

# INSTITUTE OF LANGUAGE TEACHING

(English Medium) B.Ed. College – Rajkot

## SYLLABUS

### CC5 - CRITICAL UNDERSTANDING OF ICT

#### Uni-1 Operating System & Office productivity tools

- 1.1 Microsoft Windows
- 1.2 MS Word including Advanced Features
- 1.3 File and Folder Management
- 1.4 Internet Familiarity, Usages and E-mail
- 1.5 Understanding Wide Area Network, Wireless LAN and Connecting LAN to WAN
- 1.6 Information on Internet Explorer Usages and Various Options/Settings Available
- 1.7 Overview and Usages of PDF

#### Unit-2 Microsoft Office Indic (Gujarati)

- 2.1 Introduction about MS Office Indic
- 2.2 Introduction about Desktop, Mouse, Keyboard, etc.
- 2.3 How to start Word? Methods of Starting MS Word
- 2.4 How to Change Language English to Gujarati
- 2.5 Introduction about the Gujarati Keyboards
- 2.6 Introduction about the Gujarati IME
- 2.7 Difference between Remington and Transliteration K/B
- 2.8 How to operate the K/B? What is Transliteration K/B?
- 2.9 How to type Different Characters from Transliteration K/B
- 2.10 How to use IME help? How to use Spelling Grammars Check in Gujarati?
- 2.11 What is Smart Tag? What is Thesaurus?
- 2.12 How to Change Menu from English to Gujarati?
- 2.13 Convert the ASCII Font to Unicode from TBIL Converter

#### Unit-3 Troubleshooting, Installation and Best Practices

- 3.1 Understanding Storage Devices
- 3.2 How to use a DVD/CD-ROM and Floppy
- 3.3 Burning DVD/CD
- 3.4 Taking Data on and from Flash Drive, Pen Drive or External Hard Drives
- 3.5 Using Data and Resources from a LAN
- 3.6 Using FTP for Uploading and Downloading Data from the Internet
- 3.7 Information on Scanner and Scanner Software Usages

#### INSTALLATION

- Installing Basic Software like MS Office, etc.
- CD Burning Software (NERO)
- Installing or Adding Printers
- Installing or Adding Fonts
- Installing Sound Drivers
- Installing Drivers for any New Hardware
- Installing New Software and removing them using the Control Panel

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### BEST PRACTICES

- Understanding Patches, Upgrades, Versions and installing them
- General Security Concepts (Covering Orientation on the Criticality of the Password Protection, Guidelines on Forming New Passwords, Guidelines on the Protection of the Assigned Accounts)
- Disk Clean up
- Regular Updating of Anti-Virus Software
- Scan Disk
- Backups in Detail Including the Following:
  - Backup through Application
  - Backup through Utilities and Tools
  - Record Retention

### TROUBLESHOOTING

- Troubleshooting Tools
- Troubleshooting Viruses
- Troubleshooting Fundamentals
- Troubleshooting with Windows Starting
- Troubleshooting OS, Network
- Problems after a Computer Boots



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### CC6 – LEARNING AND TEACHING

#### Unit-1 Learning – Teaching Process

- 1.1 Concept of Learning and Teaching
- 1.2 Maxims of Teaching
- 1.3 Models in Learning Teaching Process : Brief Introduction
  - (A) Use and Elements of Carroll's model of school learning
  - (B) Use and Elements of Slavin's effective teaching model QAIT

#### Unit-2 Innovation in Learning Teaching

- 2.1 Advance Organiser : Concept, Types, Importance
- 2.2 Multi-Sensory Approach : Concept, Importance
- 2.3 Teaching Machine : Concept, Importance
- 2.4 Language Lab : Concept, Nature, Uses
- 2.5 Simulation : Concept, Importance

#### Unit-3 Teacher and Information in Learning-Teaching Process

- 3.1 Essential Areas for teacher-preparedness / readiness  
(Areas of Commitment and Skill)
- 3.2 Current Threats / Challenges against teacher
- 3.3 Teacher's role regarding current threats / challenges  
(Knowledge based approach, skill centred role, social learner centred role)
- 3.4 Concept of Information, Needs and Various Values

#### Unit-4 Psychological Development of a learner

- 4.1 Learner's mental deviations : Concept, Causes, Remedies  
(Concentration deviation, Autism, Despair, Tension)
- 4.2 Indian Psychology, origin, knowledge acquisition  
Process and five senses of knowledge as knowledge, Acquiring Tools,  
Introduction of five working senses, mind, intellect, soul and Egotism
- 4.3 Method of Indian Psychoanalytic therapy / treatment
- 4.4 Conflict : Concept and types
- 4.5 Frustration : Concept, causes and remedies

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## SYLLABUS

### CC7 – EDUCATIONAL COMMUNICATION SKILL

#### Unit-1 Communication and Layers in School Communication

- 1.1 Communication: Concept, Components and Need
- 1.2 Various Layers of School Communication
  - 1.2.1 Teacher – Student Communication
  - 1.2.2 Teacher – Principal Communication
  - 1.2.3 Teacher – Administrator Communication
  - 1.2.4 Teacher – Parents Communication

#### Unit-2 Educational Implications of Communication

- 2.1 School Communication and Correspondents  
Presence Report, Leave Report, Office Correspondents, Application for the post of Teacher, Resignation of Teacher, Bona-fide Certificate.
- 2.2 Communication Regarding School Programme  
Outline of School Programme, Invitation Card, Report Writing of a School Programme

#### Unit-3 Information and Communication Sources

- 3.1 Relation of Information Communication and Technology with Education and its Need in Present Time
- 3.2 Information Communication and Technical Appliances  
Computer, TV, Radio, Newspapers, Mobile Phone (Role Regarding Effective Educational Communication)

#### Unit: 4 Information and Communication Mediums

- 4.1 Information Communication and Technological Mediums  
Tele-conference, Video Conference, E-mail, Blog, BISAG, [www.gujarat-education.gov.in](http://www.gujarat-education.gov.in)
- 4.2 Teacher's Role Regarding Tours Organised in School  
Permission Process, Required Authentic Documents and Report Writing

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## SYLLABUS

### D4 – THE CONSTITUTION OF INDIA

#### **Unit-1 Indian Constitution : Historical Background and General Introduction**

- 1.1 Meaning and Importance of Constitution
- 1.2 The Indian Independence Act – 1947
- 1.3 Formation of Constituent Assembly of India, Committee and Source
- 1.4 Introduction of the Preamble

#### **Unit-2 Specific Aspects of Indian Constitution**

- 2.1 National Symbols : National Flag, National Song, National Anthem, National Emblem, National Game, National Flower, National Animal, National Bird, National Calendar etc.
- 2.2 Fundamental Rights and Fundamental Duties
- 2.3 Directive Principles of State Policy
- 2.4 Provision in the Constitution regarding Education

#### **Unit-3 The Union Executive and The State Executive of India**

- 3.1 Qualifications and Powers of the President and the Vice-President
- 3.2 The Union Legislature – Parliament and Rajyasabha (the Council of State)
- 3.3 Governor : Qualifications and Powers
- 3.4 Qualifications and Powers of Chief Minister and his Ministry

#### **Unit: 4 The Indian Judiciary and Introduction of Constitutional Institutions**

- 4.1 The Supreme Court and its Judges (Qualifications and Powers)
- 4.2 The High Court and its Judges (Qualifications and Powers)
- 4.3 Brief Introduction of Law Making Process
- 4.4 Brief Introduction of Procedure of Making Amendment in the Constitution