**Program Schedule for Basic ICT**

Day-01 (Sunday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Pre-test & Opening…. |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  | Basic Computer, Hardware, Software, CPU, Motherboard, RAM, ROM, SSD Card, Installing and Uninstalling Software, Installing Windows Operating System, Basics of Windows Problems, File, Folder management, Trouble shooting  |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Internet, Networking, Internet, Wi-Fi, Broadband and DSL Connection, Usage of Email Cyber Security, Plagiarism, Worms and Viruses, Spam, Malware, Protecting and Preventing Computer from Viruses |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-02 (Monday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Office automation, Introduction MS Word, Save a document, Typing, Formatting a document, Paragraph, Cut, Copy and Paste, Find and Replace |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  |  Insert Table, Picture, shape, Hyperlink, Header, Footer, Page Number, Equation and symbols, Word Art, Convert text into table and vies-versa  |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Watermark, Page Colour, Page border, margin, orientation, size, Columns  |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-03 (Tuesday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Use of references, table of contents, Footnotes, Citation from Mendely |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  |  Mailings, Seat cards, labels, Spell checker, Comments, use of Macros, Convert PDF to word, Google docs, Google Workspace |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Introduction to Freelancing, Objectives, Advantages and Disadvantages, Account Creation in Fiverr |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-04 (Thursday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Getting Started with Excel, Identify the Elements of the Excel Interface, Navigate and Select Cells in Worksheets, Customize the Excel Interface, Create a Basic Worksheet, Performing Calculations in an Excel Worksheet, Modifying the Appearance of a Worksheet, Apply Font Properties, Add Borders and Colors to Cells, Align Content in a Cell ,Apply Number Formatting, Apply Cell Styles, Managing an Excel Workbook, Manage Worksheets, View Worksheets and Workbooks  |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  | Create Formulas in a Worksheet, Insert Functions in a Worksheet, Reuse Formulas, Modifying an Excel Worksheet, Edit Worksheet Data, Find and Replace Data, Manipulate Worksheet Elements, Printing Excel Workbooks, Define the Page Layout, Print a Workbook |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Works with Chart, Pivot Table and Assignment practice  |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-05 (Friday- Off Day)

Day-06 (Saturday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Sorting and filter, Working with Macros, recording a Macro, Playing and Deleting a Macro, Adding a Macro to the Quick Access Toolbar, Editing a Macro’s Visual Basic Code. |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  |  Subject analysis, Subject to sheet of NU Examination, Customize Excel forms, Result sheet |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Create and Manage Presentations, Create a Presentation, Insert and Format Slides, Modify Slides, Handouts, and Notes, Change Presentation Options and Views, Insert and Format Text, Shapes, and Images |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-07 (Sunday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Modify slide masters, Change the slide master theme or background Modify slide master content, Change presentation options and views, Change slide size, Display presentations in different views, set basic file properties, Configure print settings for presentations, Print all or part of a presentation, Print handouts, Print in color, grayscale, or black and white, Animation, Triger, google sheets |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  | Graphics Design: Introduction, Installation of Adobe Photoshop and Illustrator Software, Image Creating, Editing, Photo Refining and Features Inclusion,  |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Use of AI Tools in Photo Editing, Logo Design, Business Card Design, Flayer, Banner Design  |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-08(Monday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Insert Table, smart art, shapes, 3D model, Insert Picture, Audio, Video, Chart, Google Slides |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  | Editing video footage, Clean up audio and color correct videos, Addition special visual effects, Noise removal and audio mixing, Motion Graphics, Video Editing Portfolio Development, Use of AI tools in video editing. |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Create Digital Content and presentation  |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-09 (Tuesday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Web Design And Development: Webpage and Website, Classification of Website, Website Structure and Classification |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  |  Hyperlink, Image and Table Insertion, Creation of Self Website, Website Publishing. |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Operating OHP, Smart Board, Download images, audio, video from internet, Using Zoom, Google Meet, Web2.0 tools, Google forms, Google Classroom, Google Drive, Online assessment tools |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |

Day-10 (Wednesday)

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| **Session** | **Time (Hours)** | **Contents/ Topics** | **Resource Person** |
| 01 | 9.30 -11.00  | Group Presentation |  |
| 02 | 11.00- 11.30  | Tea Break |  |
| 03 | 11.30 – 13.00  |  Group Presentation |  |
| 04 | 13.00 – 14.00  | Prayer & Lunch Break |  |
| 05 | 14.00- 15.30 | Post-test, Evaluation, Certificate awarding and Closing |  |
| 06 | 15.30- 15.45 | Tea Break and Check-out |  |