



Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)

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Faculty Development Program on Use of ICT Tools for Classroom Teaching

Venue: Science College, Kokrajhar
(21-27 February, 2019)

Date	Time	Topic
Day-1 (21-02-2019)	09:30 am -10:30 am	Registration and Reporting
	10:30 am -11:00 am	Tea Break
	11:00 am - 11:30 am	Inauguration Welcome Agenda Course Objective and Interactive Sessions
	11:30 am - 01:15 pm	<u>Chapter 1 - Computer fundamentals</u> Module 1 – <ul style="list-style-type: none"> • Introduction • Objective of the training • Assessment of the computer proficiency of the trainee • Fundamentals of computer <ul style="list-style-type: none"> ➤ Computer definition and different types ➤ Introduction with hardware peripherals(RAM, Motherboard, Hard disk) ➤ Working with I/O Devices : Printer, Scanner, Webcam
	01:15 pm-01:45 pm	Lunch Break
	1:45 pm- 03:45 pm	Module 2- Introduction of OS <ul style="list-style-type: none"> • Types of OS • Server based and client based OS • Comparison of different types of OS • Installing Windows on a Personal Computer • Lab session of OS
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	MCQ-1
Day-2 (22-02-2019)	09:30 am - 11:00 am	<u>Chapter 2 - Working with Windows OS</u> <ul style="list-style-type: none"> • Windows version review Win7, 8 and 10 • Windows file system overview • Starting Windows • Installing and using essential softwares on Windows
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 am	<ul style="list-style-type: none"> • Open Source Alternatives and their installation on Windows • Lab session <u>Chapter 3 - Introduction to internet</u> Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc. <ul style="list-style-type: none"> • Introduction to internet



Day-2 (22-02-2019)	11:15 am - 01:15 pm	<ul style="list-style-type: none"> • Searching web-URL & IP based access • Host name/IP/DNS
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> • Creating email& managing email id • Accessing email, information sharing using email id, file attachment etc. • Download/upload files from/to cloud • Solving common connectivity issues • Lab session
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	MCQ-2
Day-3 (23-02-2019)	09:30 am - 11:00 am	➤ Introduction to ICT and its importance.
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<p style="text-align: center;">Chapter 4 - Starting office suite</p> <ul style="list-style-type: none"> • Office Suite types – Home, Professional, Business, Ultimate and comparison among them
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> • Tools of MS Office • Basic function of each tool with demos • Lab Session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	MCQ-3
Day-4 (25-02-2019)	09:30 am - 11:00 am	<p>Module-1 Starting Word</p> <ul style="list-style-type: none"> • Typing character, special character, number etc. • Saving a documents • Finding and replacing text • Lab Session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> • Text specifications, front size, bold, italic, underline etc. • Text alignment • Unicode Input in Word • Lab Session
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> • List, table, margin, page setup, print setup etc. • Ribbon Icons and their functions • Exporting to PDF • Lab session
	03:45 pm - 04:00 pm	Tea Break
04:00 pm - 04:30 pm	MCQ-4	
Day-5 (26-02-2019)	09:00 am - 11:00 am	<p>Module-2 MS Office Excel</p> <ul style="list-style-type: none"> • Row, column identification • Formatting spreadsheet like formatting cell border& background, adding, deleting, renaming a sheet • Procedure of sort and filter • Ribbon Icons and their functions Formula implementation and export • Performing addition, multiplication, subtraction, percentage, average, Maximum, Minimum etc. • Use of conditions if, ifs etc. • Mail Merge • Lab Session
	11:00 am - 11:15 am	Tea Break



Day-5 (26-02-2019)	11:15 am - 01:15 pm	Module 3 MS Office Power Point <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts • Using pictures, clip arts, animations etc. • Lab session
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	Chapter 5 - Starting Google Apps Module-1 Google Docs <ul style="list-style-type: none"> • Introduction to Google Docs • Creating Google document & sharing Module-2 Google Sheets <ul style="list-style-type: none"> • Creating Google Sheets
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	MCQ-5
Day-6 (27-02-2019)	09:30 am - 11:00 am	Module-5 Google Slides <ul style="list-style-type: none"> • Creating Google slides • Formatting Google slides background, adding, deleting, renaming a slide Module-5 Google Forms & Google Quiz <ul style="list-style-type: none"> • Creating Google form • Creating a Google quiz • Lab Sessions
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> • Module-6 Google Classroom
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	MCQ-6
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	Valedictory
