CENTRAL UNIVERSITY OF HARYANA
School of Education

Teaching Plan

Programme: B.Ed.   **Session: 2018-20**

Year: I   **Semester-II**

Course Code- SOE020219C0022   **Course Title: Critical Understanding of ICT**

Credit: 02   **Maximum Marks: 50**

Name of Teacher: Dr. Pooja Walia & Ms. Kiran

1. Teaching and Examination Scheme:

Teaching Scheme (Unit wise Division of Teaching hours)				Examination Scheme		
				CIA	TEE	Total Marks
Unit No.	L	T/P	(L+T+P)			
I	6	24	30			
II	8	22	30			
TOTAL	14	46	60	15 Marks	35 Marks	50 Marks

Legends: **L-** Lecture, **T-**Tutorial/Teacher Guided Student Activity, **P-** Practicum/Practical.
CIA-Continuous Internal Assessment and **TEE-** Term End Examination

2.   Unit-wise Teaching Plan:

Unit/Topic	Approximate Hours (Lecture/ Tutorial/ Practicum/ Practical)	Content Outlines/Teaching Points	Teaching Strategies	Learning Outcomes	Evaluation Strategies	Suggested Learning Resources

Unit -1 Fundamentals of Computer
 	
(i) Introduction of Computer, Components of Computer
(ii) Hardware: Input and Output Devices, Central Processing Unit, Memory and Storage
(iii) Software: Meaning and Types,
	30 Hr	1.1 Introduction of Computer
		1.2 Components of Computer
		2.1 Hardware
		  2.1.1 Input Devices
		  2.1.2 Output Devices,
		  2.1.3 Central Processing Unit Memory
		  2.1.4 Storage
		3.1 Meaning, Types and Feature of Software
				On completion of this unit the students will be able to
				
				• Familiarise with computer system.
					Assessment of task done on MS WORD MS EXCEL MS Power Point presentation	https://www.amazon.in/MS-Office-Practical-Assignments-Parag-Joshi/dp/B078KD9MKS/ref=sr_1_7?ie=UTF8&qid=1546507942&sr=8-7&keywords=microsoft+office+book
						
						 https://en.wikipedia.org/wiki/Operating_system
						
						https://www.amazon.in/Microsoft-Office-2010-Bittu-

Features of Application Software, Operating System and its functions, MS Windows, Linux, iOS (iv) MS WORD: Introduction to a Word Processor, Basic components of MS WORD and its operation (v) MS Excel: Introduction to Spreadsheets, Concept of Worksheets and their operations, Spreadsheet operations-entering Numbers ,text, Dates & Time, formulae, Preparation of Worksheets (vi) MS Power Point:, Basic components of MS Power Point and its operation, creation of Power point Presentation Preparation of different types of slides, slide design, colour and background, slide transition, custom animation		3.1.1 Operating System 3.1.2 WINDOWS 3.1.3 LINUX 4.1 MS WORD 4.1.1 Introduction to a Word Processor 4.1.2 Basic components of MS WORD and its operation 5.1 MS Excel 5.1.1Introduction to Spreadsheets 5.1.2 Concept of Worksheets and their operations 5.1.3 Spreadsheet operations-entering Numbers , text, Dates & Time, formulae, Preparation of Worksheets 6.1 MS Power Point 6.1.1 Basic components of MS Power Point and its operation 6.1.2 Creation of Power point Presentation Preparation of different types of slides, slide design, colour and background, slide transition, custom animation		• Understand hardware and software of computer system • Familiarize with computer system and its Hardware and Software components. • Work on Word processing, • Work on Spread sheets • Familiarize with operations of spread sheets • Prepare a presentation on Power-point	on any topic of first unit.	Kumar/dp/9350570157/ref=sr_1_2?ie=UTF8&qid=1546507942&sr=8-2&keywords=microsoft+office+book https://www.linkedin.com/learning/topics/microsoft-office https://www.onlineprogrammingbooks.com/free-ebook-microsoft-office-365/ http://people.bu.edu/baws/computer%20fundamental.html https://www.youtube.com/watch?v=HEjPop-aK_w https://www.tutorialspoint.com/computer_fundamentals/computer_fundamentals_tutorial.pdf https://www.youtube.com/watch?v=yCVy5Kw0l8s
Unit II : Conceptual Understanding of Information and Communication Technology and Internet 1. Information and communication technology: Meaning, Concept and Challenges of Integration of ICT in School 2. Aims and Objectives of National Policy on Information and Communication Technology (ICT) in School Education in India and National Mission on Education through ICT (NMEICT)	**30 Hr**	1.1 Meaning of Information and communication technology 1.2 Concept of Information and communication technology 1.3 Challenges of Integration of ICT in School 2.1. National Policy on Information and Communication Technology (ICT) in School Education in India and National Mission on Education through ICT (NMEICT) 2.1.1. Aims (NMEICT) 2.1.2. Objectives of NMEICT	L E C T U R E C U M D E M O N S T R A T I O N	**On completion of this unit the students will be able to:** (i) Understand the meaning of Information and communication technology (ii) Explain the Information and communication technology (iii) Familiarize with the Challenges of Integration of ICT in School (iv) Explain the Aims & Objectives of National Policy on Information and Communication Technology (ICT) in School Education in India and National Mission on Education through ICT (NMEICT) (v) Highlight the main recommendations of National Policy on Information and Communication Technology (ICT) in	Students' will prepare assignment and present their views/ideas on National Policy on Information and Communication Technology (ICT) in School Education in India and National Mission on Education through ICT (NMEICT)	• Brian K. W. & Stacey, S. (2005). *Using information technology*, 6th Edition Tata McGraw Hill, Curtin, • Dennis, Sen, Kunal, Foley, Kim, Morin & Cathy (1997).*Information technology: The breaking wave.* New York: Tata McGraw Hill. • Douglas, C. (2007). *The internet book: Everything you need to know about computer networking and how the internet works,* Prentice Hall, • DSERT, Karnataka (2012). *Position paper on ICT mediation in education.* DSERT. • MHRD, GOI (2004 revised 2010). *National ICTC schools scheme, development of education and literact.* MHRD, New Delhi • MHRD (2012*). National policy on information and communication technology (ICT) in school education.* MHRD, Government of India. • Information and Communication Technology Policy in School Education 2010. www.mhrd.gov.in/sites/upload_files/mhrd/files/ReviesICT_School.pdf • National Mission in Education through ICT

			M E T H O D	School Education in India and National Mission on Education through ICT (NMEICT)	and E-Educational Platforms and resources	www.iitg.ernet.in/cet/MissionDocument_20Feb09.pdf
3. Internet: Ways of using the Internet in teaching learning process, E-mail, Google Drive, Google Group, Search Engines, Safe surfing mode **4.** E- educational Resources & Platforms : MOOC's , SWAYAM, Gyan Darshan, Gyan Vani, Sakshat Portal, e-Gyan Kosh, Wikipedia, Face Book, You Tube, Google Scholar		3.1. Internet: Ways of using the Internet in teaching learning process 3.1.1. E-mail 3.1.2. Google Drive 3.1.3.Google Group 3.1.4. Search Engines 3.1.5. Safe surfing mode 4.1. E- educational Resources & Platforms 4.1.1 MOOC's, SWAYAM 4.1.2. Gyan Darshan, Gyan Vani, 4.1.3. Sakshat Portal 4.1.4. e-Gyan Kosh 4.1.5. Wikipedia, Face Book, You Tube, Google Scholar		(vi) Use of internet (vii)Deliver Email (viii) Access and Use Google Drive (ix) Access E- educational Resources & Platforms	Presentation from given list	• National Policy on Information and Communication Technology (ICT) In School Education, http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/revised_policy%20document%20ofICT.pdf • http://mhrd.gov.in/technology-enabled-learning-0 • file:///C:/Users/hp/Desktop/ICT/MissionDocument.pdf • http://mhrd.gov.in/technology-enabled-learning-0 • Internet privacy and freedom of expression (2012) http://unesdoc.unesco.org/images/0021/002182/218273e.pdf • Vidya M. S.(2014), Technology tools for Teachers, http://cemca.org.in/ckfinder/userfiles/files/Technology%20Tools%20for%20Teachers_Low.pdf • Understanding MOOCs (2013), edited by Sanjaya Mishra, http://cemca.org.in/ckfinder/userfiles/files/EdTech%20Notes%202_Littlejohn_final_1June2013.pdf.

Internal Assessment Strategies:

The fifteen marks have been allotted under Internal Assessment. The following activities will be executed under Internal Assessment:

S. No.	Activity	Mode	Weightage of Marks
1	Two Presentation from suggestive list (Best one out of Two will be considered) + Viva- Voce	Presentation (PPT)	10
2	Preparation of a Practical File on various topics	Assignment & Presentation (PPT)	2.5
3	Percentage of attendance		2.5
	Total Marks		15

Practical: Choose any two of the following and Make a soft file and submit in CD form for evaluation:

• Making of a resume in MS Word.
• Making of a Lesson Plan in MS Word.

3

- Making of presentation in MS Power Point of any topic from B.Ed. Curriculum or school subject.
- Making of progress report-card and annual results in MS Excel.
- Graphical representation of data.
- Making of projects using internet.
- Making of projects integrating internet and smart classroom.
- Any other project/assignment given by the institution.

NOTE: External practical will be conducted by external examiner at the end of the semester