



St. JOSEPH'S DEGREE COLLEGE
Sunkesula Road, Kurnool – 518 004 A.P.
(Affiliated to Rayalaseema University, Kurnool)

Faculty Development Programme
on
“Using ICT tools”
Academic Year
2022-23

Course Co-ordinators:

1. Mr. P.Siva Kumar 2. Mr. Viswanath 3. P.Srujana

CIRCULAR

Kurnool
4-6-2022

It is essential for all school teachers to use ICT Tools along with chalk and board in the class. Keeping in view the necessity of ICT and the importance of information technology the Department of Computer science has decided to organize computer literacy program for the teachers of all St.Joseph's affiliated schools. The school staff will learn to use technology and ICT tools effectively in their teaching methods and use computers in their daily activities.

(S Latha Rani)
Head, Computer Science Department

GIST

A faculty development program on “**COMPUTER FUNDAMENTALS AND ICT TOOLS**” was conducted by computer science department of St.Joseph's Degree College, Kurnool for (3 days).

Topics covered in FDP are

1. Introduction of computer science- by Viswanath
2. Basics of Computers
 - Ms Word-Viswanath
 - MS Excel- P.Srujana
 - MS Powerpoint- P.Shiva Kumar
 - LMS –P.Shiva Kumar

The program aims to equip the participants with the basic knowledge of computers, so that they are in a position to do their work seamlessly without any hassles and reduce dependence. This will go a long way in improving efficiency and expedite their day to day works. It also seeks to teach the staff various concepts relating to LMS domain for facilitating better interaction with students.

SYLLABUS

Days	CLASS WORK Timings: 9AM to 12 pm	PRACTICE SESSION Timings:2 to 5pm
Day-1	Definition of Computer Characteristics and Applications of Computers Types of Computer, Input Devices, Output Devices. Ms-Word : Introduction: Parts of Ms-Word, Tabs and Ribbons, Document Windows, Office Button and Save Creating, Editing and Formatting Document: Creating Document, setting Fonts, and Alignment, Cut, Copy, and Paste, Paste Special, Undo & Redo, Moving, Finding, and Replacing a Character	Practice Session (09-06-2022)

Day-2	<p>MS EXCEL Introduction: Tabs and Ribbons, Document Windows, Office Button and Save</p> <p>Entering, Editing and Formatting Data: Entering Data, Fonts, Fills, and Alignment, Cut, Copy, and Paste, Paste Special, Undo & Redo, Moving, Finding, and Replacing a Value</p> <p>Managing Worksheets : Naming and Moving Worksheets, Adding, Deleting and Hiding Worksheets</p>	Practice Session (10-06-2022)
Day-3	<p>MS Power Point: Creating new presentation, areas of screen, choosing design, Creating title page, adding more slides and layouts, Adding objects (Charts, pictures, Graph, Text Box, Word Art) Adding Transitions and Custom Animations Changing the order and playing the presentation LMS Basics- Create online courses in Moodle, add assignments, keeping an eye on students' progress. Conducting online Quiz in Moodle</p>	Practice Session (11-06-2022)

FACULTY ATTENDANCE SHEETS

St. Joseph's Degree College
Sulthanbilal Road, Karamal, Kollam
Department of Computer Science
TECH PRAVENSANA
A-1 Day 03 on ICT Tools & LMS
(10-06-2022 to 11-06-2022)

S.No.	Name of the Teacher	09.06.2022			10.06.2022			11.06.2022		
		F.N.	A.N.	F.N.	A.N.	F.N.	A.N.	F.N.	A.N.	
1	Geetha Suresh									
2	Elvira Radha									
3	Shobana Sankar									
4	Ranjitha K Mall									
5	Shikha Kishan									
6	Ana Babitha									
7	Mona Magesh									
8	Prinitha Harasankari									
9	Savitri Harasankari									
10	Reena Praveen Sibi									
11	Shanika Jyoti Sreekumar									
12	Shikha Suresh									
13	Shikha Suresh									
14	Shikha Suresh									
15	Shikha Suresh									
16	Shikha Suresh									
17	Shikha Suresh									
18	Shikha Suresh									
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20	Shikha Suresh									

A. Vijayaraj

S.No.	Name of the Teacher	09.06.2022			10.06.2022			11.06.2022		
		F.N.	A.N.	F.N.	A.N.	F.N.	A.N.	F.N.	A.N.	
21	Mahesh Kumar									
22	Aradhya									
23	Aradhya									
24	Aradhya									
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41	Aradhya									
42	Aradhya									

A. Vijayaraj

FEEDBACK LINK:

<https://forms.gle/fP9YjPZy7usvd1H48> No. of Days: 03

TARGET PARTICIPANTS:

➤ Teachers of St. Joseph's Institutions

Total No. of Participants : 44 Nos.

