



# Electronics & ICT Academy

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

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## Faculty Development Program on Use of ICT Tools for Classroom Teaching

Venue: A.D.P. College, Nagaon  
(29 April – 04 May, 2019)

Date	Time	Topic
	09:00 am -10:00 am	Registration and Reporting
Day-1 (29/04/2019)	10:00 am - 11:00 am	Inauguration Welcome Agenda Course Objective and Interactive Sessions
	11:00 am – 11: 15 am	Tea Break
	11:15 am - 01:15 pm	<b>Chapter 1 - Computer fundamentals</b> <b>Module 1</b> <ul style="list-style-type: none"> <li>• Introduction to ICT and its importance.</li> <li>• Objective of the training</li> <li>• Assessment of the computer proficiency of the trainee</li> <li>• Fundamentals of computer</li> <li>• Computer definition and different types</li> <li>• Introduction with hardware peripherals(RAM, Motherboard, Hard disk)</li> </ul>
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	<ul style="list-style-type: none"> <li>➤ Working with I/O Devices: Printer, Scanner, Webcam</li> </ul> <b>Module 2-</b> Introduction to OS <ul style="list-style-type: none"> <li>• Types of OS</li> <li>• Server based and client based OS</li> <li>• Comparison of different types of OS</li> </ul>
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 04:00 pm	<b>MCQ-1</b>
	Day-2 (30/04/2019)	09:30 am - 11:00 am
11:00 am-11:15 am		Tea Break
11:15 am - 01:15 am		<b>Chapter 3 Introduction to internet</b> Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc. <ul style="list-style-type: none"> <li>• Introduction to internet</li> <li>• Searching web-URL &amp; IP based access</li> </ul>



		<ul style="list-style-type: none"> <li>• Host name/IP/DNS</li> </ul>
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-04:00 pm	<ul style="list-style-type: none"> <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> <li>• Solving common connectivity issues</li> <li>• Lab session</li> </ul>
	04:00 pm – 04:15 pm	Tea Break
	04:15 pm - 04:30 pm	MCQ-2
Day-3 (31/04/2019)	09:30 am – 11:00 am	<b>Chapter 4 - Introduction to HTML&amp;CSS</b> <ul style="list-style-type: none"> <li>• Client/Server architecture</li> <li>• Html tags &amp; examples               <ul style="list-style-type: none"> <li>➤ Html tags and their syntax</li> <li>➤ Creating web pages</li> </ul> </li> <li>• Html pages in local and remote servers</li> </ul> Html in real world scenario
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:15 pm	<ul style="list-style-type: none"> <li>• Basic introduction to CSS</li> <li>• Concept of Web Server</li> <li>• Concept of public web hosting and live demo</li> </ul>
	01:15 pm – 01:45 pm	Lunch Break
	01:45 pm – 04:00 pm	Creation of Blog
	04:00 pm - 04:15 pm	Tea Break
	04:15 pm - 04:30 pm	MCQ-3
	Day-4 (01/05/2019)	09:30 am - 11:00 am
11:00 am-11:15 am		Tea Break
11:15 am - 01:15 pm		<ul style="list-style-type: none"> <li>• Procedure of sort and filter</li> <li>• Ribbon Icons and their functions Formula implementation and export</li> </ul>
01:15 pm - 01:45 pm		Lunch Break
01:45 pm-04:00 pm		MS Office Excel continued <ul style="list-style-type: none"> <li>• Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc.</li> <li>• Use of conditions if, ifs etc</li> <li>• Mail Merge</li> </ul>
04:00 pm - 04:15 pm		Tea Break
04:15 pm - 04:30 pm		MCQ – 4
Day-5 (02/05/2019)	09:30 am - 11:00 am	<b>Module 2 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>• Using pictures, clip arts, animations etc.</li> <li>• Lab session</li> </ul>
	11:00 am - 11:15 am	Tea Break



	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>• Session Continues</li> </ul>
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm-04:00 pm	<b>Chapter 5 Starting Google Apps</b> <b>Module-1 Google Docs</b> <ul style="list-style-type: none"> <li>• Introduction to Google Docs</li> <li>• Creating Google document &amp; sharing</li> <li>• Lab Session</li> </ul> <b>Module-2 Google Sheets</b> <ul style="list-style-type: none"> <li>• Creating Google Sheets</li> <li>• Lab Session</li> </ul> <b>Module-3 Google Slides</b> <ul style="list-style-type: none"> <li>• Creating Google slides</li> <li>• Formatting Google slides background, adding, deleting, renaming a slide</li> <li>• Lab Session</li> </ul>
	04:00 pm - 04:15 pm	Tea Break
	04:15 pm - 04:30 pm	<b>MCQ – 5</b>
Day-6 (04/05/2019)	09:30 am - 11:00 am	<b>Module-4 Google Forms &amp; Google Quiz</b> <ul style="list-style-type: none"> <li>• Creating Google form</li> <li>• Creating a Google quiz</li> </ul> <b>Module-5 Google Classroom</b>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	<b>Session Continues and MCQ - 6</b>
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm-04:00 pm	<b>A BRIEF TALK ON MOOCS AND OTHER ONLINE COURSES</b> - <b>BY PROF. RATNAJIT BHATTACHARJEE</b>
	04:00 pm onwards	Valedictory Session & Certificate Distribution

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