Soft Skill Development for Teachers Trainees

Developed by Dr. Atul Gurtu

Unit I

What is computer? An introduction of computers classification of computer in modern society, weather fore casting, speech recognitions, publishing and in education.

Unit II

History of computers, its architecture, usefulness and block diagrams.

Unit III

Input and output devices, storage devices RAM, SRAM, DRAM, ROM, Memory, Bubble memory cards, scanners, optical disk, Bar code scanners and optical character readers.

Unit IV

MS Office (Word, Excel, Power Point) and Intranet, Internet, Internet service provider, Web browsing, Networking devices, Switch, Router, Hub, Bridge, LAN, MAN, WAN, Topology, Email, Process of Sending and receiving email.

Unit V

Online teaching, various platform for online teaching i.e. Zoom, Microsoft, Google Meet cisco Webex etc. cloud computing meaning types of cloud its characteristic and use in education.

List of Practical

- Preparation of PPT Slides and way of presentation in class and in online mode.
- Preparation of time table, notices and uses of DOCX files.
- Use of excel sheets for various statical calculations.
- Working practice on various online platforms for teaching and way of the knowledge.
- Use of search engine for data collection form internet.
- Use of various browsers and email account creation, reading, writing and sending emails with attachments.

Instructional strategy

Since this subjects is practical oriented, the teacher should demonstrate the capabilities of computers to students while doing practical   .
The students should be mode with computers parts, connectors etc. and proficient in working use of than in additions to working on internet. The student should be mode capable of working on computers independently.

Means of Assessment:

Assignment and quiz/class tests, and term written tests. Actual laboratory and practical work exercises and viva-voce.

Recommended Books.

Fundamental of Computers by V, Practice Hall of India Pvt. Ltd., New Delhi.
Computers fundamentals by BS Salaria, Khanna Books Publishing Co.(p)ltd. New Delhi.
Bacic computer skills by NIOS Noida sector 62, (UP)

eBooks/ Etools/ relevant software to be used as recommended by AICTE/UGC/NCTE

Websites for preference

http://swayam.gov.in
http://spokentutorial. Orgs
http:// www.educationsindia.net

Suggested distribution marks

UNIT NO.	TIME ALLOTED (PERIODS)	MARKS ALLOTTED (%)
1	6	5
2	6	5
3	10	10
4	12	20
5	12	20
Practical	14	40
Total	60	100