



S.B.V.R. DEGREE COLLEGE

(Recognized by UGC under Section 2(F) & 12(B), Permanently Affiliated to Yogi Vemana University, Kadapa)

Mydukur Road, BADVEL - 516 227, Kadapa Dist. Andhra Pradesh, India.

Website : www.sbvrdc.ac.in e-mail : principal.sbvrdc@sbvr.in ☎ : 08569-282021, ☎ : +91 75690 34175

Career Counselling and Competitive Examination Cell

Circular

Date : 10-08-2021

All the students of the college are informed that the "**Career Counselling and Competitive Examination Cell**" is conducting 45 days capacity development and skill enhancement course in coordination with computer science department on "**Information and Communication Technology**" for the Academic Year 2021-22.

In this connection all the interested students are instructed to register their names with Coordinator of Carrer Counselling and Competitive Examinations Cell on or before 18-08-2021. The Course will commence from 20-08-2021.




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Detailed Syllabus for 45 days course on "Information and Communication Technology (ICT)" for the Academic Year 2021-22

Course Description:

This course explores the fundamentals of Information and Communication Technology (ICT), covering essential tools, applications, and emerging trends. It equips learners with practical skills in productivity software, communication platforms, and cybersecurity practices. The course emphasizes ethical considerations, real-world problem-solving, and the transformative impact of ICT in various sectors. Designed for learners of all levels, it offers hands-on activities and project-based learning to enhance digital literacy and innovation.

Course Objectives

- Provide foundational knowledge of Information and Communication Technology.
- Equip learners with skills to use ICT tools effectively in personal, academic, and professional contexts.
- Foster an understanding of the ethical, legal, and societal implications of ICT.
- Introduce learners to emerging trends in ICT and their impact on various sectors.
- Enable learners to apply ICT solutions to real-world problems.

Course Outcomes

11. Understand the fundamentals of ICT and its applications.
12. Utilize productivity tools and software effectively.
13. Analyze the ethical and legal aspects of ICT usage.
14. Recognize the role of ICT in innovation and problem-solving.
15. Demonstrate practical ICT skills in a project or simulated environment.

Syllabus

Unit 1: Introduction to ICT (Day 1-10)

- Overview of ICT
- Evolution of ICT and its role in society
- Basic computer hardware and software
- Internet and its services (WWW, Email, Search Engines)
- Mobile and wireless technologies
- Learning Activities:

Unit 2: Productivity Tools and Software (Day 11-20)

- Word processing applications (MS Word/Google Docs)
- Spreadsheet applications (MS Excel/Google Sheets)




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- Presentation software (MS PowerPoint/Google Slides)
- Basic graphic and multimedia tools

Unit 3: ICT in Communication and Collaboration (Day 21-30)

- Online communication tools (emails, chats, video conferencing)
- Collaboration platforms (Google Workspace, MS Teams, Slack)
- Social media and digital marketing basics
- Cloud computing and file sharing

Unit 4: Ethical and Legal Issues in ICT (Day 31-37)

- Cybersecurity basics and digital safety
- Intellectual property rights and copyright issues
- Data protection and privacy laws (e.g., GDPR)
- Ethical use of ICT in society

Unit 5: Emerging Trends and ICT Applications (Day 38-45)

- Artificial Intelligence and Machine Learning basics
- Internet of Things (IoT)
- Blockchain and cryptocurrency
- ICT in education, healthcare, and business



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Valedictory Report on the Capacity Development and Skill Enhancement Course on "Information and Communication Technology" for the Academic Year 2021-22

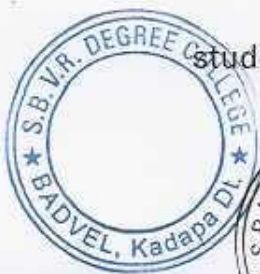
The above course has been a resounding success, equipping participants with essential digital skills and fostering an appreciation for the role of ICT in shaping the future. We hope that the skills and knowledge gained will enable participants to excel in their respective fields and contribute to the digital transformation of society. The organizers extend their sincere gratitude to the principal, faculty members, staff, and participants for their invaluable contributions to the success of the course.

In collaboration with the Computer Science Department, the Career Counselling and Competitive Examination Cell successfully conducted a 45-day course on "Information and Communication Technology" from 20-08-2021, to 04-10-2021, with 109 students participating.

The course curriculum encompassed fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. The course was thoughtfully structured to address fundamental ICT concepts, productivity tools, communication technologies, ethical practices, and emerging trends. Participants, including students, professionals, and educators, engaged actively throughout the program, demonstrating enthusiasm and a commitment to learning.

The Valedictory function was held on 04-10-2021, in the seminar hall. The principal inaugurated the event, commending the Career Counselling and Competitive Examination Cell and the Computer Science Department for their efforts in organizing this capacity development program. Participants expressed their satisfaction with the course, with several students sharing their positive experiences. They extended heartfelt gratitude to the course instructors, organizers, and support staff for their dedication and expertise.

The function concluded with the distribution of certificates to the students, followed by sweets, a vote of thanks, and the national anthem.




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