



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: Furkating College

(22 - 31 October, 2018)

Date	Time	Topic
Day - 1 (22-10-2018)	08:30 am - 09:15 am	• Registration and Reporting
	09:15 am - 09:45 am	• Inauguration
	09:45 am - 10:00 am	Tea Break
	10:00 am - 01:00 pm	• Introduction to Shannon and Weaver's Model of Communication citation, Kinesics/ Proxemics/Chronemics
	01:00 pm - 01:30 pm	Lunch Break
	01:30pm - 03:45 pm	• Importance of Persona
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 06:30 pm	• Session Continues
Day - 2 (23-10-2018)	09:30 am - 11:00 am	• Psychometric Test Analysis
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 am	• BISC Chart Analysis
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 04:00 pm	• Voice Modulation, The 4ps of voice.
	04:00 pm - 04:15 pm	Tea Break
	04:15 pm - 05:15 pm	• 3 magical intonations of VM.
Day - 3 (24-10-2018)	05:15 pm - 06:30 pm	• Negotiation Skills
	09:30 am - 11:00 am	• Structure of speech, Appearance n poise.
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	• Art of public speaking
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 05:00 pm	• Coping up rainy days/ Life Skills.
	03:45 pm - 04:00 pm	Tea Break
Day - 4 (25-10-2018)	04:00 pm - 06:30 pm	• Personality identification test.
	09:00 am - 11:00 am	• Introduction to stress.
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	• Effective Listening
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	• Structure of speech 2
	03:45 pm - 04:00 pm	Tea Break
Day - 5 (26-10-2018)	04:00 pm - 06:30 pm	• Structure of speech 2
	09:00 am - 11:00 am	• Impact Analysis
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	• Stress Management.



Date	Time	Topic
Day – 5 (26-10-2018)	02:00pm -04:00 pm	Chapter 1 - Computer fundamentals Module 1 – <ul style="list-style-type: none"> • Introduction • Objective of the training • Assessment of the computer proficiency of the trainee • Fundamentals of computer <ul style="list-style-type: none"> ➤ Identify different types of computer ➤ Introduction with hardware peripherals (RAM, Motherboard, Hard disk) ➤ Working with I/O Devices like Printer, Scanner, Webcam etc. (with lab session) ➤ Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc.
	04:00pm -04:15 pm	Tea Break
	04:15 pm - 06:15 pm	Module 2 Linux operating system Introduction of OS <ul style="list-style-type: none"> ➤ Types of OS ➤ Comparison of different types of OS ➤ Installing Ubuntu on a Personal Computer Lab session of OS
	06:15 pm – 06:30 pm	MCQ
Day – 6 (27 – 10 - 2018)	09:30 am - 11:00 am	Chapter 2 Working with Windows OS <ul style="list-style-type: none"> ➤ Windows version recall ➤ Windows file system overview ➤ Installing and using essential softwares on Windows ➤ Open Source Alternatives and their installation on Windows e.g. GIMP, Scribus etc. ➤ Lab session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	Chapter 3 Introduction to internet <ul style="list-style-type: none"> ➤ Searching web-URL & IP based address ➤ Creating email& managing email id ➤ Accessing email, information sharing using email id, file attachment etc. ➤ Download/upload files from/to cloud Lab session
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-04:00 pm	Chapter 4 Photoshop Module 1 Introduction to Photoshop <ul style="list-style-type: none"> ➤ Bitmap vs. Vector-Based Graphics ➤ Image Resolution ➤ Lossy Compression vs. Lossless Compression
	04:00 pm – 04:15 pm	Tea Break
Day – 7 (29 – 10 - 2018)	04:15 pm - 06:30 pm	<ul style="list-style-type: none"> ➤ Color modes- RGB, CMYK, Grayscale, LAB, Bitmap ➤ Hue, Saturation, and Brightness MCQ Lab Session
	09:30 am - 11:00 am	Module 2 PhotoShop Interface, Tools and Options <ul style="list-style-type: none"> ➤ The Photoshop Interface



		<ul style="list-style-type: none"> ➤ Setting up a new Photoshop document ➤ Saving a new document ➤ The Photoshop Toolbox and Options bar ➤ Using Guides and Ruler ➤ Supported import and export image formats ➤ Opening an Image in Photoshop ➤ Lab Session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> ➤ Creating Images In Photoshop ➤ Saving Images In Photoshop ➤ Basic Image Editing ➤ Changing Image Size ➤ Cropping an Image ➤ Changing Color/Bit Depth ➤ Working with Color in Photoshop ➤ Photoshop Tools ➤ Image Slicing ➤ Lab Session
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<p>Module 3 Photoshop Layers</p> <ul style="list-style-type: none"> ➤ About Layers-Fill and adjustment layers ➤ Naming Layers ➤ Creating Layer ➤ Deleting Layer ➤ Viewing Layers ➤ Moving Layers ➤ Layer Opacity ➤ Lab Session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 06:30 pm	<ul style="list-style-type: none"> ➤ Locking Layers ➤ Merging Layers ➤ Layer modes and blending options ➤ Image compositing using layers ➤ Lab session <p>MCQ</p>
Day – 8 (30-10-2018)	09:00 am - 11:00 am	<p>Chapter 5 Starting Libre office</p> <p>Module-1 Starting office suite</p> <ul style="list-style-type: none"> ➤ Comparison of Writer, Calc, Impression with Windows MS-Office Suite ➤ Basic function of each tool with demos <p>Module-2 Starting writer</p> <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 ➤ List, table, margin, page setup, print setup etc. ➤ Exporting to PDF ➤ Lab session



	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	Module-3 Starting Calc <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 • Formula implementation and export <ul style="list-style-type: none"> ➤ Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc. Lab session
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	Module-4 Starting Impress <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts Using pictures, clip arts, animations etc.
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 06:30 pm	Lab session MCQ
Day – 9 (31-10-2018)	09:30 am – 11:00 am	Chapter 6 Introduction to HTML&CSS <ul style="list-style-type: none"> • Client/Server architecture • Html tags & examples <ul style="list-style-type: none"> ➤ Html tags and their syntax ➤ Creating web pages
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> • Html pages in local and remote servers • Html in real world scenario Gentle intro to CSS
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm – 03:45 pm	<ul style="list-style-type: none"> • Concept of Web Server • Concept of public web hosting and live demo • Lab session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 05:00 pm	<ul style="list-style-type: none"> • Query addressing • Doubt clearance session MCQ
	05:00 pm – 06: 00 pm	Valedictory & Certificate Distribution
