



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

Date: 24 – 29 June, 2019

Venue: Karmashree Hiteswar Saikia College, Sixmile, Guwahati

Date	Time	Topic
Day-1 (24/06/2019)	09:00 am – 09:30 am	Registration and Reporting
	09:30 am – 10:00 am	Inauguration
	10:00 am – 11:00 am	Computer fundamentals Module 1: 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	Computer fundamentals Module 1 – <ul style="list-style-type: none"> • Fundamentals of computer ➤ Computer definition and its different types ➤ Introduction with hardware peripherals (RAM, Motherboard, Hard disk) ➤ troubleshoot basic storage devices ➤ Operate and manage content from external devices (sound recorders, digital cameras, scanners etc.)
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm – 03:45 pm	Module 2 - Introduction to different OS <ul style="list-style-type: none"> • Installing and using essential software on Windows Introduction to Internet <ul style="list-style-type: none"> • Basic Networking Concepts – Internet, LAN, DNS, and IP addresses connectivity etc. • Types of network • Data transmission • Searching web-URL
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	MCQ – Day I
Day 2 (25/06/2019)	09:30 am – 11:00 am	Module 3 – Creating and managing Email <ul style="list-style-type: none"> • Creating & managing email • Accessing email, information sharing using email id, file attachment etc. • Download/upload files from/to drive
	11:00 am – 11:15 am	Tea Break
	11:15 am – 01:15 pm	Module 4 – Starting Office Suite

Day 2 (25/06/2019)		Section 1: MS Word <ul style="list-style-type: none"> • Typing character, special character, number etc. • Saving a documents • Finding and replacing text • Text specifications, front size, bold, italic, underline etc. • Text alignment • Lab Session
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> • List, table, margin, page setup, print set up etc. • Ribbon Icons and their functions • Basic Shortcut Keys • Lab Session
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	MCQ-Day 2
Day-3 (26/06/2019)	09:30 am - 11:00 am	Section 2 - MS Office Excel <ul style="list-style-type: none"> • Row, column identification • Formatting spreadsheet like formatting cell border & background, adding, deleting, renaming a sheet • Procedure of sort and filter • Ribbon Icons and their functions • Formula implementation and export • common accountancy and financial analysis calculations
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> • common accountancy and financial analysis calculations • use of conditions if, ifs, count, countif etc.
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> • Preparation of Charts • Cell references – Absolute, Relative, Mixed • Mail Merge • Lab session
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	MCQ- Day 3
Day – 4 (27/06/2019)	09:30 am – 11:00 am	Section 3 - MS Office Power Point <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts • Using Themes
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> • Using pictures, clip arts, charts in PowerPoint • Using Animations and Transition etc. • Hyperlinks • Lab Session
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	Module 5 Starting Google Apps Section 1 - Google Docs <ul style="list-style-type: none"> • Introduction to Google Docs • Creating Google document & sharing Section 2 - Google Sheets <ul style="list-style-type: none"> • Creating Google Sheets

Day – 4 (27/06/2019)		Section 3 - Google Slides <ul style="list-style-type: none"> • Creating Google slides • Formatting Google slides background, adding, deleting, renaming a slide
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	MCQ – Day 4
Day-5 (28/06/2019)	09:30 am - 11:00 am	Module 6 - Google Forms & Google Quiz <ul style="list-style-type: none"> • Creating Google form • Creating a Google quiz • Lab Sessions
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	Module 7 – Introduction to Google Classroom
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	Google classrooms – <ul style="list-style-type: none"> • Creating class assignments • Using Google docs for creating materials • Organizing lesson materials & topics • Creating quizzes using forms • Using grading tool • Class calendars and folders
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	MCQ – Day 5
Day-6 (29/06/2019)	09:30 am – 11:00 am	Module 8 – Introduction and Application of Smart board <ul style="list-style-type: none"> • Smart board in the classroom (part 1) • Getting Connected and Getting Started • Controlling the board • Opening programs • Moving windows • Pressing icons
	11:00 am - 11:15 am	<ul style="list-style-type: none"> • How to use Smart board in classroom • Learning the smart board interface • Designing lesson using word, ppts, in ink aware
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> • Understanding capabilities and limitations of smart boards • Top features for learning engagement • Choosing the right smart board feature for different classroom interactions
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm – 03:45 pm	Demonstrate use of smart board features (individual participant activity)
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm onwards	Valedictory and Certificate Distribution