



# Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology, Government of India)  
Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039



Phone: +91-361-2583182, +91-7086502139 Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in)

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

Date: 29 October – 04 November, 2018

Venue: K.C. Das Commerce College, Guwahati

Date	Time	Topic
29-10-2018 (Day 1)	09:00am-10:00 am	Registration and Reporting
	10:00am-10:30am	Inauguration
	10:30am-10:45am	Tea Break
	10:45am-11:45am	Expert Talk by <b>Prof. Prasantha Athma</b> , Dean Commerce, Osmania University
	11:45am-01:15pm	<b>Chapter 1 - Basics</b> Module 1 - Introduction of Computers 1.1 Basics of Computers 1.2 File Extensions 1.3 Softwares 1.4 Internet Module 2 - Apps 2.1 Desktop Apps
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	2.2 Mobile Apps 2.3 Web Apps Exercise
	03:45pm-04:00pm	Tea Break
04:00pm-05:00pm	Quiz	
30-10-2018 (Day 2)	09:00am-11:00am	<b>Chapter 2 - Linux</b> Module 1 - Introduction 1.1 Introducing Linux 1.2 File Systems
	11:00am-11:15am	Tea Break
	11:15 am - 01:15 am	Module 2 - GUI and CLI 2.1 GUI 2.2 CLI
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	<b>Chapter 3 - GST</b> 1.1 Comparison of GST with Old Taxation System 1.2 Need for GST 1.3 Basic Features of GST 1.4 Registration 1.5 Input Tax Credit 1.6 Returns
	03:45pm-04:00pm	Tea Break
04:00 pm-05:00 pm	Quiz	



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31-10-2018 (Day 3)	09:00am-11:00am	<b>Chapter 4 - Office Suite</b> <b>Part 1 - MS Office Excel and LibreOffice Calc</b> Module 1 – intro 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
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	Module 2 – Advanced Tasks 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 Exercise
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	<b>Part 2- MS Office Word and LibreOffice Writer</b> Module 1 – Word Basics 1.1 Parts of MS Word 2007 1.2 Paragraphs 1.3 Headings 1.4 Indenting
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	Quiz
01-11-2018 (Day 4)	09:00am-11:00am	Module 2 - Advanced 2.1 TOC - Table of Content 2.2 Equations 2.3 Mail Merge Exercise
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	<b>Part 3 - A demo of Microsoft Outlook</b> <b>Part 4 - 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
	01:15pm-01:45pm	Lunch Break



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	01:45pm-03:45pm	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 2.9 Inserting Smart Art 2.10 Hyperlinks Exercise
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	Quiz and Final Project
02-11-2018 (Day 5)	09:00 am-11:00 am	<b>Chapter 4 - SPSS</b> SPSS Installation 3.1 SPSS/Fundamentals of Data Analysis, Statistics & SPSS Exercise 1
	11:00 am-11:15 am	Tea Break
	11:15 am-01:15 pm	3.2 SPSS/ Descriptive Analysis & Chi-square test, Test of means Exercise 2
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	3.3 SPSS/Correlation Exercise 3
	03:45pm-04:00pm	Tea Break
	04:00 pm-04:30 pm	Quiz
03-11-2018 (Day 6)	09:00 am-11:00 am	3.4 SPSS/ Graphs Exercise 4
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	3.5 SPSS/Linear Regression Analysis Exercise 5
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	3.6 SPSS/Test of Normality <i>Exercise 6</i> 3.7 SPSS/Hypothesis Testing using Non Parametric Tests <i>Exercise 7</i>
	03:45pm-04:00pm	Tea Break
	04:00 pm-05:00 pm	Quiz
04-11-2018 (Day 7)	09:00 am-11:00 am	Certificate Distribution and Valedictory