



# Electronics & ICT Academy

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

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## Faculty Development Programme on “Use of ICT Tools for Classroom Teaching”

Venue: KBVSAS University, Nalbari

Date: 25 February– 02 March, 2019

Date	Time	Topic
(25-02-2019) Day-1	09:00 am - 10:00 am	Registration and Reporting
	10:00 am - 10:30 am	Inauguration
	10:30 am - 10:45 am	Tea Break
	10:45 am - 11:15 am	Agenda Course Objective and Approach
	11:15 am - 01:00 pm	<b>Chapter 1 - Basics</b> Module 1 – Computers, Mobile and More 1.1 Basics of Computers 1.2 File Extensions 1.3 Softwares
	01:00 pm - 01:30 pm	Lunch Break
	01:30 pm - 03:15 pm	<b>Module 2 - Internet</b> 2.1 Introduction to Internet 2.2 IP Address 2.3 MAC Address 2.4 Your First Web Site 2.5 Uploading the website <i>Exercises</i> <b>Chapter 2 - Operating System</b> <b>Part 1 - Windows OS</b> Module 1 - Basics 1.1 Installation 1.2 Basic Tasks
	03:15 pm – 03:30 pm	Tea Break
	03:30 pm - 04:15 pm	1.3 CLI - DOS / PowerShell
	04:15 pm - 04:30 pm	<b>MCQ-1</b>
(26-02-2019) Day-2	09:30 am - 11:00 am	<b>Part 2 - Linux</b> Module 1 - Introduction 1.1 Introducing Linux 1.2 File Systems 1.3 Installing Linux
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 am	Module 2 - GUI 2.1 Types of GUI 2.2 Using GUI 2.3 Regular Tasks with GUI Module 3 - CLI 3.1 Navigation 3.2 More Commands
	01:00 pm - 01:30 pm	Lunch Break

	01:30 pm - 03:15 pm	<b>Chapter 3 - Office Suite</b> <b>Part 1 - LibreOffice Calc</b> Module 1 - Intro 1.1 Basics 1.2 Common Functions 1.3 Conditional Formatting 1.4 Advanced Skills Exercise
	03:15 pm – 03:30 pm	<b>Tea Break</b>
	03:30 pm - 04:15 pm	Advanced Skills -Contd
	04:15 pm - 04:30 pm	<b>MCQ-2</b>
(27-02-2019) Day-3	09:30 am - 11:00 am	<b>Part 2 - MS Office Excel</b> <b>Module 1 – Intro</b> 1.1 Uses of Excel 1.2 Features of Microsoft Excel 2007 1.3 Capabilities and Limitations of MS Excel 2007 1.4 Excel 2007 Screen 1.5 Ribbons 1.6 Common Functions Exercise
	11:00 am -11:15 am	Tea Break
	11:15 am - 01:00 am	<b>Module 2 – Advanced Tasks</b> 2.1 Auto Fill 2.2 IF Function in Excel 2.3 Conditional Formatting 2.4 Tables 2.5 Graphs 2.6 Linking Cells 2.7 Intro to Advanced Excel (Macro) Exercise
	01:00 pm-01:30 pm	Lunch Break
	01:30 pm - 03:15 pm	<b>Part 3 - MS Office Word</b> <b>Module 1 – Word Basics</b> 1.1 Parts of MS Word 2007 1.2 Paragraphs 1.3 Headings 1.4 Indenting
	03:15 pm – 03:30 pm	Tea Break
	03:30 pm - 04:15 pm	1.4 Indenting 1.5 Templates
	04:15 pm - 04:30 pm	<b>MCQ-3</b>
(28-02-2019) Day-4	09:30 am - 11:00 am	Module 2 - Advanced 2.1 TOC - Table of Content 2.2 Equations 2.3 Mail Merge Exercise
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<b>Part 4 - LibreOffice Writer</b> <b>Part 5- A demo of Microsoft Outlook</b> <b>Part 6 - Microsoft Power Point</b> Module 1 – Power Point Basics 1.1 What is Power Point 1.2 Power Point Features 1.3 More Features 1.4 Tab Functions

	01:00 pm - 01:30 pm	Lunch Break
	01:30 pm - 03:15 pm	Module 2 – Common Tasks in Power Point 2.1 Adding and Deleting Slides 2.2 Turn Off Advanced Slide-On Mouse Click 2.3 Different ways to View Power Point 2.4 Background, Style, Font and Colours 2.5 Inserting Clip Art 2.6 Using Word Art 2.7 Inserting Sound Files 2.8 Inserting Animation Exercise
	03:15 pm – 03:30 pm	Tea Break
	03:30 pm - 04:15 pm	2.9 Inserting Smart Art 2.10 Hyperlinks
	04:15 pm - 04:30 pm	<b>MCQ-4</b>
(01-03-2019) Day-5	09:30 am - 11:00 am	Google Drive Google Docs Google Sheet Google Form
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	Exercises
	01:00 pm - 01:30 pm	Lunch Break
	01:30 pm - 03:15 pm	Google Classroom Team presentations ...
	03:15 pm – 03:30 pm	Tea Break
	03:30 pm - 04:15 pm	What is a Cloud ?
	04:15 pm - 04:30 pm	<b>MCQ-5</b>
(02-03-2019) Day-6	09:30 am – 11:00 am	Moodle Cloud
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	OER – Open Educational Resources Flipped Classroom
	01:00 pm - 01:30 pm	Lunch Break
	01:30 pm- 03:30 pm	Project Evaluation
	03:30 pm - 03:45 pm	Tea Break
		03:45 onwards

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