



AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA



ADD ON COURSE ON

Information and Communication Technology (ICT) in Education

ORGANIZED BY

DEPARTMENT OF EDUCATION

IN ASSOCIATION WITH

**IQAC, AGHOREKAMINI PRAKASHCHANDRA
MAHAVIDYALAYA**

**COURSE TITLE: Information and Communication Technology
(ICT) in Education**



COURSE DURATION: 36 hours (from 15.05.2023-13-06-2023)

COURSE OFFERED BY: Dept. of **Education**
A.K.P.C Mahavidyalaya
Bengai, Hooghly, 712611 W.B.

PARTICIPATING TEACHERS:

1. SUJIT KUMAR PAUL (W.B. SACT)
2. PRANAB PRAMANIK (W.B. SACT)
3. SIBNATH MANNA (W.B. SACT)

COURSE COORDINATOR: Prof: PRANAB PRAMANIK
(Mobile No. 9735555830)

SYLLABUS:

Course Title: Information and Communication Technology (ICT) in Education		
Unit-1	Fundamentals of Information and Communication Technology (ICT): <ul style="list-style-type: none">• Information and Communication Technology: concept & nature.• ICT in Education: advantages & limitations.• Development of ICT: origin & growth.• Application of ICT: uses & limitations.	05 Hours
Unit-2	The Core Concepts of Computer: <ul style="list-style-type: none">• Computer: concept, types & components.• Hardware and Software in computer: concept & features.• Using the computer and managing the files and folders.• Application of computer in education-use & limitations.	05 Hours
Unit -3	Basics of Microsoft Office: <ul style="list-style-type: none">• Microsoft Office: concept & features• Microsoft Word: concept, features & applications• Microsoft Power Point: features & applications.• Microsoft Excel: concept, features & applications.	05 Hours
Unit-4	Fundamentals of Internet and Emailing <ul style="list-style-type: none">• Navigating through internet• Application of Email, mail merge, group communication• E-Resources : exploring academic search engines	05 Hours.
Practical - Expert lectures, online/offline		16 Hours

MODULES:

UNIT- 1

Fundamentals of Information and Communication Technology (ICT): (Time: Th. 5 hrs.)

- Information and Communication Technology: concept & nature.
- ICT in Education: advantages & limitations.
- Development of ICT: origin & growth.
- Application of ICT: uses & limitations.

UNIT- 2

The Core Concepts of Computer: (Time: Th. 5 Hours+Pr.5hrs)=10

- Computer: concept, types & components.
- Hardware and Software in computer: concept & features.
- Using the computer and managing the files and folders.
- Application of computer in education-use & limitations.

UNIT- 3

Basics of Microsoft Office: (Time: Th. 5 Hours+Pr.5hrs)=10

- Microsoft Office: concept & features
- Microsoft Word: concept, features & applications
- Microsoft Power Point: features & applications.
- Microsoft Excel: concept, features & applications.
-

UNIT- 4

(Time: Th. 5 Hours+Pr.6hrs)=11

Fundamentals of Internet and Emailing

- Navigating through internet
- Application of Email, mail merge, group communication
- E-Resources : exploring academic search engines

PROGRAMME OUTCOME:

PROGRAMME OUTCOME (PO)

1. Students will be able to understand the core concepts of ICT, including hardware, software, networking, and internet technologies.
2. Students will be able to integrate ICT tools and resources into teaching and learning, including designing and delivering lessons, assessing student learning, and providing feedback.

3. Students will develop pedagogical skills to effectively use ICT tools and resources to enhance student learning and engagement.
4. Students will develop an understanding of ethical issues related to the use of ICT in education, including privacy, security, and copyright, and demonstrate professionalism in their interactions with colleagues and students.
5. Students will demonstrate a commitment to lifelong learning and professional development in the field of ICT in education, including keeping up-to-date with new technologies and their applications in education.

COURSE OUTCOME:

Expected Course Outcomes	
On the successful completion of the course, student will be able to:	
1	Apply the knowledge of ICT along with its development and applications in Education.
2	Apply the knowledge of computer along with types, components & application
3	Apply the knowledge of Microsoft Office software and its features.
4	Understand internet and Emailing along with its features and applications
5	Know about the recent trends in ICT like, E-Learning, M Learning, Digital initiative taken by govt. and E-Resources

MODE OF EVALUATION:

After the completion of course, written examination will be taken for 50 Marks + Practical 30 Marks & a viva will be conducted for 20 Marks. On the basis of marks obtained for written & Practical examination and viva, the results will be prepared. The gradation system for the declaration of results will be as follows:

Grading system

Level	Excellent	Very Good	Good	Above Average	Average	Below Average	Poor	Fail
Grade	A+	A	B+	B	C	D	E	F
Marks range	90-100	80-89	70-79	60-69	50-59	40-49	33-40	0-32