

# NAVAYYOTHI COLLEGE OF TEACHER EDUCATION FOR WOMEN, OLARIKKARA, THRISSUR

In Collaboration with

**Darshana Service Society**

## **SYLLABUS: DIGITAL SKILLS TRAINING PROGRAMME**

<b>Target Audience</b>	: Differently Abled Students
<b>Commencement Date</b>	: 18/03/2026
<b>Total Duration</b>	: 10 Sessions (2 Hour per session)
<b>Theory</b>	: 24 hrs. <b>Practical:</b> 12hrs

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### **I. COURSE OBJECTIVES**

- Empower students with essential digital skills
- Teach basic smartphone navigation
- Develop proficiency in using AI tools
- Enable professional document creation skills
- Build overall technical competency for modern needs

## II. DETAILED CURRICULUM

### Module 1: Digital Communication & On boarding

- **Introduction:** Course overview and digital etiquette.
- **Email:** Account creation and management.
- **Virtual Collaboration:** Joining and sharing links via Google Meet.

### Module 2: Mobile Technology & Smart Tools

- **Smartphone Essentials:** Powering on/off, unlocking, and touch interface.
- **Communication Basics:** Managing calls, contacts, and voice recording.
- **Web Navigation:** Internet basics (Data, Wi-Fi), and online safety.
- **Intelligent Search:** Using Google Lens, Translate, Text Scanning, and QR Codes.

### Module 3: Social Connectivity & Daily Utility

- **Instant Messaging:** WhatsApp basics, voice typing, and photo editing.
- **File Sharing:** Transferring photos, videos, and documents.
- **Location Services:** Using Google Maps and ride-sharing apps (Uber, Kerala Savari).

### Module 4: Digital Content Creation & Web Presence

- **Blogging:** Introduction to blog creation and posting.
- **Video Media:** YouTube channel setup and management.
- **Data Collection:** Building and deploying Google Forms.

### Module 5: Advanced Tools & Productivity

- **AI Integration:** Practical application of ChatGPT, Meta AI, and Gemini.
- **Regional Language Support:** Malayalam Keyboard use, typing, and video recording/editing.
- **Graphic Design:** Brochure creation using Canva and ChatGPT assistance.
- **Office Suites:** Fundamental skills in Microsoft Excel and Microsoft Word.

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## III. PROGRAMME SCHEDULE

Day	Date	Duration	Topic Focus
Day 1	18/03/2026	1 Hour	Intro, Email Creation, Google Meet
Day 2	25/03/2026	1 Hour	Smartphone Basics, Google Lens & Translate

Day	Date	Duration	Topic Focus
Day 3	01/04/2026	1 Hour	WhatsApp, Location Sharing, Ride Apps
Day 4	08/04/2026	1 Hour	Blog Introduction & Creation
Day 5	15/04/2026	1 Hour	YouTube Channel & Google Forms
Day 6	22/04/2026	1 Hour	AI Tools (ChatGPT, Meta AI, Gemini)
Day 7	29/04/2026	1 Hour	Malayalam Typing & Video Editing
Day 8	06/05/2026	1 Hour	Brochure Creation (Canva)
Day 9	13/05/2026	1 Hour	Basic Microsoft Excel
Day 10	20/05/2026	1 Hour	Basic Microsoft Word

#### IV. MODE OF TRANSACTION

The programme employs a multi-faceted instructional approach to ensure inclusive and effective learning:

- **Expository & Blended Learning:** Combining traditional instruction with digital resources.
- **Experiential & Hands-on Experience:** Direct interaction with devices and software.
- **Lecture-cum-Demonstration:** Practical walkthroughs of digital tools.
- **Problem-Solving & Collaborative Learning:** Group activities to navigate technical challenges.
- **Self-Learning & Web-based Discussions:** Utilizing forums and chat rooms for ongoing peer support.

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#### V. SCHEME OF EXAMINATIONS

##### 1. Theory Examination

- **Format:** Online Examination (40 Minutes).
- **Structure:** 10 Objective-type questions (4 marks each) for a total of **40 marks**.

- **Passing Criteria:** Minimum 20 marks required (excluding internal marks).

## 2. Practical Assessment

- **Total Practical Marks:** 40 Marks.
  - **Core Components:**
    - **Daily Task Assessment:** Ongoing evaluation of classroom activities.
    - **Attendance:** (Minimum 80% required).
      - 90% & Above: 4 Marks.
      - 80% – 90%: 3 Marks.
      - 80%: 2 Marks.
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## VI. TASK EVALUATION RUBRIC

Students must complete **four major tasks**. Each task is graded out of **4 marks** based on the following criteria:

- **Submission on Time:** 1 Mark.
  - **Comprehensiveness:** 1 Mark.
  - **Neatness:** 1 Mark.
  - **Innovative Idea:** 1 Mark.
  - **Total:** 16 Marks total across all four tasks.
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## VII. REFERENCES & RESOURCES

- **Online Learning:** Udemy Online Courses on AI in Education.
- **Official Documentation:** ChatGPT, Claude, Gemini, Synthesia, Filmora, DALL·E 3, Canva Magic Studio, Gamma, and Presentations.ai.
- **Platforms:** Google Workspace and AI-powered EdTech tools.
- **Pedagogy:** Online Teaching Resources and AI-integrated Teaching Methods.