

B.Ed ELECTIVE COURSE VI

COMPUTERS IN EDUCATION

OBJECTIVES

At the end of the course, the student- teachers will be able to

- acquire knowledge of computers, its accessories and software.
- understand the basics (fundamentals) of preparing a computer.
- acquire the skills of operating a computer in multifarious activities pertaining to teaching
- understand features of MS Office and their operations
- develop skill in using MS-Word, Power points and Spread sheets.
- apply the knowledge gained in respect of to process various data of students as well as simple library financial transaction of the school.
- appreciate the value of CAI/CML packages on optional subjects and use them in class room instruction.
- acquire skill in accessing world wide web and Internet and global accessing of information.
- integrate technology in to classroom teaching learning strategies.

UNIT I Basics of Computer

Computer : Definition , main units - characteristics – generation of computers – classification of computers – hardware and software (definition)

UNIT II Computer Hardware

Hardware : Definition – Input devices : Keyboard, mouse, joystick, touch screen, touch pad, magnetic ink character reader, optical mark reader, bar code reader, scanner, web camera- Output devices : monitor, printers : line, serial, dot matrix, inkjet, thermal.

Primary storage devices : RAM , ROM and its types.

Secondary storage devices : FDD,HDD, CD, DVD, Pen Drive (USB).

UNIT III Computers in Education

Computer application in educational institutions – academic, administrative and research activities

UNIT IV ICTs Pedagogy in Teacher Education

Integrating ICTs in Teacher Training – New needs of Teachers – Motivation of teachers integration in Teacher Education – ICTs for improving quality of teacher training – Enhancing quality of Teacher Training – ICTs for improving Educational management.

UNIT V MS-WINDOWS

Introduction – Start, save, operate MS windows – Windows Elements – Control Menu- Program manager – Menus – To run program from Program Manager – File manager – Working with Files – Disk Menu – View Menu – options menu – window menu – Control Panel – Print Manager – Clip Board Viewer – Paint Brush – Write – Terminal – note pad Calendar – Calculator – clock -computer virus – infection, causes and remedies.

Hands on Training

- a) Administrative use – Letter correspondence and E-Mail

UNIT VI MS-WORD

Introduction - Concept of word processing– Entering Text – Selecting and Inserting text – Making paragraph, Getting help – moving and copying – searching and replacing – formatting character and paragraph -using a Document – Data entry, editing, saving and retrieval of data – formatting a text – handling multiple documents, Manipulation of tables – columns and rows- tables and foot notes – table of contents and index – sorting, formatting sections and documents.

Hands on Training

- b) Construction of a Question paper
- c) Creating learning materials – handouts

UNIT VII SPREADSHEET

- a) Basics of Spreadsheet, Manipulation of cells, Columns and Rows.

Hands on training (i) Data processing, storing and retrieving simple financial transactions of the school such as school budget and accounting.

- b) Tabulation of Bio data of staff and students of the school in which the student teacher is attached for practice teaching.
- c) Students progress record – Tabulation of results of an academic test.

UNIT VIII POWER POINT

Basics of power point – creating a presentation, the slide manager preparation of different types of slides, slide design, colour and background, Manipulation and presentation of slides.

Hands on Training

- a) Multimedia presentation on a topic relevant to the Optional Subject
- b) Using of available CAI/CML package on topics relevant to optional subject.

UNIT IX INTERNET

Meaning – importance – types of networking – LAN, WAN, MAN – Internet – WWW, Website and web pages, Internet connectively – Browsing the Internet – Browsing Software – URL addresses, Search engines, Exploring websites and downloading materials from websites, E- mail – Sending, receiving and storing mail, Chatting.

UNIT X WEB DESIGNING

HTML – Editing tools – Hyperlink and Images, Creating a web pages – HTML tags, tables, frames, and forms. Learning from cyber resources. Hands on training a) Cataloguing websites related school curriculum.

Comparative evaluation of web pages on a unit in the subject relevant to school curriculum.

SUGGESTED REFERENCE BOOKS:

Intel education., &Ncte. (2007). *Hand book for teacher educators*. Bangalore: NCTE.

Copestake, S. (2004). *Excel 2002*. New Delhi: Drem Tech Press.

Srinivasan, T. M. (2002). *Use of Computers and Multimedia in education*. Jaipur: Aavisakar Publication.

Leon, A. M. (2001). *Computer for every one*. New delhi: Vikas Publishing house.

Petzold, C. (1998). *Programming windows*. USA: Microsoft Press.

Hahn, H. (1998). *The internet- complete reference*. New Delhi: Tata McGrow Hill Publication.

Sundararajan, K. (1998). *Internet*. Chennai: Kannadhasan Publications.

Stone, E. (1996). *How to use Microsoft Access*. California: Emergyville.

Simon, C. (1995). *The way microsoft windows 95 works*. USA: Microsoft Press.