



# Electronics & ICT Academy

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

Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039

Phone: +91-361-2583182/3009, +91-7086502139.

Email: [eictacad@iitg.ac.in](mailto:eictacad@iitg.ac.in), [eictacad@gmail.com](mailto:eictacad@gmail.com)

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

Venue: Sipajhar College

Date: 21-27 January, 2019

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

Day-2 (22-01-2019)	11:15 am - 01:00 am	<ul style="list-style-type: none"> <li>• Open Source Alternatives and their installation on Windows</li> <li>• Lab session</li> </ul> <b>Chapter 3 Introduction to internet</b> <ul style="list-style-type: none"> <li>• Introduction to internet</li> <li>• Searching web-URL &amp; IP based access</li> <li>• Host name/IP/DNS</li> </ul>
	01:00 pm-01:30 pm	Lunch Break
	1:30 pm- 03:30 pm	<ul style="list-style-type: none"> <li>• Creating email&amp; managing email id</li> <li>• Accessing email, information sharing using email id, file attachment etc.</li> <li>• Download/upload files from/to cloud</li> <li>• Chatting</li> <li>• Solving common connectivity issues</li> <li>• Lab session</li> </ul>
	03:30 pm – 03:45 pm	<b>Tea Break</b>
	03:45 pm - 04:00 pm	<b>MCQ-2</b>
Day-3 (23-01-2019)	09:00 am - 11:00 am	<b>Chapter 3contd...</b> <ul style="list-style-type: none"> <li>• Email Management Skill</li> <li>• Lab Session</li> </ul> <b>Introduction to ICT and its importance.</b>
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	<b>Chapter 4 Starting office suite</b> <ul style="list-style-type: none"> <li>• Office Suite types – Home, Professional, Business, Ultimate and comparison among them</li> </ul>
	01:00 pm - 01:30 pm	Lunch Break
	1:30 pm- 03:30 pm	<ul style="list-style-type: none"> <li>• Tools of MS Office</li> <li>• Basic function of each tool with demos</li> <li>• Lab Session</li> </ul>
	03:30 pm – 03:45 pm	Tea Break
	03:45 pm - 04:00 pm	<b>MCQ 3</b>
Day-4 (24-01-2019)	09:00 am - 11:00 am	<b>Module-1 Starting 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>• Lab Session</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> <li>• Text specifications, front size, bold, italic, underline etc.</li> <li>• Text alignment</li> <li>• Unicode Input in Word</li> <li>• Lab Session</li> </ul>
	01:00 pm - 01:30 pm	Lunch Break
	1:30 pm- 03:30 pm	<ul style="list-style-type: none"> <li>• List, table, margin, page setup, print setup etc.</li> <li>• Ribbon Icons and their functions</li> <li>• Exporting to PDF</li> <li>• Lab session</li> </ul>
	03:30 pm – 03:45 pm	Tea Break
	03:45 pm - 04:00 pm	<b>MCQ-4</b>
Day-5 (25-01-2019)	09:00 am - 11:00 am	<b>Module-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> <li>• Procedure of sort and filter</li> </ul>

Day-5 (25-01-2019)		<ul style="list-style-type: none"> <li>• Ribbon Icons and their functions Formula implementation and export</li> <li>• Performing addition, multiplication, subtraction, percentage, average, maximum,</li> <li>• Minimum etc.</li> <li>• Lab Session</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<b>Module 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 pictures, clip arts, animations etc.</li> <li>• Lab session</li> </ul>
	01:00 pm - 01:30 pm	Lunch Break
	1:30 pm- 03:30 pm	<b>Chapter 5 Starting Google Apps</b> <b>Module-1 Google Docs</b> <ul style="list-style-type: none"> <li>• Introduction to Google Docs</li> <li>• Creating Google document &amp; sharing</li> <li>• Lab Session</li> </ul> <b>Module-2 Google Quiz</b> <ul style="list-style-type: none"> <li>• Creating Google Quiz</li> </ul> <b>Module-3 Google Sheets</b> <ul style="list-style-type: none"> <li>• Creating Google Sheets</li> <li>• Lab Session</li> </ul>
	03:30 pm – 03:45 pm	Tea Break
	03:45 pm - 04:00 pm	<b>MCQ 5</b>
Day-6 (27-01-2019)	09:30 am – 11:00 am	<b>Module-4 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> <li>• Lab Sessions</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<b>Module-5 Google Forms</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Lab Sessions</li> </ul> <b>Module-6 Google Classroom</b> <ul style="list-style-type: none"> <li>• Lab Sessions</li> </ul>
	01:00 pm - 01:30 pm	Lunch Break
	1:30 pm- 02:45 pm	<ul style="list-style-type: none"> <li>• Contd... Module 6</li> <li>• Doubt clearance session</li> </ul>
	02:45 pm - 03:00 pm	<b>MCQ-6</b>
	03:00 pm - 03:15 pm	Tea Break
	03:15 onwards	Valedictory and Certificate Distribution

\*\*\*\*\*