

सामान्य विषय-3

कम्प्यूटर शिक्षा

- I.C.T. (Information & Communication Technology)
 - **Introduction to ICT**
 - Introduction & Basic Concepts
 - Application & Benefits of ICT in education
 - Scope of ICT in education
- I.C.T. in Education & Studies
 - **For Teachers**
 - Use of ICT for knowledge enhancement
 - Accessing Internet
 - ◆ Using Websites (Wikipedia, open digital educational resources etc.)
 - ◆ Using Search engines
 - ◆ Communicating with Experts
 - Accessing CD-ROMs & DVDs
 - ◆ Using digital content
 - Accessing digital content
 - ◆ Using eBooks
 - ◆ Using eTutorials & training videos (YouTube etc.)
 - Use of ICT for education delivery
 - SMART CLASSES and Digital Blackboard
 - Creating & using Slide-Presentations with Projectors
 - Educational A-Vs (Audio-Videos) Modules (Animated or Non-Animated or both)
 - Using online elabs, eLibraries & eMuseum in classes
 - Delivering Distance Education through Digital/Online services ODL mode
 - ◆ EDUSAT
 - ◆ Classes through Teleconferencing & Video conferencing
 - ◆ Prasar Bharti's education services
 - ❖ Radio Service ('Gyanvani' Radio Station)
 - ❖ Television Service (DoorDarshan's 'GyanDarshan' Chanel)
 - ◆ Query handling through Chat applications & Email
 - ◆ eTutions through Online Web-Portals
 - ◆ Moocs, DER etc.
 - **For Students**
 - Use of ICT for knowledge enhancement
 - Developing eContent through Internet
 - Digital Project Development
 - Accessing education through Radio and TV services
 - Doubt clearing through online chats with experts
 - Online Tests through Exam Web Portals (MeritNation.com etc.)
 - eTutions

- Accessing various competitive Exams information online
 - Job Search & Enquiries through Job Portals (Naukri.com, Monster.com etc.)
 - **I.C.T. in School Management**
 - **Using Online services / tools**
 - Official Website for communication between school and students (and their guardians), School staff etc.
 - Online complaint portal for queries and problem eradication
 - **Using School Management Software application/ tools**
 - Digitization of School Data for transparency (Attendance, Books, Uniforms, Test Scores etc.)
 - Data mining for effective decision making
 - **ICT in office work**
 - Using Office packages for record maintenance & documentation
 - Exchange of Emails for quick & cheap communication
 - Teleconferencing & Video conferencing to save time & money
 - **Experimental/Sessional Work:-**
 - Create a Web page which contains information about our country, State, City or Institution. Webpage should include some pictures and a Map.
 - Visit any website which offers free greeting cards. Send any greeting card of your choice to your teachers.
 - Create a PowerPoint Presentation on any type and present it using projectors
 - Practice of the theoretical aspects, in the Computer Lab of the Institution.
 - Slide Presentations- 08
 - Minimum of 7-10 slides each based on elementary school text book etc.
 - Project work
 - A ten page project work contains Text & Graphics (Per Trainee)
 - School records digitization
 - Use any office package to maintain digital records throughout the internship
 - It must contain
 1. Daily Attendance (Students & Self)
 2. Students Profile
 3. Digital Monthly summary (Create & Upload on Social Pages of School/DIET)
 4. Internship related photograph (1 in a week) (Upload on Social Pages of School/DIET)
 5. Presentation on School Analysis
 - Inspection of the computers installed in the Computer Centers of the Upper Primary Computer Labs of our District and students will also install necessary softwares.
 - Create one's personal e-mail account and send an attachment to the e-mail account of the institution (Taking full care of the e-mail etiquette)
- Practice of the theoretical aspects in the Computer Lab of the Institution.