

Course Code: **ITA-16A**

Course Name: **Teaching with Technology – Level 1**

Course Duration: **12 Days**

Delivery Mode: **Blended**

Module Duration: **3 Hours (Face-to-Face) & 2 Hours (Online)**

Module 1	
First Session	<ul style="list-style-type: none"> • Introduction to ICT • Use and importance of ICT in education • 21st Century Learning Needs • ICT in Education Master Plan: 2013-2017 • ICT Policy - 2015 of Nepal • Challenges of Technology integration in teaching and learning activities in Nepal.
Second Session	<ul style="list-style-type: none"> • 21st Century learning skills <ul style="list-style-type: none"> - Communication - Collaboration - Critical Thinking - Creativity - Use of Technology - Social & Life Skills
Module 1 - Assessment & Assignment	
Module 2	
First Session	<ul style="list-style-type: none"> • Hardware for ICT in Education ICT – Demonstration
Second Session	<ul style="list-style-type: none"> • Basic Concept of Operating System • Proprietary and Open Source Software • Shareware and Free Software • Portable Software and Mobile Apps
Module 2 - Assessment & Assignment	
Module 3	
First Session	<ul style="list-style-type: none"> • Word Processor
Second Session	<ul style="list-style-type: none"> • Spreadsheet Applications
Third Session	<ul style="list-style-type: none"> • Presentation Applications
Module 3 - Assessment & Assignment	
Module 4	
First Session	<ul style="list-style-type: none"> • Multimedia – Images Handling <ul style="list-style-type: none"> - Image Formats

	<ul style="list-style-type: none"> • Basic Image Compilation Techniques with photo editing tools
Second Session	<ul style="list-style-type: none"> • Creating a Photo Story
Module 4 - Assessment & Assignment	
Module 5	
First Session	<ul style="list-style-type: none"> • Multimedia – Audio Handling <ul style="list-style-type: none"> - Audio Formats - Basic Audio Compilation Techniques
Second Session	<ul style="list-style-type: none"> • Creating an Audio Book
Module 5 - Assessment & Assignment	
Module 6	
First Session	<ul style="list-style-type: none"> • Multimedia – Video Handling <ul style="list-style-type: none"> - Video Formats - Basic Video Compilation Techniques
Second Session	<ul style="list-style-type: none"> • Creating Video Lectures • Basic Video Editing using YouTube
Module 6 - Assessment & Assignment	
Module 7	
First Session	<ul style="list-style-type: none"> • Web Browser <ul style="list-style-type: none"> - Web Browser Management • Browser plugins, extension, add-on and web utilities
Second Session	<ul style="list-style-type: none"> • World Wide Web <ul style="list-style-type: none"> - Explore Web resources from Local and External websites • Searching techniques in web.
Module 7 - Assessment & Assignment	
Module 8	
First Session	<ul style="list-style-type: none"> • E-Mail in Pedagogy <ul style="list-style-type: none"> - Managing Email Account - E-Mail Safety - E-Mail to support learning activities
Second Session	<ul style="list-style-type: none"> • M-Learning (Mobile Learning) <ul style="list-style-type: none"> - Concept of M-Learning - How to use smartphones in classroom: Best practices - Educational Apps
Module 8 - Assessment & Assignment	
Module 9	
First Session	<ul style="list-style-type: none"> • Use of Social Media in Education
Second Session	<ul style="list-style-type: none"> • Cloud Services for Education • Online School Management and Information System basics: Using Google Classroom

Module 9 - Assessment & Assignment	
Module 10	
First Session	• Introduction to Collaborative Learning
Second Session	• Collaborative Learning – Best Practices
Module 10 - Assessment & Assignment	
Module 11	
First Session	• Survey Tools
Second Session	• Assessment Tools – Formative and Summative
Module 11 - Assessment & Assignment	
Module 12	
First Session	• Elective I
Second Session	• Elective II
Notes: <i>Participants have to choose any two topics from the below list.</i> <ol style="list-style-type: none"> Offline Productivity Tools Online Productivity Tools Students' Data Management Manage your portable apps in USB Internet Safety Office Mix Search Engine – Tips & Techniques Copyright & Plagiarism Creating E-Learning Site VLE (Virtual Learning Environment) Personal Learning Management System (PLMS) 	
Module 12 - Assessment & Assignment	

- Final Assignment
- Post Survey
- Certificates

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