

Information and Communication Technology  
Semester-2  
FSICT-201  
(Effective from June – 2010)  
Detailed Syllabus

### **Unit 1**

Learning Essential Computer Softwares:

1. Microsoft Office Tools

Word: Creating, Formatting, Saving documents in different types and destinations, identifying and converting file types like .doc, .pdf, .rtf etc

Power Point: Preparation of power point slides, editing and formatting slides and making PPT presentation

Excel: Preparing Excel Workbooks and learning its various functions.

### **Unit 2**

Communication Technologies

1. E-mail: Writing e-mails to single and multiple users, Attaching a file, Marking CC and BCC, Creating exclusive communication groups.
2. LCD Projectors: Using LCD projectors for making an audio-visual presentation
3. Tele/Video Conferencing
4. Blogging and chatting
5. Fax and Mobiles

### **Unit 3**

Internet Usage for E-learning

1. Introduction to Internet and Web Browsers
2. Search engines to locate information, saving web pages, downloading files, (pdf, mp3 etc) and software
3. Open learning sites- Wikipedia, Wikispaces, Wikieducator etc.
4. Open Free wares- Hot Potatoes, Audacity, and Wida.co.uk
5. Advanced Social Networking
6. Web page building with tailor-made website builders provided free by websites like google.com & webs.com

## **Unit 4**

### Effects of Using IT

1. Software copyright: Issues and formalities
2. The problem of Hacking and preventive measures
3. Computer virus and Anti-virus
4. Effect of ICT on patterns of employment including areas of work where there is increased unemployment
5. Effect of microprocessor-controlled devices, in the home including their effects on leisure time, social interaction etc
6. Capability and limitation of IT
7. Issues related to information found on net i.e. unreliability, undesirability and the security of data transfer
8. Potential health problems related to constant use of ICT, for example, repetitive strain injury (RSI), neck and back problems, eye problems and some simple strategies for preventing these problems.

## **Unit 5**

### Group Project

Students may be divided in small groups to work on projects based on the following:

1. A Power Point presentation based on review of a Website of their choice
2. An exhaustive blog created on issues of current socio-political, cultural, economic relevance
3. Building a web page on given topics with hyperlinks, jpg, mp3 files etc.