

Name of the Course: Basic ICT Training for Teachers (UITRCE)

Day	Session	Topic	Training Method
1 st day	1st Break 2nd	- Online Registration, Evaluation of Pre-test Tea Break -ICT Basics and its Components (Computer Devices Connection and Cabling)	L & D
2 nd day	1st Break 2nd	-Start Menu Introduction, Startup and Shut down, Task Bar, Desktop and File/ Folder Create. Tea Break -Introduction to MS Word, Introducing Menu Bar Options (Select, Copy, Move, Delete, Cut and Paste, Save, alignment etc.) Formatting Document Exercise: Type a letter	L & D L & D Practical
3 rd day	1st Break 2nd	-Formatting Paragraph (Line spacing & Indenting) and Formatting Doc.by using Line Draw Box,Formating Tool bar Tea Break -Insert Table and Formating,Picture,Word Art,Page Formatting (Create Header/Footer,Page Numbering,Footnote) and Printing. Excercise:Type a letter with Table and Picture	L & D Practical L & D Practical
4 th day	1st Break 2nd	-Internet, Web browser, Search engine and Download Image, Avro Keyboard Download, Nikosh Font Download and installation Tea Break -Avro Keyboard Layout, Avro Phonetics, Bijoy to Unicode and Unicode to Bijoy conversion Exercise: Paragraph on own institution	L & D Practical L & D Practical
5 th day	1st Break 2nd	-Introduction to MS Excel (Cell, Row & column, Worksheet, Workbook, Editing & Saving, Insert, delete row& column, wrap text, merge cell) Tea Break -Formatting values in MS-Excel Using of Functions SUM, AVG, MAX, MIN, COUNT, ROUND etc. Exercise: Salary Sheet	L & D Practical L & D Practical
6 th day	1st Break 2nd	-Conditional Formula (Sum if, count if etc.), Data Filtering Tea Break -Formatting Worksheet and Chart, review of excel Exercise- Creating Result Sheet	L & D Practical L & D Practical
7 th day	1st Break 2nd	-Introduction to MS Power Point (New Slide), Layout, Changing the slide design, Formatting Ribbon. Tea Break -Insert an image, Shape, smart art, text box, word art, rotation, animation slides (Emphasis, motion	L & D Practical L & D Practical

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		path) & Slide transition, Print Setup.	
8 th day	1st Break 2nd	-Planning (TPACK, Model content, Poster work, Presentation) Tea Break -Individual content development (according to plan), Presentation, Feedback and Edit.	L & D Practical L & D Practical
9 th day	1st Break 2nd	-Creation of e-mail id Tea Break E-mail Send (With Attachment) and Receive (attachment Download and save)	L & D Practical L & D Practical
10 th day	1st Break 2nd	-Google Services (Google Map Navigation Calendar, Google translator) Tea Break download Video from Youtube (Without any Software)	Project L & D Practical
11 th day	1st Break 2nd	Insert Video to the PowerPoint Presentation Tea Break Create a Content Using Powerpoint & Individual Presentation	Project L & D Practical
12 th day	1st Break 2nd	Google Form creation, Google Drive, Google Docs Tea Break -Internet Browsing, download files, Visit important sites (<i>www.shed.gov.bd</i> , <i>www.tmed.gov.bd</i> , <i>www.dshe.gov.bd</i> , <i>www.banbeis.gov.bd</i> , <i>www.teachers.gov.bd</i> , <i>www.muktopaath.gov.bd</i>), File Compression (Zip and Extract), Virus Scan	L & D Practical Evaluation
13 th day	1st Break 2nd	-Control Panel, Task Manager, Device Manager, Trouble shooting Tea Break -Digital Bangladesh(Vision 2021, SDG-4) and Values and Ethics	Evaluation & D Practical
14 th day	1st Break 2nd	-Examination (Theory), Examination (Practical) -Post Test Tea Break -Educational Apps:Kahoot, padlet, MMC Apps	Evaluation
15 th day	1st Break 2nd	Review the Course, visit <i>www.banbeis.gov.bd</i> (Banbeis Survey Form,Data and Reports,Library Service,e Documentation,Institute Search) Tea Break Closing Session	L & D