

Date	Time	Topic
20-11-2017	09:00am-10:00am	Registration and Reporting
	10:00am-11:00am	Inauguration Introduction to the ICT tools for classroom teaching Agenda Course Objective and Interactive Sessions Chapter 1 - Basic Computer Concepts Module 1 – Introduction to Computer 1.1 What's a computer 1.2 Why one should use computer?
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	1.3 How does it work? 1.4 Types of computers Module 2 – Hardware Basics 2.1 Basic parts of a computer 2.2 Buttons and ports of a computer 2.3 Inside a computer 2.4 Mobile devices 2.5 Cores 2.6 HDD v/s SSD 2.7 RAM 2.8 Specific things to look at before buying a PC <i>Quiz</i>
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	Module 3 - Software Basics 3.1 Introduction to software 3.2 Types of softwares 3.3 Applications 3.4 Installing Software on your Windows PC <i>Installing Software on your Windows PC (Hands-On)</i> 3.5 Uninstalling Software from your Windows PC <i>Uninstalling Software from your Windows PC (Hands-On)</i>
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	3.6 Hello World 3.7 Algorithms <i>Quiz and Exercise</i>

Date	Time	Topic
21-11-2017	09:00am-11:00am	(Contd from Day 1) Module 4 – Basic skills 4.1 File Extensions 4.2 How to Download Softwares <i>How to Download Softwares (Hands-On)</i> 4.3 Antiviruses 4.4 Set-up a new printer <i>4.5 Disable application from running on startup (Hands-On)</i>
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	Module 5 – Transferring Files 5.1 Transferring files b/w computers <i>Transfer files between computers using ethernet cable (Hands-On)</i> 5.2 Transferring files b/w smartphones 5.3 Transferring files b/w a computer and a smartphone <i>Quiz</i>
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	Chapter 2 - Operating System Module 1 – Introduction 1.1 Introduction to operating system 1.2 Functions of operating system 1.3 Types of operating system Module 2 – File System 2.1 What's a file system 2.2 Windows File System 2.3 Linux File system 2.4 MacOS File System Module 3 – Different Operating Systems 3.1 Operating System Recipe 3.2 Windows Kernel 3.3 Windows CLI Environment
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	3.4 Installing Windows OS <i>Quiz and Exercise</i>

Date	Time	Topic
22-11-2017	09:00am-11:00am	(Contd from Day 2) 3.5 Other Operating Systems Chapter 3 - Microsoft Office Part 1 - Microsoft Excel Module 1 – Excel Basics 1.1 Intro 1.2 Uses of Excel 1.3 Features of Microsoft Excel 2007 1.4 Capabilities and Limitations of MS Excel 2007
	11:00am-11:15am	Tea Break
		1.5 Opening MS Excel 2007 1.6 Excel 2007 Screen Module 2 - Ribbons Module 3 – Common tasks in Excel 3.1 Basic Mouse Pointer and Shapes 3.2 Creating a Blank Workbook 3.3 Creating a Workbook form Templates 3.4 Saving a Workbook 3.5 Opening a Workbook 3.1-3.5 (Hands-On) 3.6 Entering Data 3.7 Copy, Cut, Paste, Undo and Redo 3.8 Auto Fill 3.9 Inserting Cells, Rows and Columns 3.10 Deleting Cells, Rows and Columns 3.6-3.10 (Hands-On) Quiz
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	3.11 Find and Replace 3.12 Spell Check 3.13 Excel Formulas 3.14 Function Library 3.15 IF Function in Excel 3.16 Graphs 3.17 Conditional Formatting 3.11-3.17 (Hands-On) Quiz and Exercise 3.18-3.20 (Hands-on) Quiz and Exercise
	03:45pm-04:00pm	Tea Break
04:00pm-05:00pm	Part 2 - Microsoft Word Module 1 – Word Basics 1.1 What is MS Word 2007 1.2 Parts of MS Word 2007 1.3 Starting Microsoft Office Word 2007 1.4 Creating a New (Blank) Word Document 1.5 Setting Up the Document Page 1.6 Adding Text in the Document 1.1-1.6 (Hands-On)	

Date	Time	Topic
23-11-2017	09:00am-11:00am	(Contd from Day 3) 1.7 Controlling the Cursor 1.8 Selecting Text 1.9 Overtyping your Text 1.10 Formatting the Font Typeface 1.11 Changing the Font Size 1.12 Applying Font Styles and Effects 1.13 Changing the Font Color 1.14 Setting the Alignments of Text Contents 1.15 Formatting Using the MINI TOOLBAR 1.16 Saving the Created Document <i>1.7-1.16 (Hands-On)</i>
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	1.17 Paragraphs 1.18 Headings 1.19 Indenting 1.20 TOC - Table of Content 1.21 Graphs <i>1.17-1.21(Hands-On)</i> <i>Quiz</i>
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	Part 3 - Microsoft Power Point Module 1 – Power Point Basics 1. 1 What is Power Point 1.2 Power Point Features 1.3 More Features 1.4 Tab Functions Module 2 – Common Tasks in Power Point 2.1 Adding and Deleting Slides 2.2 Turn Off Advanced Slide-On Mouse Click 2.3 Different ways to View Power Point 2.4 Background, Style, Font and Colours <i>1.1-2.4 (Hands-On)</i>
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	2.5 Inserting Clip Art 2.6 Using Word Art <i>2.4-2.6 (Hands-On)</i> <i>Quiz and Exercise</i>

Date	Time	Topic
24-11-2017	09:00am-11:00am	(Contd from Day 4) 2.7 Inserting Sound Files 2.8 Inserting Animation 2.9 Inserting Smart Art 2.10 Editing Hyperlinks <i>Hands-On(2.7-2.10)</i> <i>Quiz</i>
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	Part 4 - Microsoft Outlook Module 1 - How to use Microsoft Outlook 1.1 Why should I use outlook 1.2 How can I organize my emails 1.3 Example of an inbox 1.4 What can I do with emails in outlook 1.5 How to create a signature <i>1.1-1.5 (Hands-On)</i>
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	1.6 How do I make an appointment 1.7 How to put appointments on calender 1.8 Follow-up 1.9 Recall <i>1.6-1.9 (Hands-On)</i> <i>Quiz</i> Chpater 4 - Internet Module 1 – Introduction to Internet 1.1 What is Internet 1.2 What is IP <i>1.1-1.2 (Hands-On)</i>
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	1.3 What is MAC Address 1.4 Ping 1.5 Traceroute 1.6 The Web Language - HTML <i>1.3-1.6 (Hands-On)</i> <i>Quiz and Exercise</i>

Date	Time	Topic
25-11-17	09:00am-11:00am	Introduction to Open Office
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	Continued
	01:15pm-01:45pm	Lunch Break
	01:45pm-02:45pm	Exam Evaluation

Date	Time	Topic
26-11-17	09:00am-11:00am	Introduction to Open Office
	11:00am-11:15am	Tea Break
	11:15am-01:00pm	Closing Ceremony