

V.O.C. COLLEGE OF EDUCATION, THOOTHUKUDI-8.
COMPUTER SYLLABUS – CERTIFICATE COURSE
INNOVATIVE TOOLS FOR EFFECTIVE TEACHING (ITET)
Academic Year 2023 - 2024

Duration: 40 Hours

Marks: 200

Objectives of the Programme

- Students will be able to understand teaching and learning tools.
- Students will be able to prepare assignments in Ms-word.
- Students will be able to create multimedia presentations for their teaching.
- Students will be able to do calculations in Ms-Excel.
- Students will be developing their skills in Adobe Photoshop CS4.
- Students will be developing their skills in collaboration tools in their teaching and learning.
- Students will be developing their skills in digital media tools in their teaching and learning.

UNIT I: MS WORD (8 hours)

Page setup-Menu bars-Opening a new document-Opening an already existing document-Saving the document-Formatting documents-Printing-Views-Preview-Undo-Repeat-Formatting fonts(size, style and color)-Paragraph alignments(left, right, center, justify)-Spacing-Borders and shading-Bullets and Numbering-Headers and Footers- Shapes & Pictures - Cut, Copy, paste options-tabs-Clipboard-Find, replace-Thesaurus-Indents and special indents- Mail Merge- Change case-Text effects- Clipart-Creating tables-Word art-Hyperlinks.

UNIT II: MS POWERPOINT (8 hours)

Views text- Inserting and Slides- Editing pictures, Table, Sounds, Files, Charts and Movies- Backgrounds- Animation-Graphics-Slide design- Slide layout- Slide transitions-Headers and Footers- Slide masters- Customizing Slide show- Printing slides- Making use of PowerPoint in the classroom

Unit III – Online Learning Tools: (4 hours)

Learning Management Tool: Google Meet, Google Classroom, Zoom Meet - Blog - Text Communication Tools, e-content, Online Quiz.

UNIT IV: MS EXCEL (8 hours)

Creating a spreadsheet-Collecting data for project- Entering data- Editing cell contents- Preview and printing-Headers and footers-Formatting data-Formulas-Cut, copy and paste-Max and Min-Inserting function into formula-Insert and delete columns-If function-Multiple sheets-Charts and Graphs.

Unit V: BASIC TOOLS IN PHOTOSHOP (8 hours)

Exploring the New Interface: Title bar, Toolbar, Menu bar, The Options bar, Document Window, The Toolbox, Working with Images: Editing Images - Colour modes in Photoshop – File formats in Photoshop – Working with Selection Tools – Drawing, Painting and Retouching Tools.

Unit VI – Online Teaching and Collaboration Tools: (4 hours)

Online Collaboration Tools (Google Apps in Education): Google Forms, Google Docs, Google Slides, Google Spread sheets.

Outcomes

- Students gained knowledge about teaching and learning tools.
- Students prepared assignments in Ms-word.
- Students gained knowledge about creating multimedia presentations for their teaching.
- Students did calculations in Ms-Excel.
- Students developed their skills in Adobe Photoshop CS4.
- Students developed their skills in collaboration tools in their teaching and learning.
- Students developed their skills in digital media tools in their teaching and learning.

PRACTICALS

- ❖ Create a word document for any topic in B.Ed.
- ❖ Creating Mail Merge using MS Word.
- ❖ Create a Power Point presentation of your school subject.
- ❖ Conduct a lesson with digital education tool.
- ❖ Creating online quiz.
- ❖ Create a chart using excel.
- ❖ Apply the statistical techniques for the given data.
- ❖ Create an ID card by using Photoshop
- ❖ Create Text Effects - Fire Effect and Blood Effect by using Photoshop.
- ❖ Create a Wrapper by using Photoshop.

PROJECT WORKS

- Create a multimedia power point presentation.
- Creating e-content.
- Create your personal blog and upload educational documents and share the link.

EVALUATION

Theory	: 100 Marks
Practical	: 50 Marks
Project Work	: 50 Marks

Course Co-ordinators:

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