Action Plan for Starting Computer Education

For any query write to connect@computershiksha.org, or speak at 9910623004 or Skype at Computer.Shiksha

Pre-launch Stage planning

For Schools/ NGOs in NCR

NGO/School Reps to visit Computer Shiksha (CS) supported schools in Gurgaon or other locations, to get a feel of the possible mode of computer education. One can pick the location from our website www.computershiksha.org or call 9910623004 to help choose a location near their location.

One could also take a look at videos which show Model II of delivery at various schools

> https://youtu.be/8SHFqsWBm5I
> https://youtu.be/F4p-1l5UEEM
> https://youtu.be/WF3BUgUTqGo
> https://youtu.be/IguC2MTkTJ4

and also take a look at the photo gallery http://www.computershiksha.org/home/GalleryCategory which show photos of many schools running Computer Shiksha form of Computer Education.

For Schools/ NGOs in other parts of India, *In case, we do not have a nearby school where our classes can be seen, then you could request for a live WhatsApp Video of a school running CS classes. For this, one will need to book a time slot after contacting 9910623004 and at the prescribed day and time, one can see a running class at a school.*

General Points to know for pre launch planning

1. Following points should be kept in mind by the NGO/school that wants to start computer education in their institutions

   a. Is there a stable electricity connection , if not , a power back up may become essential
   b. Are there benches for children? Computer education cannot happen if children sit on the floor
   c. Does the school already have some computers, (even defectives will do), please count them and let us know the details.
   d. Would the school be able to arrange a separate room, where electrical connections can be provided and computers can be installed, once arranged

2. Local NGO/School to help arrange balance 2nd hand hardware wherever computer education is to be imparted, assuming electricity connection is there. CS would support this activity wherever it can with its contacts in Corporate by getting hardware donations from them.

3. CS will help the NGOs/Schools to maintain the computers. Reps of NGOs/Schools who will come for training will be trained in First level hardware and O/S maintenance and repair. For more serious issues, the reps, who have been trained by CS, will be guided over phone/CCTV/Skype as to how to address the problem. Our experience for last 12 months is, that we are able to resolve 96% of the problems this way.

4. Team NGO/School to identify 2-3 trainers per site, who will be trained for 8 days in Gurgaon, to handle hardware, software, and course administration. These trainers can be of even 8th standard pass background. And after 8 days of training, they will become capable of imparting computer education of high quality using our Course Videos and manuals, in addition to resolving 96% of hardware and O/S problems with our help using WhatsApp Videos.

5. CS will hand over Self Learning Videos to the trainers for loading in the teacher allocated computer on site. CS will also hand over Open Office. The self learning videos also can be downloaded from https://www.youtube.com/c/ComputerShiksha.

6. CS will also hand over Manuals (English/Hindi) to each Trainer for teaching as well as hardware repair and software installation. The Teacher's manuals can be downloaded from our website www.computershiksha.org , online courses section.

7. Each NGO/School Site to have LCD projector for delivering computer education, where the Self Learning Videos will be run. This is a must. If room is of a smaller size, even a TV might work.

8. Each period or session would be for 45 minutes to 1 hour. **THIS is to be kept in mind that each student has to undergo 2 sessions on subsequent days compulsorily. The course design is such. So a student must be taught at least twice a week. Or 4 times a week or 6 times a week.   If the first class is held on Monday, then the 2nd class has to be on Tuesday.**

9. **How to identify the number of computers you need.**

   Normally, the top two classes of a school are chosen to introduce computer education, e.g. if a school has from class 1 to class 12, then class 11 and class 12 would be normally chosen to start the computer education. And, if it is already year ending, then class 10 and class 11 would be chosen for this course and class 12 should be dropped from this plan.
   In case, the computer classes are starting from the year beginning or even if there are 6 months left, then do include class 12 and only cover Basic Course.
   If a school is from Nursery to class V, then the same logic goes for Class V, as above.
   The course would take from 18 to 24 months (with enough revisions) which will take a student to the expert level.
   Then one can know how many children are there to be considered for computer course and from there, one needs to calculate the number of computers needed for the course and then the shortage, if any.
   Let us say, if you have 8 working computers, which means, leaving 1 computer for teacher, you have 7 for students.

   Assuming a 45 minutes class, and with 7 computers, 7 students at a time can do computer class, and let us say, in a day (Monday) you have 5 sessions of 45 minutes each in a day, that means in a day, 35 students can undergo this class.

   As same students need to repeat the class next day, so same set of 35 students undergo the computer class next day i.e Tuesday.

   Now another set of 35 students can do computer class , let us say, on Wednesday and Thursday.

   Another set of 35 students on Friday and Saturday.

   Thus , in a week, with 7 computers and 5 sessions per day, you can cover 35*3 = 105 students.

   In case, you need to deliver computer education to a larger set of students, the only two ways available are, **increase the number of computers** or **increase the number of sessions** per day

10. **Our Computer Literacy program** (*basic 31 weeks* + advance 24 weeks*)* spread over 55 **weeks** (assuming 2 classes a week) covers the following

> Learning Uses and Parts of a computer
> Computer Start Up and Shut Down
> Using the Keyboard
> Using the mouse / touch pad
> Using Paint to draw
> Naming and organizing files
> Text processing & formatting
> Using spreadsheets as database and calculator
> Presentation Skills
> Internet applications for browsing & searching
> E-mails

* Usually schools take longer than this depending on the level of classes being taught and basic course can even take up to 62 weeks, same is case of advanced course, it too can take up to 48 weeks. This doesn't include exam time.

There are 6 modules in the basic course and 4 modules in the advanced course. Each module takes 6 weeks to finish, except for the internet module, assuming the classes are held twice a week on subsequent days. Schools are advised to add at least 2 weeks extra for each module for planning purposes. Basically each module has 12 classes.

11. This is to be noted that Children up to 8th standard should undergo Basic course and students above that should complete the advanced course too. Though we have seen in some schools, even younger children go on to Advanced course.

12. After completion of each module, tests will be administered and absorption of concepts tested. After completion of Basic Course and Advanced Course, appropriate Certificates would be issued to students.

13. Apart from monitoring classes through CCTV on Internet, CS Rep would visit the site at least once in six months period.

14. In case the trainers of the local NGO/School leave, then a new set of trainers will be trained by CS.

During the training

1. Since our training packs lot of material in a short time, two things are just not acceptable from trainers. One: they cannot miss a day due to any reason during the training; second: they must be on time (rather 5 minutes before time) every day.

2. In case any of the above mentioned behavior is observed, the Master trainer from Computer Shiksha will inform CS chief coordinator appointed for that particular training, same day and chief coordinator will inform Pradeep or any other patron who brought that particular NGO also the same day. Pradeep /patron are supposed to get in touch with the NGO authorities and inform about this situation and also warn that we may not allow the trainer to attend the balance training, if this situation recurs.

Post Launch of classes

1. Before the classes begin, the school must send the list of students who will under-go computer education, class wise, in the **format given at the end of this document**. This needs to be done only one time, while starting the computer course. Later, CS will pick up the students data from the examination answer sheets and use that data for certification purpose.

You can email this sheet to connect@computershiksha.org , In case, you can't email, then please send it by WhatsApp on mobile no. 9910623004.

2. The NGO/School has to be careful to inform CS, when the students reach 10th class of any module, at connect@computershiksha.org so that CS team can start preparing a question paper to test the students. Also let us know the number of students who will undergo the test, so that we can bring along/send appropriate number of question papers.

3. For out of Gurgaon schools, we also have online testing possibility. Where internet is not available, we will send you test paper by post/courier, which school needs to ask for through telephone no. 9910623004. Please plan for at least 1 week for travel and 1 week for printing etc., which means, for such cases, you need to ask for question paper 2 weeks before you need it. You need to let us know the module that you are finishing and the number of students appearing for test. You would need to send us the results for fulfilling our requirement for certification. We can also **email** you the question paper with the answer key and you could print as per your need.

4. As the module 1 is of 12 classes, so in the 13th class, one needs to conduct a test and evaluate and also submit the results back to CS. **At many a places, Trainers are taking the paper from Computer Shiksha through email, administering the test, and sending the results to CS. For quality control, a random number of checked papers are re-checked by CS using WhatsApp video facility.**

5. Our first training to trainers trains him/her for 3 modules i.e. 18 weeks course, After Module 3 is finished, trainers of the NGO/School will need to be trained by CS in Module 4 which will take 2 days. NGO/School to fix these dates with CS so that module 4 can start. This can be done on Skype and trainers need not travel for this purpose.

6. Our Donors who provide us with Funds and computers have fixed norms for measurement and are as follows and for these **we would need an undertaking from you on the school/NGO letterhead**

    We also confirm that we will implement the following process and do the needful without fail

    a. *We will whatsapp/email 2 photos of operational computer classes every month*
    b. *We will coordinate with CS Helpline for conducting tests of students after completion of every module*
    c. *We will send a copy of attendance records of computer classes monthly.*
    d. *We will make sure that 85% of enrolled children will attend 100% of classes and 95% of enrolled children will take the assessment exams.*
    e. *We will also make sure that 85% of the enrolled children will complete the course.*
    f. *We will not move these computers to any other location without prior approval from CS*
    g. *We also understand that in case of any dispute, Gurgaon (Haryana) courts will have the jurisdiction.*

7. As the basic course is of 6 modules, this process will continue until all 6 modules are finished.

8. Post finishing of Basic Course, students will be given a certificate of having completed the basic Course.

9. NGO/school to choose in consultation with CS, whether the students should go for the advanced course or not, which has another 4 modules.

10. If NGO/school chooses to go for the advanced course, then the process will continue until another 4 modules are finished.

11. After completion of the advanced course, another certificate will be issued to the successful student.

12. CS expects that, once a full cycle of 10 modules has been completed, NGO/ School would have complete set of manuals, training and maturity to do this course effectively in future.

13. At that stage, CS would introduce professional courses like Tally, publishing etc. which are currently being evaluated for the interested students.

14. **Please note that the NGOs/Schools that have availed hardware from Computer Shiksha are liable for an audit of utilization of these computers during their working hours. NGOs/Schools will be informed about it beforehand.**

COURSE DESIGN OF SELF-LEARNING CLASSES

Basic Course (2 modules)

Module Name	No. of classes per week	Duration of classes	No. of Weeks
Paint I	2	45 mins to 1 hour	**6 to 12 weeks**
Writer I (equivalent of MS Word)	2	45 mins to 1 hour	**6 to 12 weeks**

Total Duration Basic Course (doesn't include exam time)   **12 to 24 weeks**
* *Usually schools take longer than this depending on the level of classes being taught*

Basic Plus Course (4 modules)

Module Name	No. of classes per week	Duration of classes	No. of Weeks
Writer II (equivalent of MS Word)	2	45 mins to 1 hour	**6 to 12 weeks**
Impress I (equivalent of MS Powerpoint)	2	45 mins to 1 hour	**6 to 12 weeks**
Calc I (equivalent of MS Excel)	2	45 mins to 1 hour	**6 to 12 weeks**
Internet & Email I	2	45 mins to 1 hour	**1 to 2 weeks**

Total Duration Basic Course (doesn't include exam time)   **19 to 38 weeks**
* *Usually schools take longer than this depending on the level of classes being taught*

Advanced Course (4 modules)

Module Name	No. of classes per week	Duration of classes	No. of Weeks
Paint II	2	45 mins to 1 hour	**6 to 12 weeks**
Writer III (equivalent of MS Word)	2	45 mins to 1 hour	**6 to 12 weeks**
Impress II (equivalent of MS Powerpoint)	2	45 mins to 1 hour	**6 to 12 weeks**
Calc II (equivalent of MS Excel)	2	45 mins to 1 hour	**6 to 12 weeks**

Total Duration Advanced Course (doesn't include exam time)   **24 to 48 weeks**
* *Usually schools take longer than this depending on the level of classes being taught*

Schools to 'Must Have'
1. Appropriate number of Computers as explained above.
2. LCD projector
3. At least 2 facilitators/trainers , can be 8th standard pass to be trained on videos and for handling classes

Students information sheet Format

School Name: School Address: School Contact name

School email   School Phone no.   School Contact email

school contact phone no.

S No.	Student Name	Class	Section	Email ID	Father's Name	Father's occupation	Mother's Name	Mother's Occupation	Contact No.

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