



ST.JOSEPH'S DEGREE COLLEGE

SUNKESULA ROAD

KURNOOL

FACULTY DEVELOPMENT PROGRAMME

ON

"USING ICT TOOLS"

ACADEMIC YEAR

2022-23

Course Co-ordinators:

Mr. P.Siva Kumar

Mr. Viswanath

P.Srujana

Request Letter

Kurnool 4-6-2022

To The Chairman, Internal Quality Assurance Cell, St. Joseph's Degree College, Kurnool.

Respected Sir/Madam,

Sub: - Request for permission to conduct Faculty Development Program for the school teachers of St.Joseph's to equip them with the required computer knowledge – Reg.

It is essential for all school teachers to use ICT Tools along with chalk and board in the class.

Keeping the necessity of ICT and the importance of information technology the department of 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.

So I request to consider the proposal and permit to conduct the FDP.

With Regards,

(S Latha Rani)

Head, Computer Science Department. Copy to:

- 1. Copy to Principal
- 2. Copy to SJQAC Coordinator



St. Joseph's Degree College Sunkesula Road, Kurnool-518004, AP

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 is 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 FOR FDP

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 Transistions 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)

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FACULTY ATTENDANCE SHEETS

S.No. Name of the Teacher	09.06.2022	10.06.2022	11.06.2022
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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. M Inbox (142) - sjdc.cs@gmail.com 🗙 📰 TECH PRAVESANA 2022 - Google 🗙 🕂 ~ – Ø × 🖻 🖈 🗖 🌀 : 📭 YouTube 🕂 Maps M Gmail <u>л</u> Ф © 5 с Send : TECH PRAVESANA 2022 📋 🕁 Questions Responses 41 Settings Total points: 0 +: 41 responses Not accepting responses Message for respondents This exam is not currently accepting submissions. Please check back again later. Summary Question Individual Insights Average 0 / 0 points Median Range 0 - 0 points 0 / 0 points 0 🕂 🔎 Type here to search 2 2 馰

Duration:

The Course was conducted from 09-06-2022 to 11-06-2022

FDP PHOTOS









Certificate to the Participants

Department of Computer Science COMPUTER SCIENCE St. Joseph's Degree College Sunkesula Road, Kurnool-518004 www.sjcknl.edu.in TECH PRRUESANA 2022 **Certificate of Participation** This Certificate Is Proudly Presented To : has actively participated in a 3 day Faculty Development Programme on ICT Tools & LMS held from 09-06-2022 to 11-06-2022 organized by the Department of Computer Science. Dr. C. V/ Satyanarayana Vice- Principal ead, Dept. of Computer Science. . St. Joseph's Degree College Sunkesula Road, KURNOOL.