

**V.O.C. COLLEGE OF EDUCATION, THOOTHUKUDI-8.**  
**COMPUTER SYLLABUS – CERTIFICATE COURSE**  
**INNOVATIVE TEACHING TECHNIQUES (ITT)**  
**Academic Year 2024 - 2025**

**Duration: 40 Hours**

**Marks: 200**

**Objectives of the Programme**

- Students will be developing their skills in digital media tools in their teaching and learning.
- 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 evaluation and assessment through Ms-Excel.
- Students will be developing their skills in Adobe Photoshop CS4.
- Students will be able to create invitation and certificate.

**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-Find and 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 deleting slides- Editing pictures, Table, Sounds, Files, Charts and Movies- Background- Animation-Graphics-Slide design- Slide layout- Slide transitions- Design Templates - Customizing Slide show- Printing slides- Making use of PowerPoint in the classroom.

**Unit III: BASIC TOOLS IN PHOTOSHOP (8 hours)**

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

**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 function, Mean, Median, Mode, Arithmetic and Rank Function -Inserting function into formula-Insert and delete rows, columns-Multiple sheets-Charts and Graphs.

**Unit V – Online Learning Tools: (4 hours)**

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

**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, Creating invitation and certificate using Canva, Creating presentation using info graphics.

## 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.
- ❖ Create a timetable using MS Word.
- ❖ Creating Mail Merge using MS Word.
- ❖ Create a Power Point presentation of your school subject.
- ❖ Create an ID card by using Photoshop
- ❖ Create Text Effects - Fire Effect by using Photoshop.
- ❖ Create a Wrapper by using Photoshop.
- ❖ Conduct a lesson with digital education tool.
- ❖ Create a chart using excel.
- ❖ Apply the statistical techniques in excel for the given data.

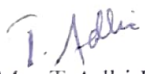
## PROJECT WORKS


- Create a multimedia presentation using info graphics.
- Create a certificate using canva.
- Create your personal blog and upload educational documents and share the link.

## EVALUATION


<b>Theory</b>	<b>: 100 Marks</b>
<b>Practical</b>	<b>: 50 Marks</b>
<b>Project Work</b>	<b>: 50 Marks</b>

### Course Co-ordinators:

  
Mrs.T.Adhi Ramalakshmi  
Asst. Prof. of Education

  
Mrs.K.Shanthi Devi  
Asst. Prof. of Mathematics

### Course Director:

  
Dr. T. KANAKARAJ  
Principal  
V.O.C. COLLEGE OF EDUCATION  
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