

# Course Detail Information

**Course Name :** Diploma in Information and Communication Technology

**Course Code :** DICT

**Course Duration :** 06 Months

**Course Outline:**

SI No	Description	Total Class (Per Class 4 Hours)
1.	Computer Fundamental and Office Automation: * Basic Concept of ICT * Microsoft Windows * Microsoft Word * Microsoft Excel * Microsoft PowerPoint * Microsoft Access	11
2.	Computer Programming with C/C++/ C#	11
3.	Database Management Systems (Oracle/MySQL/SQL Server)	11
4.	Multimedia & CAD: * Image Editing (Photoshop, Illustrator) * Audio & Video Editing	11
5.	Internet & Web Technology: * Internet and Email * HTML * Static and Dynamic Website Design	11
6.	Hardware Maintenance and Troubleshooting	7
7.	Data Communication, Open Office and Networking (Using Linux)	8
8.	Project work	8
	<b>Total Class-</b>	<b>78</b>

**Course Name :** Introduction to Office Applications & Unicode Bangla

**Course Code :** ICAP

**Course Duration :** 84 Hours

**Course Outline:**

SI No	Description	Total Class (Per Class 3 Hours)
1.	Concepts of Computers and its operation	1
2.	Fundamentals of Operating System	1
3.	Word Processing using MS Word with Unicode Bangla Typing	8
4.	Spreadsheet Analysis using MS Excel	7
5.	Database Management using MS Access	5
6.	Presentation using MS Power Point	2
7.	Internet & e-Mail	4
	<b>Total Class-</b>	<b>28</b>

**Course Name :** Hardware Maintenance & Troubleshooting

**Course Code :** HTMS

**Course Duration :** 60 Hours

**Course Outline:**

<b>SI No</b>	<b>Description</b>	<b>Total Class (Per Class 3 Hours)</b>
1.	Basic Computer Usage	1
2.	Assemble and Disassemble	1
3.	To introduce with Motherboard and its Components, Microprocessor	1
4.	Brief discussion of Memory system	1
5.	Operating System Install and use of Control Panel (Earlier Version of Windows)	1
6.	Operating System Install and use of Control Panel (Latest Version of Windows)	1
7.	Operating System Install and use of Control Panel (Linux)	1
8.	Dual Booting and Multiple Operating System	1
9.	Data Backup and Recovery	1
10.	Peripherals Devices	1
11.	Brief Discussion of Storage and Backup Media	1
12.	Understanding Power System and Safety	1
13.	Virus Protection and Security Issue	1
14.	Maintenance and Troubleshooting	1
15.	Computers in a Network	1
16.	Networking Model and Addressing Fundamentals	1
17.	Networking Media and Hardware, IP Addressing	1
18.	Preparing, Using and Troubleshooting LAN	1
19.	Resource and Remote Sharing	1
20.	Subnetting	1
	<b>Total Class-</b>	<b>20</b>