



## 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: 23-28 September, 2019

Venue: Gargaon College, Simalguri

Date	Time	Topic
Day-1 (23-09-2019)	09:30 am – 10:30 am	Registration and Reporting
	10:30 am – 10:45 am	Inauguration
	10:45 am – 11:00 am	Tea Break
	11:00 am – 01:00 pm	<b>Introduction to ICT and its importance</b> <b>Chapter 1 - Computer fundamentals</b> <b>Module 1 –</b> <ul style="list-style-type: none"> <li>➤ Fundamentals of computer</li> <li>➤ Computer definition and its different types</li> <li>➤ Introduction with hardware peripherals (RAM, Motherboard, Hard disk)</li> <li>➤ Working with I/O Devices like Printer, Scanner, Webcam etc. (with lab session)</li> <li>➤ Softwares Types: Application and System with Examples</li> </ul>
	01:00 pm -01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Chapter 2 - Working with Windows OS</b> <ul style="list-style-type: none"> <li>• Installing and using essential software's on Windows</li> <li>– Open Source Alternatives and their installation on Windows e.g. 7zip</li> <li>• Using Command Prompt</li> <li>– Creating, Moving, Deleting File/Directories</li> <li>– Changing/Copy Directories</li> <li>– Renaming Directories</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
04:00 pm - 04:30 pm	<b>MCQ-1</b>	
Day-2 (24-09-2019)	09:30 am - 11:00 am	<b>Chapter 3- Introduction to internet</b> <ul style="list-style-type: none"> <li>• Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc.</li> <li>• Using Internet</li> </ul>
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	Cont.... <ul style="list-style-type: none"> <li>• Searching web-URL &amp; IP based access Host name/IP/DNS</li> <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> </ul>
	01:00 pm-01:45 pm	Lunch Break

Day-2 (24-09-2019)	01:45 pm-03:45 pm	<b>Chapter 4 - Introduction to Office Packages</b> <b>Module-1 -Starting MS Word</b> <ul style="list-style-type: none"> <li>• Ribbon Icons and their functions</li> <li>• Typing character, special character, number etc.</li> <li>• Saving a documents</li> <li>• Finding and replacing text</li> <li>• Text specifications, front size, bold, italic, underline etc.</li> <li>• Text alignment</li> <li>• Inserting Header, Footer and Page Number</li> <li>• Inserting Word Art, Watermark and Drop Cap</li> <li>• Inserting Equation</li> </ul>
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	<b>MCQ-2</b>
Day-3 (25-09-2019)	09:30 am - 11:00 am	Cont..... <ul style="list-style-type: none"> <li>• List, table, margin, page setup, print setup etc.</li> <li>• Page Break</li> <li>• Table of Contents / Creating Report</li> </ul>
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	<b>Module-2 - MS Office Excel</b> <ul style="list-style-type: none"> <li>• Introducing Worksheet and Workbook</li> <li>• Row, Column, Cell Identification</li> <li>• Formatting spreadsheet like formatting cell border &amp; background, adding, deleting, renaming a sheet</li> <li>• Procedure of sort and filter</li> <li>• Ribbon Icons and their functions</li> <li>• Formula implementation</li> <li>• Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc.</li> <li>• Use of conditions if, ifs, count, countif etc.</li> <li>• Print Setup for Excel</li> </ul>
	01:00 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	Cont..... <ul style="list-style-type: none"> <li>• Conditional Formatting</li> <li>• Charts</li> <li>• Mail Merge</li> </ul>
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	<b>MCQ-3</b>
Day – 4 (26-09-2019)	09:30 am – 11:00 am	<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>• Inserting pictures, clip arts, movie, sound, animations, transition, Charts etc.</li> </ul>
	11:00 am-11:15 am	Tea Break
	11:15 am – 01:00 pm	<ul style="list-style-type: none"> <li>• Introducing Master Slides</li> <li>• Inserting Hyperlinks</li> </ul> <b>Chapter 5 - Introduction to Google Apps</b> <b>Module -1- Introduction to Google drive</b> <ul style="list-style-type: none"> <li>• Introduction to cloud storage</li> <li>• File upload/download to drive</li> </ul>

	01:00 pm – 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Module -2 - Google Docs</b> <ul style="list-style-type: none"> <li>• Introduction to Google Docs</li> <li>• Creating Google document &amp; sharing</li> </ul> <b>Module -3 - Google Sheets</b> <ul style="list-style-type: none"> <li>• Creating Google Sheets</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ-4</b>
Day-5 (27-09-2019)	09:30 am - 11:00 am	<b>Module -4 - Google Slides</b> <ul style="list-style-type: none"> <li>• Creating Google slides</li> </ul> <b>Module-5 - Google Forms &amp; Google Quiz</b> <ul style="list-style-type: none"> <li>• Creating and sharing Google Form</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<b>Cont.....</b> <ul style="list-style-type: none"> <li>• Google forms(continue)</li> </ul> <b>Module-6- Google Quiz</b> <ul style="list-style-type: none"> <li>• Creating and sharing Google quiz</li> </ul>
	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> <li>• Google quiz (cont..)</li> </ul> <b>Module 7– Google Classroom</b> <ul style="list-style-type: none"> <li>• Introduction to Google Classroom</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ-5</b>
Day-6 (28-09-2019)	09:30 am – 11:00 am	<b>Module 7– Google Classroom (cont..)</b> <ul style="list-style-type: none"> <li>• Creating your own virtual classroom</li> </ul> <b>Chapter 6 – Introduction and Application of Smart Board</b> <ul style="list-style-type: none"> <li>• What is smart board</li> <li>• What are the different types of smart board</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:00 pm	<b>Chapter 6 – Introduction and Application of Smart Board (cont..)</b> <ul style="list-style-type: none"> <li>• How to use smart board in classroom teaching (Practical demonstration)</li> </ul>
	01:00 pm – 01:45 pm	Lunch Break
	01:45 pm – 03:45 pm	<b>Project Evaluation</b>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm onwards	<b>Valedictory and Certificate Distribution</b>

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