



Electronics & ICT Academy

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

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Faculty Development Programme

on

Behavioral Remodeling and Use of ICT Tools for Classroom Delivery of Teachers

Venue: Bodoland University, Assam

(20 – 29 August, 2018)

DAY	TIME	CONTENT
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Module 1: Use of ICT Tools for Classroom Teaching

20/08/2018 (Day 1)	08:30 - 09:00	Registration & Reporting
	09:00 - 09:30	Inauguration
	09:30 - 11:00	1: Computer fundamentals <ul style="list-style-type: none">• Introduction• Objective of the training• Assessment of the computer proficiency of the trainee.
	11:00-11:15	Tea Break
	11:15-13:00	<ul style="list-style-type: none">• Fundamentals of computer<ul style="list-style-type: none">➤ Identify different types of computer➤ Introduction with hardware peripherals (RAM, Motherboard, Hard disk)
	13:00-13:30	Lunch Break
	13:30-16:00	<ul style="list-style-type: none">➤ Working with I/O Devices like Printer, Scanner, Webcam etc. (with lab session)➤ Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc.• Introduction of OS<ul style="list-style-type: none">➤ Types of OS
	16:00-16:15	Tea Break

	16:15-17:30	<ul style="list-style-type: none"> ➤ Server based and client based OS ➤ Comparison of different types of OS ➤ Installing Ubuntu on a Personal Computer <p>Lab session of OS</p> <p>Quiz</p>
21/08/2018 (Day 2)	9:30-11:00	<p>2: Working with Windows OS</p> <ul style="list-style-type: none"> • Windows version review Win7, 8 and 10 • Windows file system overview • Starting Windows • Installing and using essential softwares on Windows • Open Source Alternatives and their installation on Windows e.g. GIMP, Scribus etc. <p>Lab session</p>
	11:00-11:15	Tea Break
	11:15-13:00	<p>3: Internet/email</p> <ul style="list-style-type: none"> • Introduction to internet • Searching web-URL & IP based access • Host name/IP/DNS • Creating email& managing email id
	13:00-13:30	Lunch Break
	13:30-16:00	<ul style="list-style-type: none"> • Accessing email, information sharing using email id, file attachment etc. • Download/upload files from/to cloud • Chatting • Solving common connectivity issues <p>Lab session</p>
	16:00-16:15	Tea Break
	16:15-17:30	<p>4: MS Office</p> <ul style="list-style-type: none"> • Starting office suite <ul style="list-style-type: none"> ➤ Office Suite types – Home, Professional, Business, Ultimate and comparison among them ➤ Tools of MS Office <p>Basic function of each tool with demos</p> <p>Quiz</p>
22/08/2018 (Day 3)	9:30-11:00	<p>4.1 MS Office Word</p> <ul style="list-style-type: none"> • Starting 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.
	11:00-11:15	Tea Break
	11:15-13:00	<ul style="list-style-type: none"> ➤ Text alignment ➤ Unicode Input in Word ➤ List, table, margin, page setup, print setup etc. ➤ Ribbon Icons and their functions ➤ Exporting to PDF <p>Lab session</p>
	13:00-13:30	Lunch Break

	13:30-16:00	4.2 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
	16:00-16:15	Tea Break
	16:15-17:30	<ul style="list-style-type: none"> • Formula implementation and export <ul style="list-style-type: none"> • Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc. Lab session Quiz
23/08/2018 (Day 4)	9:30-11:00	<ul style="list-style-type: none"> • Ribbon Icons and their functions • Formula implementation and export • Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc. Lab session
	11:00-11:15	Tea Break
	11:15-13:00	4.3 MS Office Powerpoint <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts • Using pictures, clip arts, animations etc. Lab session
	13:00-13:30	Lunch Break
	13:30-16:00	5: Libreoffice <ul style="list-style-type: none"> • Starting office suite <ul style="list-style-type: none"> ➤ Comparison of Writer, Calc, Impression with Windows MS-Office Suite Basic function of each tool with demos 5.1 LibreOffice Writer <ul style="list-style-type: none"> • Starting writer <ul style="list-style-type: none"> ➤ Typing character, special character, number etc. ➤ Saving a documents Finding and replacing text
	16:00-16:15	Tea Break
	16:15-17:30	<ul style="list-style-type: none"> ➤ Text specifications, front size, bold, italic, underline etc. ➤ Text alignment ➤ List, table, margin, page setup, print setup etc. ➤ Exporting to PDF Lab session Quiz

24/08/2018 (Day 5)	9:30-11:00	5.2 Libreoffice 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. <p>Lab session</p>
	11:00-11:15	Tea Break
	11:15-13:00	5.3 Libreoffice Impress <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts • Using pictures, clip arts, animations etc. <p>Lab session</p>
	13:00-13:30	Lunch Break

Module 2: Behavioural Remodelling for Classroom Delivery of teachers

24/08/2018 (Day 5)	13:30-16:00	Introduction to Shannon and Weaver's Model of Communication citation, Kinesics/ Proxemics/Chronemics
	16:00-16:15	Tea Break
	16:15-17:30	Importance of Persona, Impact Analysis
25/08/2018 (Day 6)	9:30-11:00	Personality Disorders
	11:00-11:15	Tea Break
	11:15-13:00	CTM/ CDTM
	13:00-13:30	Lunch Break
	13:30-16:00	Voice Modulation, The 4ps of voice.
	16:00-16:15	Tea Break
	16:15-17:30	3 magical intonations of VM.
27/08/2018 (Day 7)	9:30-11:00	Structure of speech, Appearance n poise.
	11:00-11:15	Tea Break
	11:15-13:00	Art of public speaking
	13:00-13:30	Lunch Break
	13:30-16:00	Coping up rainy days/ Life Skills.
	16:00-16:15	Tea Break
	16:15-17:30	Coping up rainy days/Life Skills.

28/08/2018 (Day 8)	9:30-11:00	Introduction to stress.
	11:00-11:15	Tea Break
	11:15-13:00	Effective Listening.
	13:00-13:30	Lunch Break
	13:30-16:00	Structure of speech 2
	16:00-16:15	Tea Break
	16:15-17:30	Structure of speech 2
29/08/2018 (Day 9)	9:30-11:00	Personality identification test.
	11:00-11:15	Tea Break
	11:15-13:00	Disorders of Personality.
	13:00-13:30	Lunch Break
	13:30-16:00	Negotiation Skills.
	16:00-16:15	Tea Break
	16:15-17:30	Stress Management.

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