



# SCHEDULE

## Faculty Development Programme on “Behavioral Remodeling and Use of ICT Tools for Classroom Delivery of Teachers”



Date: 02-06 September, 2019

Venue: Khoirabari College, Khoirabari.

Date	Time	Topic
Day-1 (02-09-2019)	09:30 am – 10:30 am	Registration and Reporting
	10:30 am – 11:00 am	<b>Computer fundamentals</b> <b>Module 1:</b> Introduction to ICT and its usage in Education Understanding the computer and its usage
	11:00 am – 11:15 am	Tea Break
	11:15 am -01:15 pm	<b>Computer fundamentals</b> <b>Module 1 –</b> <ul style="list-style-type: none"> <li>• Fundamentals of computer <ul style="list-style-type: none"> <li>➤ Computer definition and its different types</li> <li>➤ Introduction with hardware peripherals (RAM, Motherboard, Hard disk)</li> <li>➤ troubleshoot basic storage devices</li> <li>➤ Operate and manage content from external devices (sound recorders, digital cameras, scanners etc.)</li> </ul> </li> </ul>
	01:15 pm -01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Module 2 - Introduction to different OS</b> <ul style="list-style-type: none"> <li>• Installing and using essential software on Windows</li> </ul> <b>Introduction to Internet</b> <ul style="list-style-type: none"> <li>• Basic Networking Concepts – Internet, LAN, DNS, and IP addresses connectivity etc.</li> <li>• Types of network</li> <li>• Data transmission</li> <li>• Searching web-URL</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
Day-2 (03-09-2019)	04:00 pm - 05:30 pm	<b>Module 3 – Creating and managing Email</b> <ul style="list-style-type: none"> <li>• Creating &amp; managing email</li> <li>• Accessing email, information sharing using email id, file attachment etc. Download/upload files from/to drive</li> </ul> <b>MCQ – Day I</b>
	09:30 am - 11:00 am	<b>Module 4 – Starting Office Suite</b> <b>Section 1: MS Word</b> <ul style="list-style-type: none"> <li>• Typing character, special character, number etc.</li> <li>• Saving a documents</li> <li>• Finding and replacing text</li> <li>• Text specifications, font size, bold, italic, underline etc.</li> <li>• Text alignment</li> <li>• Lab Session</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<b>Section 2 - MS Office Excel</b> <ul style="list-style-type: none"> <li>• Row, column identification</li> <li>• Formatting spreadsheet like formatting cell border&amp; background, adding, deleting, renaming a sheet</li> </ul>



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Day-2 (03-09-2019)		<ul style="list-style-type: none"> <li>• Procedure of sort and filter</li> <li>• Ribbon Icons and their functions</li> <li>• Formula implementation and export common accountancy and financial analysis calculations</li> </ul>
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<b>Section 3 - MS Office Power Point</b> <ul style="list-style-type: none"> <li>• Introduction to presentation</li> <li>• Creating slides</li> <li>• Modifying default slide layouts</li> <li>• Using Themes</li> <li>• common accountancy and financial analysis calculations</li> </ul>
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 05:30 pm	<ul style="list-style-type: none"> <li>• Use of conditions if, ifs, count, countif etc.</li> <li>• Using pictures, clip arts, charts in PowerPoint</li> <li>• Using Animations and Transition etc.</li> <li>• Hyperlinks</li> </ul> <b>MCQ-Day 2</b>
Day-3 (04-09-2019)	09:30 am - 11:00 am	<b>Module 5 Starting Google Apps</b> <b>Section 1 - Google Docs</b> <ul style="list-style-type: none"> <li>• Introduction to Google Docs</li> <li>• Creating Google document &amp; sharing</li> </ul> <b>Section 2 - Google Sheets</b> <ul style="list-style-type: none"> <li>• Creating Google Sheets</li> </ul> <b>Section 3 - Google Slides</b> <ul style="list-style-type: none"> <li>• Creating Google slides</li> <li>• Formatting Google slides background, adding, deleting, renaming a slide</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<b>Module 6 - Google Forms &amp; Google Quiz</b> <ul style="list-style-type: none"> <li>• Creating Google form</li> <li>• Creating a Google quiz</li> <li>• Lab Sessions</li> </ul>
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<b>Module 7 – Introduction to Google Classroom</b> <b>Google classrooms –</b> <ul style="list-style-type: none"> <li>• Creating class assignments</li> <li>• Using Google docs for creating materials</li> <li>• Organizing lesson materials &amp; topics</li> </ul>
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 05:30 pm	<ul style="list-style-type: none"> <li>• Creating quizzes using forms</li> <li>• Using grading tool</li> <li>• Class calendars and folders</li> </ul> <b>MCQ- Day 3</b>
09:30 am – 11:00 am	<ul style="list-style-type: none"> <li>• Introduction to Communication Skills</li> <li>• Effective Communication Skills</li> </ul>	



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Day – 4 (05-09-2019)		<ul style="list-style-type: none"> <li>• Verbal &amp; Non Verbal Communication</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> <li>• Effective Listening Skills</li> </ul>
Day – 4 (05-09-2019)	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> <li>• 7 essential listening skills of teachers</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 05:30 pm	<ul style="list-style-type: none"> <li>• Barriers of Effective Communication and Listening</li> </ul> <b>MCQ- Day 4</b>
Day-5 (06-09-2019)	09:00 am - 11:00 am	<ul style="list-style-type: none"> <li>• Classroom Management</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>• Kinesics/ Proxemics/Chronemics</li> </ul>
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> <li>• kinds of students nomenclature 4D Principle</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ – Day 5</b>
	04:00 pm onwards	<b>Valedictory and Certificate Distribution</b>

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