



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: A.D.P. College, Nagaon
(29 April – 04 May, 2019)

Date	Time	Topic
	09:00 am -10:00 am	Registration and Reporting
Day-1 (29/04/2019)	10:00 am - 11:00 am	Inauguration Welcome Agenda Course Objective and Interactive Sessions
	11:00 am – 11: 15 am	Tea Break
	11:15 am - 01:15 pm	Chapter 1 - Computer fundamentals Module 1 <ul style="list-style-type: none"> • Introduction to ICT and its importance. • Objective of the training • Assessment of the computer proficiency of the trainee • Fundamentals of computer • Computer definition and different types • Introduction with hardware peripherals(RAM, Motherboard, Hard disk)
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	<ul style="list-style-type: none"> ➤ Working with I/O Devices: Printer, Scanner, Webcam Module 2- Introduction to OS <ul style="list-style-type: none"> • Types of OS • Server based and client based OS • Comparison of different types of OS
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 04:00 pm	MCQ-1
	Day-2 (30/04/2019)	09:30 am - 11:00 am
11:00 am-11:15 am		Tea Break
11:15 am - 01:15 am		Chapter 3 Introduction to internet Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc. <ul style="list-style-type: none"> • Introduction to internet • Searching web-URL & IP based access



		<ul style="list-style-type: none"> • Host name/IP/DNS
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-04:00 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
	04:00 pm – 04:15 pm	Tea Break
	04:15 pm - 04:30 pm	MCQ-2
Day-3 (01/05/2019)	09:30 am – 11:00 am	Chapter 4 - Introduction to HTML&CSS <ul style="list-style-type: none"> • Client/Server architecture • Html tags & examples <ul style="list-style-type: none"> ➢ Html tags and their syntax ➢ Creating web pages • Html pages in local and remote servers Html in real world scenario
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> • Basic introduction to CSS • Concept of Web Server • Concept of public web hosting and live demo
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm – 04:00 pm	Creation of Blog
	04:00 pm - 04:15 pm	Tea Break
	04:15 pm - 04:30 pm	MCQ-3
	Day-4 (02/05/2019)	09:30 am - 11:00 am
11:00 am-11:15 am		Tea Break
11:15 am - 01:15 pm		<ul style="list-style-type: none"> • Procedure of sort and filter • Ribbon Icons and their functions Formula implementation and export
01:15 pm - 01:45 pm		Lunch Break
01:45 pm-04:00 pm		MS Office Excel continued <ul style="list-style-type: none"> • Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc. • Use of conditions if, ifs etc • Mail Merge
04:00 pm - 04:15 pm		Tea Break
04:15 pm - 04:30 pm		MCQ – 4
Day-5 (03/05/2019)	09:30 am - 11:00 am	Module 2 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
	11:00 am - 11:15 am	Tea Break



	11:15 am - 01:15 pm	<ul style="list-style-type: none"> • Session Continues
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm-04:00 pm	Chapter 5 Starting Google Apps Module-1 Google Docs <ul style="list-style-type: none"> • Introduction to Google Docs • Creating Google document & sharing • Lab Session Module-2 Google Sheets <ul style="list-style-type: none"> • Creating Google Sheets • Lab Session Module-3 Google Slides <ul style="list-style-type: none"> • Creating Google slides • Formatting Google slides background, adding, deleting, renaming a slide • Lab Session
	04:00 pm - 04:15 pm	Tea Break
	04:15 pm - 04:30 pm	MCQ – 5
Day-6 (04/05/2019)	09:30 am - 11:00 am	Module-4 Google Forms & Google Quiz <ul style="list-style-type: none"> • Creating Google form • Creating a Google quiz Module-5 Google Classroom
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	Session Continues and MCQ - 6
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm-04:00 pm	A BRIEF TALK ON MOOCS AND OTHER ONLINE COURSES - BY PROF. RATNAJIT BHATTACHARJEE
	04:00 pm onwards	Valedictory Session & Certificate Distribution
