



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	MS EXCEL Introduction: Tabs and Ribbons, Document Windows, Office Button and Save 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 Managing Worksheets : Naming and Moving Worksheets, Adding, Deleting and Hiding Worksheets	Practice Session (10-06-2022)
Day-3	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	Practice Session (11-06-2022)

FACULTY ATTENDANCE SHEETS

St. Joseph's Degree College
Sulaskala Road, Kurnool.
Department of Computer Science
TECH PRAVANA
A 3 Day FDP on ICT Tools & LMS
(09.06.2022 To 11.06.2022)

S.No.	Name of the Teacher	09.06.2022	10.06.2022	11.06.2022
1	Dr. Jyoti Suresh	Present	Present	Present
2	Dr. Jyoti Suresh	Present	Present	Present
3	Dr. Jyoti Suresh	Present	Present	Present
4	Dr. Jyoti Suresh	Present	Present	Present
5	Dr. Jyoti Suresh	Present	Present	Present
6	Dr. Jyoti Suresh	Present	Present	Present
7	Dr. Jyoti Suresh	Present	Present	Present
8	Dr. Jyoti Suresh	Present	Present	Present
9	Dr. Jyoti Suresh	Present	Present	Present
10	Dr. Jyoti Suresh	Present	Present	Present
11	Dr. Jyoti Suresh	Present	Present	Present
12	Dr. Jyoti Suresh	Present	Present	Present
13	Dr. Jyoti Suresh	Present	Present	Present
14	Dr. Jyoti Suresh	Present	Present	Present
15	Dr. Jyoti Suresh	Present	Present	Present
16	Dr. Jyoti Suresh	Present	Present	Present
17	Dr. Jyoti Suresh	Present	Present	Present
18	Dr. Jyoti Suresh	Present	Present	Present
19	Dr. Jyoti Suresh	Present	Present	Present
20	Dr. Jyoti Suresh	Present	Present	Present

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S.No.	Name of the Teacher	09.06.2022	10.06.2022	11.06.2022
21	Dr. Jyoti Suresh	Present	Present	Present
22	Dr. Jyoti Suresh	Present	Present	Present
23	Dr. Jyoti Suresh	Present	Present	Present
24	Dr. Jyoti Suresh	Present	Present	Present
25	Dr. Jyoti Suresh	Present	Present	Present
26	Dr. Jyoti Suresh	Present	Present	Present
27	Dr. Jyoti Suresh	Present	Present	Present
28	Dr. Jyoti Suresh	Present	Present	Present
29	Dr. Jyoti Suresh	Present	Present	Present
30	Dr. Jyoti Suresh	Present	Present	Present
31	Dr. Jyoti Suresh	Present	Present	Present
32	Dr. Jyoti Suresh	Present	Present	Present
33	Dr. Jyoti Suresh	Present	Present	Present
34	Dr. Jyoti Suresh	Present	Present	Present
35	Dr. Jyoti Suresh	Present	Present	Present
36	Dr. Jyoti Suresh	Present	Present	Present
37	Dr. Jyoti Suresh	Present	Present	Present
38	Dr. Jyoti Suresh	Present	Present	Present
39	Dr. Jyoti Suresh	Present	Present	Present
40	Dr. Jyoti Suresh	Present	Present	Present
41	Dr. Jyoti Suresh	Present	Present	Present
42	Dr. Jyoti Suresh	Present	Present	Present

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FEEDBACK LINK:

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

TARGET PARTICIPANTS:

➤ Teachers of St. Joseph's Institutions

Total No. of Participants : 44 Nos.

