

AIMS

- To be able to acquire the knowledge and skills on domain & domain registration.
- To be able to acquire the knowledge and skills on web hosting.
- To be able to published web site. • To be able to admin Cpanel & dashboard.
- To be able to upload web contents.
- To be able to acquire the knowledge and skills on the integrity & security of a website.
- To be able to acquire the knowledge on cloud hosting & SEO.

SHORT DESCRIPTION

Web mastering, domain & domain registration, web hosting, feature of hosting server, web publishing, administration cpanel, dashboard, cloud hosting, web maintenance & backup, SEO.

DETAIL DESCRIPTION**Theory:**

Week	Days	Description	Total Time	Equipment
1 st	1	Introduction / Pre Review 1. Understand the basic concept of web mastering. 1.1 Define web mastering. 1.2 State the web mastering functions. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 1.3 State the job responsibilities of web master. 1.4 State the skills become a good webmaster. Post Review	45 Minutes	White Board Marker Text Book Duster
2 nd	1	Introduction / Pre Review 1.5 Monitor the webmaster tools. 2. Understand the concepts of domain & domain registration. 2.1 Define domain & sub-domains. 2.2 Describe domain registration process. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 2.3 State the functions of domain registration authority. 2.4 Describe the functions of BTCL & BTRC. Post Review	45 Minutes	White Board Marker Text Book Duster
3 rd	1	Introduction / Pre Review 3. Know the web hosting & hosting server. 3.1 Define web hosting. 3.2 Describe the web hosting process. 3.3 State the hosting server. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 3.4 State the web hosting company's activities. 3.5 List the Bangladeshi web hosting company Post Review	45 Minutes	White Board Marker Text Book Duster
4 th	1	Introduction / Pre Review 4. Understand web publishing. 4.1 Define the Web publishing. 4.2 State the functions of web publishing media. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review Class Test-1 Post Review	45 Minutes	White Board Marker Text Book Duster

5 th	1	Introduction / Pre Review 4.3 State web publisher's activities. 4.4 Describe the different way of web publishing. 4.5 Describe the functions of FTP server. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 5. Understand the concept of Cpanel. 5.1 Define the Cpanel. 5.2 Describe Cpanel activities. 5.3 State the Cpanel components. Post Review	45 Minutes	White Board Marker Text Book Duster
6 th	1	Introduction / Pre Review 5.4 Explain the functions of Cpanel components. 6. Know the dashboard. 6.1 Define Dashboard. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 6.2 Describe Dashboard functions. 6.3 State the Dashboard components. 6.4 Describe the functions of each dashboard components. Post Review	45 Minutes	White Board Marker Text Book Duster
7 th	1	Introduction / Pre Review Review Of Previous Tasks Quiz Test Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review Review Of Previous Tasks Post Review	45 Minutes	White Board Marker Text Book Duster
8 th	1	Mid Term Examination		
	2	Mid Term Examination		
9 th	1	Introduction / Pre Review 7. Understand the web content uploading & updating. 7.1 Classify web content. 7.2 Describe the different types of web contents. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 7.3 Describe contentens uploading steps. 8. Understand the user management. 8.1 Define web user. Post Review	45 Minutes	White Board Marker Text Book Duster
10 th	1	Introduction / Pre Review 8.2 State different type of web user. 8.3 Describe the different user rights. Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review Class Test-2 Post Review	45 Minutes	White Board Marker Text Book Duster.
11 th	1	Introduction / Pre Review 9. Understand the cloud hosting. 9.1 Define cloud hosting.	45 Minutes	White Board Marker Text Book

		9.2 Describe the benefits of cloud hosting. 9.3 Monitor popular cloud hosting platforms Post Review		Duster
	2	Introduction / Pre Review 10. Understand the website routine maintenance. 10.1 State the functions of site promotion, sending out email, voicemail, newsletters, etc 10.2 State routine maintenance of a website. 10.3 State the web backup process. Post Review	45 Minutes	White Board Marker Text Book Duster
12th	1	Introduction / Pre Review 11. Understand the web security. 11.1 Define site traffic. Quiz Test-2 Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 11.2 State port forwarding. 11.3 State the different cyber attacks. 11.4 Explain the functions of firewall. Post Review	45 Minutes	White Board Marker Text Book Duster
13th	1	Introduction / Pre Review 12. Understand the Marketing & SEO (SEARCH ENGINE OPTIMIZATION). 12.1 Study on marketing of websites on various platforms including other sites and search engines. 12.2 Define SEO on a website Post Review	45 Minutes	White Board Marker Text Book Duster
	2	Introduction / Pre Review 12.3 State a SEO friendly website 12.4 Describe the process of SEO on a website. Post Review	45 Minutes	White Board Marker Text Book Duster
14th	1	Introduction / Pre Review Review of Previous Tasks Quiz Test-3 Post Review	45 Minutes	White Board Marker Text Book Duster
	3	Introduction / Pre Review Class Test-3 Post Review	45 Minutes	White Board Marker Text Book Duster

Practical:

Weeks	Description	Total Time	Equipment
1	1. Web site hosting activities. 1.1 Purchase a domain. 1.2 Register a domain. 1.3 Renew a registered domain. 1.4 Install & configure a web server on local computer.	135 Minutes	Demonstration
2	1.5 Publish a web site on local computer for LAN. 1.6 Manage an online hosting server. 1.7 Publish a web site on online hosting server.	135 Minutes	Demonstration

3	2. Works on database & contents management. 2.1 Create & manage a database. 2.2 Publish a new article in existing web site. 2.3 Modify and update a published content. 2.4 Restrict access a article for specific users.	135 Minutes	Demonstration
4	3. Manage Cpanel . 3.1 Create and manage email accounts. 3.2 Manage security settings. 3.3 Set up domains, subdomains, addon domains, parked domains and redirects.	135 Minutes	Demonstration
5	3.4 Manage files, folders and monitor your disk space usage. 3.5 Access databases and track your website's performance.	135 Minutes	Demonstration
6	4. Perform Dashboard management activities. 4.1 Manage existing dashboard components. 4.2 Add new a dashboard component. 4.3 Manage dashboard access control.	135 Minutes	Demonstration
7	5. Manage user accounts. 5.1 Authorize a registered user. 5.2 Manage user access control. 5.3 Add/remove user	135 Minutes	Demonstration
8	Midterm Examination	135 Minutes	Demonstration
9	6. Perform maintenace of a web site. 6.1 Perform a routine maintenace of published website. 6.2 Perform whole website backup.	135 Minutes	Demonstration
10	6.3 Perform automated website backup. 6.4 Practice on database backup.	135 Minutes	Demonstration
11	6.5 Practice on problem identification & sloving procedures. 7. Manage Web security activities. 7.1 Perform on Cyber security.	135 Minutes	Demonstration
12	7.2 Configure Firewall & port forwarding 7.3 Prevent Ddos attacks.	135 Minutes	Demonstration
13	. Perform SEO optimization for the site . 8.1 Plan for SEO. 8.2 Perform the activities for SEO of site	135 Minutes	Demonstration
14	Review Of Previous Tasks	135 Minutes	Demonstration

REFERENCE BOOK:

1. Webmastering For Dummies- Daniel A. Tauber

REFERENCES WEB SITE:

1. <http://www.btrc.gov.bd>
2. <https://www.eicra.com>
3. <https://cloud.google.com>

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