumar
33	912514103302	CHANDRAMURUGAN.A	Chandramurugan
34	912514103303	KARTHIK.S	Karthik
35	912514103304	LAKSHMI PRIYANGA.A	Lakshmi Priyanga
36	912514103306	MANIKANDA PRABHU.M	Manikanda Prabhu
37	912514103307	MATHIYARASAN.G	Mathiyarasan
38	912514103308	MUTHUKUMAR.S	Muthukumar
39	912514103309	PANDI.K	Pandi
40	912514103304	PRIYANKA.S	Priyanka
41	912514103312	RAJAKUMARAN.S	Rajakumaran
42	912514103501	AJAY VARMA.V	Ajay Varma



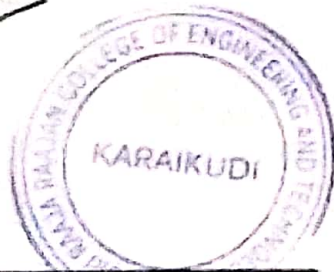


SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
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CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....VAIRAVANATHAN.C.....(9185: a Student
of.....IV.R.-...CIVIL....ENGINEERING..... Department in the ...2017-18.....
Year, has Successfully Completed the...INFORMATION...X...COMMUNICATION..
...TECHNOLOGY...SKILLS PROGRAM... From30.6.2017..... To
.....29.9.2017....., at Sri Raaja Raajan College of Engineering and
Technology, Amaravathipudur, Karaikudi.

HOD



Principal
PRINCIPAL

Sri Raaja Raajan College of Engineering & Tech.
Amaravathipudur, Karaikudi-630301





SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
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[Signature]
H.O.D



[Signature]
Principal
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Amaravathipudur
College of Engineering & Tech.

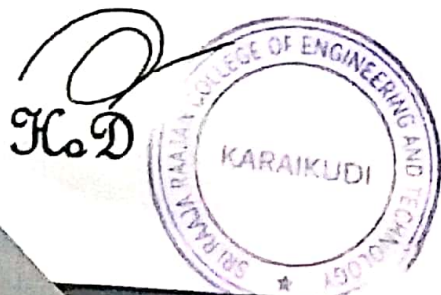




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This is to Certify that Mr./Ms.....KARNANNAN..B..(912514103023) Student
of.....IV.YR.....CIVIL.....ENGINEERING..... Department in the 2017-2018.....
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DEPARTMENT OF CIVIL ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT PROGRAM (2018-2019)



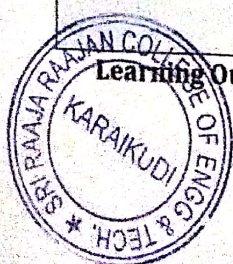
DEPARTMENT OF CIVIL ENGINEERING
INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
COURSE SYLLABUS

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.

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	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
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TOTAL		30

Learning Outcomes:



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

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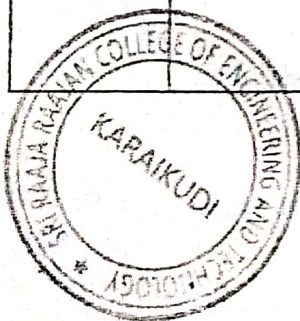




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MON	II											
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	IV											
FRI	II											
	III											
	IV											



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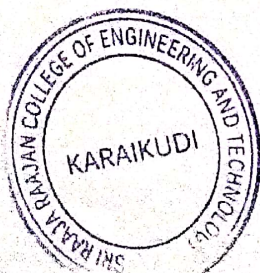
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DEPARTMENT OF CIVIL ENGINEERING **INFORMATION & COMMUNICATION** **TECHNOLOGY SKILLS PROGRAMME**

2018 - 2019

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COLLEGE OF ENGINEERING AND TECHNOLOGY

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REPORT

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
- SendinBlue 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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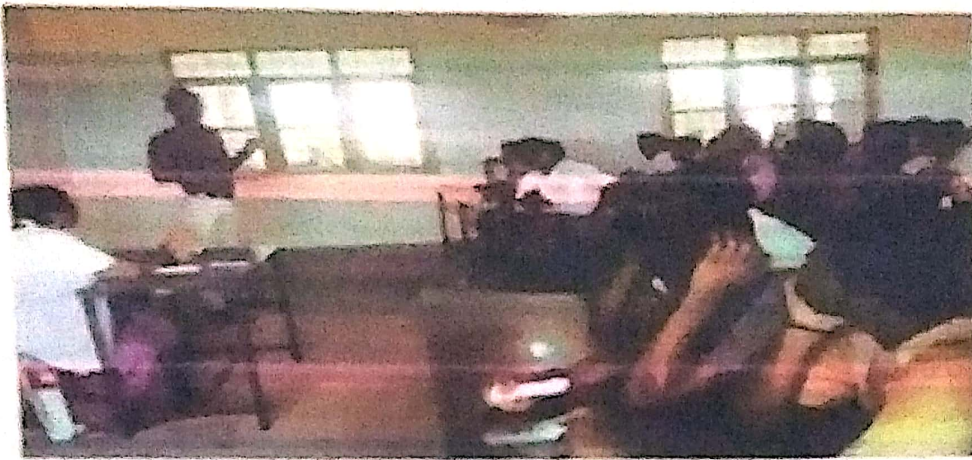
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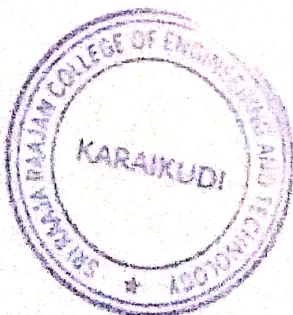
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DEPARTMENT OF CIVIL ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS **DEVELOPMENT PROGRAMME 2018-2019**



INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT **PROGRAMME ACADEMIC YEAR 2018-2019**





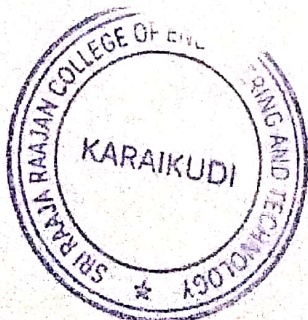
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DEPARTMENT OF CIVIL ENGINEERING
INFORMATION AND COMMUNICATION TECHNOLOGY
SKILLS DEVELOPMENT PROGRAMME 2018-2019

Student Registration Details





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3	912515103038	PANDI MANIKANDAN.M	Pandimanikandan
4	912515103039	PILLAPAN	Pillapan
5	912515103040	PRADEEP.D	P. Pradeep
6	912515103041	PRADEEPA	Pradeepa
7	912515103042	PRAKASH RAJ	Prakashraj
8	912515103043	PRAVEEN KUMAR.V	Praveenkumar
9	912515103044	PRAVINKUMAR.A	Pravinkumar
10	912515103046	RANIGA.S	Raniga
11	912515103047	RANJITHKUMAR.K	Ranjithkumar
12	912515103048	RAYAPRIYAN.M	Rayapriyan
13	912515103050	SALMAN.M	Salman
14	912515103051	SANKAR.M	Sankar.M
15	912515103052	SARATHKUMAR.K	Sarathkumar
16	912515103053	SARAVANA KUMAR.K	Saravanakumar
17	912515103054	SARAVANAN.K	Saravanan
18	912515103056	SATHYAPRIYA.S	Sathyapriya
19	912515103057	SIVAKUMAR.M	M. Siva Kumar
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21	912515103059	SRINIVASAN.S	Srinivasan
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23	912515103061	SUNDARI.V	V. Sundari
24	912515103062	SURENDHAR.V	Surendhar
25	912515103063	SURYA.P	P. Surya
26	912515103064	SYED ANVAR.N	Syed Anwar
27	912515103065	USMAN ALI.A	Usman Ali
28	912515103066	VIGNESH.A	Vignesh
29	912515103067	VIJAY.P	P. Vijay
30	912515103068	VIJAYA KUMAR.K	Vijayakumar
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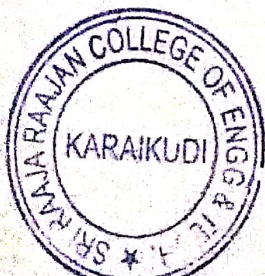
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5	912515103005	ARUL PRAKASH.S	A. Arul Prakash
6	912515103006	DINESH KUMAR.U	D. Dineshkumar
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19	912515103021	MADHUMITHA.M	M. Madhumitha
20	912515103022	MAHENDRAN.A	M. Mahendran
21	912515103024	MANIKANDAPRABU.M	M. Manikandaprabu
22	912515103027	MARIMUTHU.A	M. Marimuthu
23	912515103029	MOHAMAD RILWAN.N	M. Mohamad Rilwan
24	912515103030	MOHAMED ASHIK.S	M. Mohamed Ashik
25	912515103031	MUTHU.M	M. Muthu
26	912515103024	MUTHUMEENAL.P	M. Muthumeenal
27	912515103034	MUTHUPRABAHAR.V	M. Muthuprabahar
28	912515103035	NISANTHAN.R	N. Nisanthan
29	912515103301	AJITH.G	A. Ajith
30	912515103302	ARAVIND.K	A. Aravind
31	912515103303	ARTHI.T	A. Arthi
32	912515103305	BALASUBRAMANIAN.C	B. Balasubramanian
33	912515103306	BARATHIRAJA	B. Barathiraja
34	912515103307	BASKARAN.P	P. Baskaran
35	912515103308	DINESHKUMAR.R	D. Dineshkumar
36	912515103309	GANESAN.P	P. Ganesan
37	912515103310	KANNAN.A	K. Kannan
38	912515103311	LAVANYA.C	C. Lavanya
39	912515103312	LOORTHUMARIYAN.B	L. Loorthumariyan





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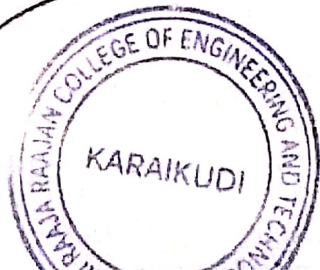
COLLEGE OF ENGINEERING AND TECHNOLOGY

AMARAVATHIPUDUR, KARAIKUDI-630301

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....MAHENDRAN..A.(912515703022) a Student of.....IV.YR.....CIVIL ENGINEERING.....Department in the ..2018-19.....Year, has Successfully Completed the....INFORMATION....A...COMMUNICATION....TECHNOLOGY...SKILLS...DEVELOPMENT...From10.7.2018.....To18.10.2018....., at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

KoD



Principal

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





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

CERTIFICATE OF COMPLETION

This is to Certify that Mr./Ms.....V.U.A.Y.P. (912515703069).. a Student
of....1st Y.R....CIVIL ENGINEERING.....Department in the ...2018-19.....
Year, has Successfully Completed the...INFORMATION...&...COMMUNICATION
TECHNOLOGY...SKILLS...DEVELOPMENT.....From10.7.2018.....To
.....18.10.2018....., at Sri Raaja Raajan College of Engineering and
Technology, Amaravathipudur, Karaikudi.

Handwritten signature
HOD



Handwritten signature
Principal
PRINCIPAL
Sri Raaja Raajan College of Engg & Tech
Amaravathipudur, Karaikudi





SRI RAAJA RAAJAN
COLLEGE OF ENGINEERING AND TECHNOLOGY
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This is to Certify that Mr./Ms.....**PRADEEP.D.(918515103848)** a Student
of.....**IV - CIVIL ENGINEERING**..... Department in the**2018-19**.....
Year, has Successfully Completed the..**INFORMATION & COMMUNICATION..**
..**TECHNOLOGY SKILLS PROGRAM**..... From**10.7.2018**..... To
.....**16.10.2018**....., at Sri Raaja Raajan College of Engineering and
Technology, Amaravathipudur, Karaikudi.

Handwritten signature
HOD



Handwritten signature
Principal
PRINCIPAL

Sri Raaja Raajan College of Engineering and Technology
Amaravathipudur, Karaikudi - 630301
Established in 2001





SRI RAAJA RAAJAN COLLEGE OF ENGINEERING AND TECHNOLOGY
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DEPARTMENT OF CIVIL ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT PROGRAM (2019-2020)





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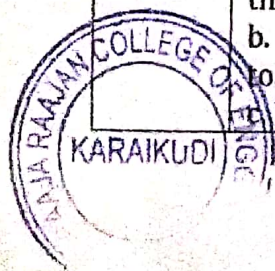
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**DEPARTMENT OF CIVIL ENGINEERING
INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
COURSE SYLLABUS**

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, 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 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. c. Register for one online course through any of the online learning platforms	04



	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

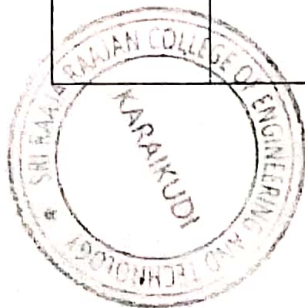




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DEPARTMENT OF CIVIL ENGINEERING
ACADMEIC YEAR 2021-2022

		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	SOFT SKILLS										
	III											
	IV											
WED	II											
	III											
	IV											
THUR	II											
	III											
	IV											
FRI	II											
	III											
	IV							ICT				



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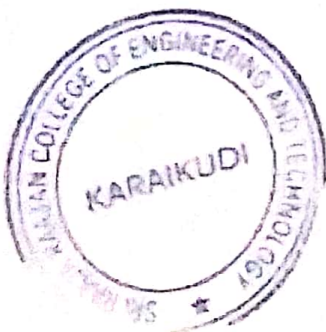
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DEPARTMENT OF CIVIL ENGINEERING
INFORMATION & COMMUNICATION
TECHNOLOGY SKILLS PROGRAMME

2019 - 2020
REPORT





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- Gmail and G-Suite
- SendinBlue Email
- Groove

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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.

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- Facebook
- LinkedIn
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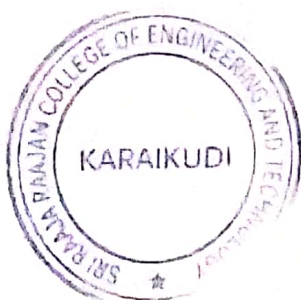
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INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
DEVELOPMENT PROGRAMME 2019-2020



INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT
PROGRAMME ACADEMIC YEAR 2019-2020





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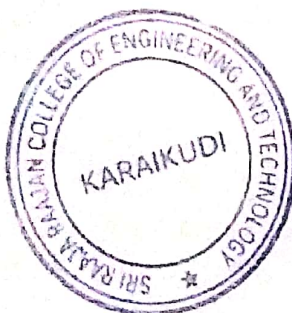
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22	912516103022	RENGASAMY.G	Rengasamy
23	912516103023	SARAVANAN.M	Saravanan
24	912516103024	SASIKUMAR.R	Sasikumar
25	912516103025	SELVAKUMARAN.G	Selvakumaran
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27	912516103027	SUNDAR.S	Sundar
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35	912516103310	KULOTHUNGAN.E	Kulothungan
36	912516103311	LOGESWARAN.P	Logeswaran
37	912516103312	MADHAVAN.U	U. Madhavan
38	912516103313	MAREESHWARAN.C	Mareeswaran
39	912516103314	MOHAMED RAFIQ RAJA.M	Mohamed Rafiq Raja
40	912516103315	NAVINKUMAR.N	N. Navinkumar
41	912516103316	PRAVIN KUMAR.K	Pravin Kumar
42	912516103318	RAJA PRAVEEN.R	Raja Praveen
43	912516103319	RAMANATHAN.S	Ramanathan
44	912516103320	RESHMA BANU.S	S. Reshma Banu
45	912516103324	SIVARAMAKRISHNAN.P	Sivaramakrishnan
46	912516103325	VASANTH.P	P. Vasanth
47	912516103501	MANIKANDAN.C	Manikandan



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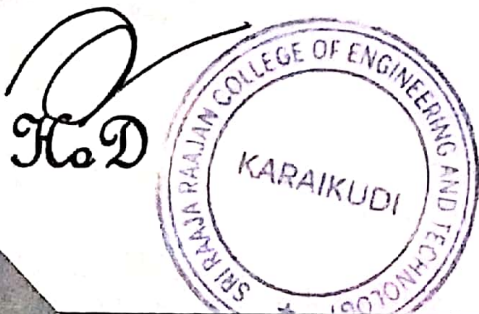
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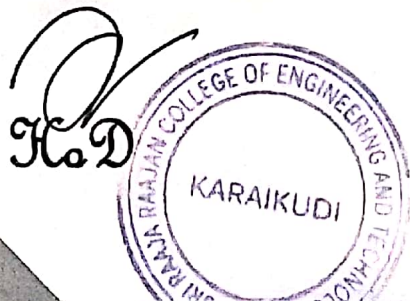
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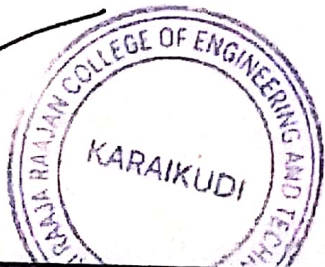
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This is to Certify that Mr./Ms.....AJAY.K...(912516103001)..... a Student of.....I.V.Y.R.-.....CIVIL.....ENGINEERING.... Department in the ..2019-20..... Year, has Successfully Completed the..INFORMATION....X...COMMUNICATION.. TECHNOLOGY...SKILLS...DEVELOPMENT... From ...10.6.2019..... To23.9.2019....., at Sri Raaja Raajan College of Engineering and Technology, Amaravathipudur, Karaikudi.

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Principal

PRINCIPAL
Sri Raaja Raajan College of Engineering and Technology





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DEPARTMENT OF CIVIL ENGINEERING

INFORMATION & COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT PROGRAM (2021-2022)





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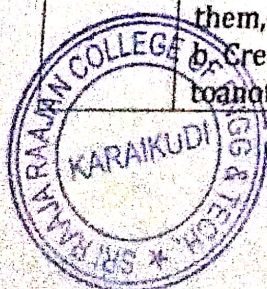
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DEPARTMENT OF CIVIL ENGINEERING INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS COURSE SYLLABUS

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, 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 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

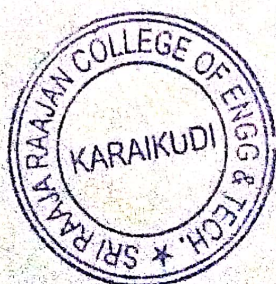


	c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms	
	TOTAL	30

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





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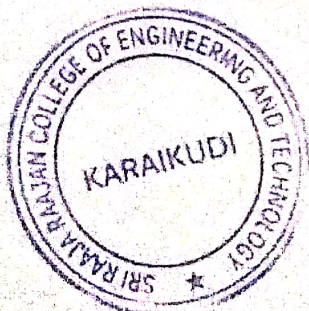
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DEPARTMENT OF CIVIL ENGINEERING
INFORMATION & COMMUNICATION
TECHNOLOGY SKILLS PROGRAMME

2021 - 2022

REPORT





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REPORT

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
- SendinBlue Email
- Groove

Online Research

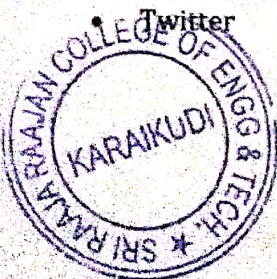
Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information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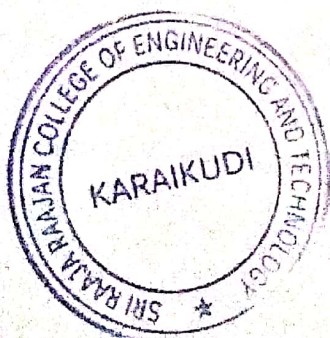
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DEPARTMENT OF CIVIL ENGINEERING

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT PROGRAMME 2021-2022



INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS DEVELOPMENT PROGRAMME ACADEMIC YEAR 2021-2022





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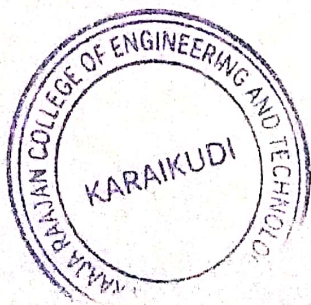
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SKILLS DEVELOPMENT PROGRAMME 2021-2022

Student Registration Details





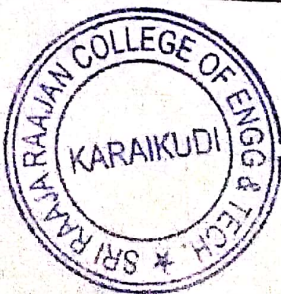
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2	912518103002	ABINAYA	Abinaya
3	912518103003	ARUNDEENBASTIN.A	Arundeenbastin
4	912518103004	BALASUBRAMANIAN.V	Balanbbramanian
5	912518103005	BRINITHA.S	S. Brinitha
6	912518103006	GANESH.M	Ganesh
7	912518103007	KAVIYA.M	M. Kaviya
8	912518103008	MOHAMMED USMAN.N	MUHAMMED
9	912518103009	MUGESHKANNAN.M	Mugeshkannan
10	912518103010	NATHIYA.P	P. Nathiya
11	912518103011	NAVANEETHAN.S	Navaneethan
12	912518103012	PRAKASH.A	A. Prakash
13	912518103015	SANTHOSHKUMAR.V	S. Santosh Kumar
14	912518103016	SELUVATHI.S	Seluvathi
15	91251813017	SUBASHCHANDRABOSE.S	Subashchandra
16	912518103018	SURYA.S	S. Surya
17	912518103019	VAITHISHKUMAR.SR	V. Vaithish Kumar
18	912518103020	VIGNESHWARAN.K	V. Vigneshwaran
19	912518103301	DURAIRAJ.S	S. Durairaj
20	912518103302	EESWARAN	E. Eswaran
21	912518103303	GOWTHAMKUMAR.S	Gowtham Kumar
22	912518103304	HARIHARAN.C	C. Hariharan
23	912518103305	KAVIYARASAN.G	G. Kaviyarasan
24	912518103306	MADHUMITHA.K	M. Madhumitha
25	912518103307	MUTHUKRISHNAN.M	M. Muthukrishnan



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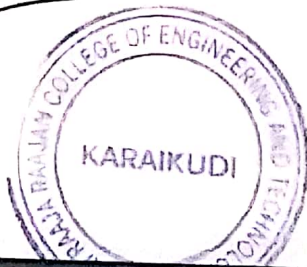
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Year, has Successfully Completed the INFORMATION.....&.....COMMUNICATION...
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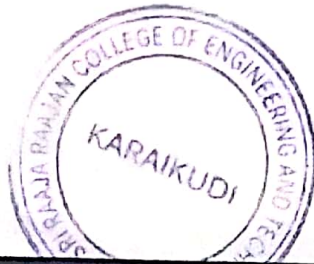
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