



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: SBMS Sualkuchi
(01 - 07 October, 2018)

Date	Time	Topic
Day-1 01-10-2018	09:30 am -11:00 am	Registration and Reporting
	11:00 am -11:15 am	Tea Break
	11:15 am - 12:15 am	Inauguration Welcome Agenda Course Objective and Interactive Sessions
	12:15 am - 01:15 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.
	01:15 pm-01:45 pm	Lunch Break
	1:45 pm- 03:45 pm	Module 2 MOOC introduction: Swayam, NPTEL etc Module 3 Linux operating system Introduction of OS <ul style="list-style-type: none"> ➤ Types of OS ➤ Server based and client based OS ➤ Comparison of different types of OS ➤ Installing Ubuntu on a Personal Computer ➤ Lab session of OS
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm - 05:00 pm	Module 3 contd... MCQ-1
Day-2 02-10-2018	09:30 am - 11:00 am	Chapter 2 Working with Windows OS <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. • Lab session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 am	Chapter 3 Introduction to internet <ul style="list-style-type: none"> • Searching web-URL & IP based access • Host name/IP/DNS

Day-2 02-10-2018		<ul style="list-style-type: none"> • Creating email& managing email id
	01:15 pm-01:45 pm	Lunch Break
	03:45 pm-04:00 pm	<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 Lab session
	04:00 pm - 05:00 pm	Module 1 contd... MCQ-2
Day-3 03-10-2018	09:30 am - 11:00 am	Chapter 4 Starting office suite <ul style="list-style-type: none"> ➤ Office Suite types – Home, Professional, Business, Ultimate and comparison among them ➤ Tools of MS Office ➤ Basic function of each tool with demos
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	Module-1 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. ➤ Text alignment
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> ➤ Unicode Input in Word ➤ List, table, margin, page setup, print setup etc. ➤ Ribbon Icons and their functions ➤ Exporting to PDF ➤ Lab session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 05:00 pm	Module 1 contd... MCQ-3
Day-4 04-10-2018	09:00 am - 11:00 am	Module 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
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<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 3 MS Office Power Point <ul style="list-style-type: none"> ➤ Introduction to presentation ➤ Creating slides ➤ Modifying default slide layouts ➤ Using pictures, clip arts, animations etc. Lab session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 05:00 pm	Module 3 Contd... MCQ-4
Day-5 05-10-2018	09:30 am - 11:00 am	Chapter 5 Starting Libre office Module-1 Starting office suite



Day-5 05-10-2018	09:30 am - 11:00 am	<ul style="list-style-type: none"> ➤ Comparison of Writer, Calc, Impression with Windows MS-Office Suite ➤ Basic function of each tool with demos Module-2 Starting writer <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. • Lab session
	03:45 pm - 04:00 pm	Tea Break
Day-6 06-10-2018	04:00 pm - 05:00 pm	Module 4 contd... MCQ-5
	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-6
Day-7 07-10-2018	09:30 am-11:00 am	Certificate Distribution and Vaedictory
