

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

Paper Code: UE02CBEA04	Total Credit: 3
Title Of Paper: Technology & Other Soft Skills for Teachers	

Unit	Description in Detail	Weightage (%)
I	<p>Use of technology in individualized teaching, small group teaching and Large group teaching Computer assisted learning and Computer managed learning Use of worksheets and graphic material for self learning and group learning (Cooperative learning) Projected media and non-projected media</p> <p>Using Educational Technology Planning for effective use of technology Selection of appropriate media on the basis of objectives of teaching, student's need, nature of content and level of teaching Using technology in administration and management of the school and Use of ICT in classroom teaching, library, tutorials, examination</p>	40%
II	<p>Developing LS Skills: Understanding Listening: Types /Levels of listening Role of Perception in Communication, Receiving & Interpreting Feedback Tasks to develop Listening Criteria for Effective Speech: Intelligibility, Appropriateness, Fluency, Accuracy Language Lab Journal: Use and preparation of materials to develop communication skills</p>	30%
III	<p>Developing RW Skills: Understanding Reading: Purpose, Process & Types Reading to Comprehend: Questions for Simulation, Reading between lines, Reading beyond lines Learning to use knowledge resources: Dictionaries, Thesaurus, Web-based sources Understanding Writing: Analyzing & Improving Different types of Writing Practicum: Formal Writing- Writing Notice, Report, Letters, Posters, Advertisements, Staff Meeting Minutes, Agenda of Meeting Creative Writing- Essay, Story</p>	30%

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

