

College Education Development Project (CEDP)

University Grants Commission of Bangladesh & National University
Secondary and Higher Education Division, Ministry of Education

In-house ICT Training for IDG College Teachers

Institutional Development Grant (IDG) Sub-Project Office

Uttar Bangla College (UBC)

Kakina, Kaliganj, Lalmonirhat

Date: ...05.12.2023

Program Schedule of Basic ICT Training

Name of College: Uttar Bangla College	Duration: Five (05) Days
Venue: Computer Labs, ICT Village, UBC	Date: 07, 09, 11, 12 & 13 December, 2023

Day-1

Duration	Topics	Name of Resource Person
08.30-09:00 am	Registration	
09.00-09:30 am	Inaugural Session	
09:30-10:00 am	Pre-Test	
10:00-11.00 am	Introducing & Objectives of CEDP	
11.00-11.30 am	Tea break	
11.30-12:00 pm	Objectives & Overview of the Training Program	
12:00- 1:00 pm	Expectation from the Training Program, Introduction to Digital Content: ICT integration in teaching-learning practice.	
01.00-02.00 pm	Lunch & Prayer Break	
02.00-03.30 pm	Computer Basic, Computer start & shutdown in properly. MS Word: <ul style="list-style-type: none">➤ Creating file, folder;➤ Basic Microsoft Words Functions;➤ Learn to save, copy and paste the necessary data;➤ Bangla and English type using Unicode, Avro and Bijay52;➤ Convert Bijay to Unicode; and➤ Convert word to pdf files and printing documents.	
03.30-03.45 pm	Tea break	
03.45-05.00 pm	MS Excel: <ul style="list-style-type: none">➤ Fundamentals of Microsoft Excel;➤ Entering & Editing Texts and Formulas;➤ Basic Excel Functions;➤ Formatting Data in an Excel Worksheet;➤ Inserting Images & Shapes into an Excel Worksheet;➤ Understanding & Creating Basic Charts in Excel;➤ Printing an Excel Worksheet; and➤ Data Validation in Excel.	



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কাকিনা, লালমনিরহাট।
মোবাইল: ০১৩০৯-১২২৮৯১

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Day-2

Duration	Topics	Name of Resource Person
09.00-9:30 am	Recap	
9:30-11.00 am	MS Power point: <ul style="list-style-type: none">➤ Creating power point slides and type Bangle and English;➤ Insert pictures in slides with caption, title and animation; and➤ Principles of using animation, color etc. for professional presentation.	
11.00 -11.30 pm	Tea break	
11.30 am -1.00 pm	<ul style="list-style-type: none">➤ Add shape, Table, Chart, Smart Art, Animation and Trigger;➤ Desktop Sharing;➤ You tube downloader software management; and➤ Convert pdf to word file, image to pdf, power point to pdf etc.	
01.00-02.00 pm	Lunch & Prayer Break	
02.00-03.30 pm	Use of Internet: <ul style="list-style-type: none">➤ Web Browsing and Searching;➤ Content Related Image download, image editing and insert; and➤ Use of Internet: Videos download, Editing and Insert.	
03.30-03.45 pm	Tea break	
03.45-05.00 pm	Digital content development planning (group/ individual)	



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Day-3

Duration	Topics	Name of Resource Person
09:00-9.30 am	Recap	
9.30-11.00 am	➤ Digital content development plan-poster presentation (group/ individual).	
11.00-11.30 am	Tea break	
11.30-01.00 pm	➤ Digital content preparation as per curriculum instruction (group/individual) continue.	
01.00-02.00 pm	Lunch & Prayer Break	
02.00-03.30 pm	➤ Multimedia Projector operating; ➤ Digital Content presentation and feedback and implementation; ➤ Membership of teachers portal (www.teachers.gov.bd) & different media.	
03.30-03.45 pm	Tea break	
03.45-05.00 pm	➤ Download content from teachers' portal, you tube & different media, comments and rating. ➤ Digital Content upload to the teachers' portal and blog writing.	

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Day-4

Duration	Topics	Name of Resource Person
09:00-9.30 am	Recap	
9.30-11.00 am	<ul style="list-style-type: none">➤ Software download and Installation;➤ E-mail address Opening, edit password & profile;➤ Different apps download and installed like; Google drive; and➤ Drop box, Zoom, Google meet, MS team, Skype, WhatsApp, Viber, Messenger group etc.	
11.00-11.30 am	Tea break	
11.30-01.00 pm	Google Drive: <ul style="list-style-type: none">➤ Creating a folder, uploading files in drive, organizing files in drive, and sharing file/folder in drive. Google Search: <ul style="list-style-type: none">➤ Google advanced search, how to search content, using the search operators. Google Docs (MS. Word): <ul style="list-style-type: none">➤ Creating a Google doc, Accessing Google docs, Sharing a Google doc.	
01.00-02.00 pm	Lunch & Prayer Break	
02.00-03.30 pm	Google Slides (PowerPoint): <ul style="list-style-type: none">➤ Creating a presentation in Google slides, Accessing Google slides.	
03.30-03.45 pm	Tea break	
03.45-05.00 pm	Google Forms: <ul style="list-style-type: none">➤ Creating Google forms, Data types in Google form.➤ How to take an exam using the form, viewing responses?➤ Data Interpretation through Google forms, providing feedback.➤ In form students about their result, sharing the Google form.	



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Teacher

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Day-5

Duration	Topics	Name of Resource Person
09:00-9.30 am	Recap	
9.30-11.00 am	Google Sheets (MS Excel): <ul style="list-style-type: none">➤ Defining Google sheets, Accessing Google sheets;➤ Sorting and organizing data, Filtering data;➤ Editing a Google sheet, Creating chart and graphs;➤ Sharing a Google sheet, Printing and downloading;➤ Use of smart phone in Education; and➤ Social Networking in Education.	
11.00-11.30 am	Tea break	
11.30-01.00 pm	Zoom Application: <ul style="list-style-type: none">➤ How to use zoom application, how to setup schedule, using tools in the zoom menu.➤ Recording in zoom application, Screen sharing Providing feedback to students.➤ Introducing Drop box, Google meet, MS team, Skype; WhatsApp, Viber, Messenger Group etc. Use of Educational Website. Values and Ethics of using ICT.	
01.00-02.00 pm	Lunch & Prayer Break	
02.00-03.30 pm	Trouble-shooting and maintenance	
	Open discussion on problems and issues	
03.30-03.45 pm	Tea break	
03.45-04.30 pm	Final Assessment and course evaluation	
04.30- 5:00 pm	Certificate awarding and closing	

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