

SARDAR PATEL UNIVERSITY
Programme & Subject: Bachelor of Education (Advanced)
Semester: I
Syllabus with Effect from: June-2010

Paper Code: UE01CBEA04		Total Credit: 3
Title Of Paper: Technology & Other Soft Skills for Teachers (TOSS)		
Unit	Description in Detail	Weightage (%)
I	Educational Technology and Teachers Role Educational Technology: Definition, Meaning, Nature and Scope Information and Communication technology: Meaning and Importance Development of Educational technology: Shift from Teacher centeredness to student centeredness Teachers role: Teachers as presenter in face to face instruction, teacher as manager of learning resources, teacher as producer, user and service provider of instructional material, teacher as manager of interactive instruction, teacher as a researcher	35%
II	Introduction and Fundamentals Computer Computer: Concept, History and Development i.e. Generations of computer and Classification of computers Parts of the Computer and Basic organization of computer Input, Output and Storage devices Operating System: Roles, Functions and Types of operating systems Multimedia: Meaning, Components, Advantages and Limitations Network: Types of Network: LAN, WAN, MAN, Network Topologies	30%
III	Communication Communication: Concept, Process, Types (Verbal, Para-linguistic, Kinesthetic, Symbolic) Effective Communication: Features & Barriers Teachers as Effective Communicators: Tasks & Techniques: Skill-specific Tasks, Simulation, Group Discussion, Interview and other Mock Situations, Film Reviews, Recitation, Debates, Declamations Developing Leadership traits among teachers: Initiative, self-direction, problem-solving ability, experimentation and creativity, social and clarification skills, teaming and collaboration, value-clarification skills	35%

Basic Texts & Reference Books:-

- Digumarti B. R. and Moturi R. K. (2005). Methods of Teaching Computer Science. Delhi: Discovery Publishing House
- Natraj, S. (2006). Learning To Teach. Vallabh Vidyanagar: Charutat Vidyamandal
- Pandey, V.C (2005). ICT in Childhood Education. New Delhi: Isha Books.
- Pandey, V.C (2005). Teaching in Technology Rich Environment. New Delhi: Isha Books
- Pradeep S. and Priti S. (2004). Computer Fundamentals Third Edition. New Delhi: BPB Publication
- Sharma, R. A. (2004). Essentials of Educational Technology. New Delhi: Loyal Book Department
- Day, C, A Passion for Teaching, 2004, Chennai Micro Print, India
- Natraj, S. Developing Communication Skills, 2005, A Handbook for Teachers and Learners of English, Charutar Vidya Mandal
- Passi, B K and Joshi, Anuradha, Lessons on Critical Thinking Skills, 2002, Print Palace, Agra
- Prabhakar, R K and Natraj S, Breaking Barriers, 1998, Sardar Patel University Press
- Wells, J C and Colson, Greta Practical Phonetics , 1982 Pitman
- Brill Scott, The Skills of Communicating ,1995,Jaico Publishing House
- Somasundaram Vijaya, Principles of Communication,2006,Tarun Offset Delhi

