

10 Days Add-On Course
On
Certificate Course: ICT Tools for Teaching and Learning

Organised by
IQAC & Department of Geography
Vivekananda College, East Udayrajpur, Madhyamgram, Kolkata 700129
(Affiliated to West Bengal State University)

Information Brochure

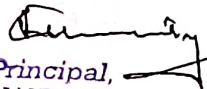
Course Module	Duration	Module Details
Module I: Basics of Virtual learning Platforms.	3 hours	Virtual Classroom, Different sources of virtual platforms. How to Create Google classrooms, Basic features of Google classroom interface
Module II: Advanced features of Google classroom	3 hours	create assignments, copy classroom deleting a classroom, sharing web pages, sharing video on google classroom, evaluate students.
Module III: Google Chrome Extensions	3 hours	Mercury Reader, bitly, Grammerly, Pocket, Extensivity.
Module IV: Google Forms	3 hours	Creating Google forms, changing themes, colour and fonts, sections in google forms adding questions, sharing Google forms
Module V: Google Sheet	3 hours	Basic Features of Google sheet, row, column, Bar diagram
Module VI: Google Docs	3 hours	Basic features of google Docs, typing copy, paste, how to create tables
Module VII: Basic features of Google Drive	3 hours	how to store files, manage and share files
Module VIII: Basics of Google Slides	3 hours	How to open google slides, creating presentation, insert pictures, diagrams
Module IX: Uploading Video on YouTube	3 hours	How to upload videos on you tube,
Module X: Google Sites	3 hours	Basic interface of Google site, how to create web-page, Designing of web-page

Duration: 13/12/2021 – 22/12/2021

Prerequisites: UG students (any stream)

To obtain final certificate minimum attendance required: 90% (of total class hours)

Course fees: Rs 50/- (Including Certificate)


Principal,
VIVEKANANDA COLLEGE
Madhyamgram, Kolkata - 700129