ICT Training For I Year TTC Trainees
MODULE

Objectives:
- To develop basic skills in using ICT equipments.
- To make aware of free software and its importance.
- To develop basic skills in office packages.
- To develop using various educational software
- To make the teacher students able to collect resources from internet and prepare suitable teaching learning portfolios.

Content :
1. Hardware and Software basic concepts.
2. Free software - Importance
3. Office packages - Malayalam / Kannada Computing
4. Internet – Browser, Search Engine, Educational Websites, e-mail,Blog, Cyber laws

Day 1

09.30 - 09.45 : Registration
09.45 -10.00   : Inauguration - Course briefing, grouping etc.
10.00 -10.45   : Hardware, Software - basic concepts.
10.45 -11.30   : Free Software importance – FSF, Edubuntu 10.04
11.30 -12.00   : Edubuntu Desktop familiarisation – folder creation, panels
12.00 - 01.00 : Open office writer – typing, character formatting, picture insertion
   Activity   : *Preparing a chart (select class, subject and topic of their own choice)*
01.00 - 01.30 : Lunch Time
01.30 – 02.30 : Paragraph Formatting.
   Activity   : *formatting the given paragraph.*
02.30 – 03.30 : Name Slip Creation
   Activity   : *Create Individual name slip.*
03.30 - 4.15   : Table – Table properties
   Activity   : *Activity Calendar for the Month of September – preparation(Home Activity)*
   Activity   **:** *Prepare Digital Magazine content – about various impotant days, authors, poets,celebration, stories, poems, essay (Home Activity) in 2 or 3 pages.*
4.15 - 4.30   : Evaluation and feedback.

Activity Calendar

Sl.No	Date	Day	Activity	Remarks
1	09/14/12	Friday	Ozone Day Celebration Seminar on Climate Change	Presentation by Group 1

Day 2

09.45 - 10.00 : Process Documentation
10.00 – 10.30 : Activity Calendar presentation and finalisation
   Activity   : *Preparation of Activity Calendar.*
10.30 - 12.30 : Malayalam/Kannada Computing inscript keyboard layout – Unicode System
   Activity   : *Keyboard practising Kannada/Malayalam*
   Activity   : *Formatting Paragraph and Page in Malayalam/Kannada(paragraph for typing may be given)*
12.30 - 1.00   : Page Formatting.
   Activity   : *Formatting given page (page border, background colour, page numbering, inserting field items, Header and Footer insertion)*
1.00 - 01.30   : Lunch Time

1.30 – 03.00 : Digital Magazine – Preparation
   Activity : *topic selection in group wise, preparing own digital magazines*
03.00 – 04.00 : Story Board – concept and discussion,topic selection.
   Activity : *topic selection in group wise,presentation.*
   Activity : *Story board preparation(Home Activity)*
   04.00 - 04.15   : Evaluation and feedback.

Day 3

09.45 - 10.00 : Process Documentation
10.00 - 10.30 : Presenting story board prepared as home activity.
   Activity : *Common discussion and improvement of each story board.*
10.30 - 11.30 : Collecting suitable resources (Images, Videos, Web pages, Text etc.)
11.30 - 01.00 : Open Office Impress - Presentation software - familiarising tools, slides, inserting
               new slide, background , Custom Animation, Slide Transition, Hyperlink.
   Activity : *Preparing a presentation based on the story board.*
01.00 - 01.30 : Lunch Time
01.30 - 03.30 : Preparing a presentation based on the story board - continues...
03.30 - 04.00 : Slide presentation and Peer group Evaluation.
04.00 - 04.15 : Evaluation and feedback.

Day 4

09.45 - 10.00 : Process Documentation
10.00 - 01.00 : Networking – Various types of Networking
   Activity : *File Sharing using SSH – places → Connect to Server*
   Activity : *Visiting different sites – General Education Dept., IT@School project,*
               Kerala PSC, Wikipedia, Educational sites etc.
   Activity : *Downloading images, Circulars,G.Os etc.*
   Activity **:** *Browser setting, adding video download helper plug-in and Downloading Videos*
01.00 - 01.30 : Lunch time
01.30 –03.30 : Email ID creation, Sending and receiving mails, attachment, chatting(text)
   Activity : *Creating Email Address (Online form filling Concept) , sending and receiving*
               Emails with attachment
03.30 - 04.00 : familiarisation of blogs, Visiting various blogs , Cyber laws and cyber crimes
04.00 - 04.15 : Evaluation and feedback.

Day 5

09.45 - 10.00 : Documentation
10.00 - 11.30 : Audio Editing Software introduction - Audacity
   Activity : *Recording and Editing groupwise or individual*
11.30 - 01.00 : Multimedia
   Activity : *Browsing CD's, working of Audio Video CD's playing and copying using **vcdxrip***
01.00 - **01.30** **: Lunch Time**
01.30 - 03.30 : CD Writing – K3B software
   Activity : *write group folders and resources.*
03.30 - 04.15 : Evaluation and feedback.
04.15 - 04.30 : Closing Ceremony