**জাতীয় কম্পিউটার প্রশিক্ষণ ও গবেষণা একাডেমী (নেকটার)**

 **কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ**

**শিক্ষা মন্ত্রণালয়**

**বগুড়া, বাংলাদেশ।**

[www.nactar.gov.bd](http://www.nactar.gov.bd)

**Digital Content Development**

**Syllabus**

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| --- | --- | --- |
| **S.no.** | **Topic** | **Hours** |
| 1 | **Internet:*** How to use Browser
* How to use Internet
* How to download image, audio, video files from Internet.
 | 3hrs |
| 2 | **Email:*** How to create email account
* Use Email Account all setting
 | 3hrs |
| 3 | **Digital Literacy:*** Use google drive
* Use google map
* How to create teachers.gov.bd and muktopaath.gov.bd website account.
 | 3hrs |
| 4 | **Online Class Software*** Zoom
* Skype
* Google Meet
* Any Desk
* Team Viewer
 | 3hrs |
| 5 | **Basic Presentation:*** Introduction to PowerPoint.
* open & save PowerPoint file.
* Insert layouts, File formats.
* How to copy, cut, paste, undo, redo.
* Adding Text to slides.
* How to use Textbox.
* Font Formatting.
* Bullets, Tabs, Spell Checking.
* Font color, Font background color, Strikethrough, Superscript, Subscript, Bold, Italic, Uppercase, Lowercase, Text case, Font size, Font type, Character spacing, Word Art
 | 3hrs |
| 6 | **Insert Tab*** Table
* Picture
* Shape
* Smart Art
* Chart
 | 3hrs |
| 7 | **Insert Tab*** Link
* Comment
* Header, Footer, Slide Number
* Word Art
* Object
* Equation
* Symbol
* Audio
* Video
* Screen Recoding
 | 3hrs |
| 8 | **Design Tab*** Theme Change
* Slide Size Change
* Format Background
 | 3hrs |
| 9 | **Transitions & Animation*** Add Transition
* Change Sound, Duration, slide show option
* Add Animation-part-01
 | 3hrs |
| 10 | **Transitions & Animation*** Add Animation-part-02
* Trigger
* Use Animation Pointer
* Animation Start, Duration, Delay Option
 | 3hrs. |
| 11 | **Slide show and View Tab*** Customize Slide Show option
* Record Slide Show
* Muster Slide Show
* Print Setup
 | 3hrs. |
| 12 | **Power Point Project*** Submit PowerPoint Project
 | 3hrs. |
| 13 | **Image Editing Online Tools*** Remove.bg
* Canva.com
* imageonline.co
* pixlr.com etc
 | 3hrs. |
| 14 | **Video Editing Basic Tools*** Import Footages
* Tools and Panel
* Start Editing
 | 3hrs. |
| 15 | **Editing Basic*** Control Panel
* Apply Effects
* Key Frame
* Color Adjustment
 | 3hrs. |
| 16 | **Class 3 Title Design** * Legacy Title
* Title Animation
* Subtitle Making
 | 3hrs. |
| 17 | **Class 4 Sound and music** * Audio Editing
* Filter and Effects
* Noise removes, audio balance
 | 3hrs. |
| 18 | **Class 5 Green Screen Visual Effects** * Introduction about Green Screen Project
* Keying subject and mask
* Editing Final
 | 3hrs. |
| 19 | **Magical Visual FX** * Magical VFX Reference
* Magic with mask techniques
* Clone VFX
 | 3hrs. |
| 20 | **Final Exam** | 3hrs. |

প্রনয়ণেঃ জনাব মোঃ আবু মুছা

সিনিয়র প্রশিক্ষক (আইসিটি)