

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI -51**

1	Name of Syllabus	C.C. In Computer Teacher Training course (101202)																																																													
2	Max.Nos of Student	25 Students																																																													
3	Duration	1 year																																																													
4	Type	Full Time																																																													
5	Nos Of Days / Week	6 Days																																																													
6	Nos Of Hours /Days	7 hrs.																																																													
7	Space Required	Practical Lab = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																																													
8	Entry Qualification	H.S.C.+Any Course Pass from Computer Group of MSBVE OR HSC + ITI / COE/ Computer Group / Diploma / Degree / Post Graduation / in Computer Group																																																													
9	Objective Of Syllabus/ introduction	<ul style="list-style-type: none">• Excellent knowledge of presentation skills.• Improve knowledge to increase explanation power.• Improve knowledge of developing teaching techniques.• Knowledge of keeping up-to-date records by using database management software.• Manage the Accounts and ledger with the help of Tally																																																													
10	Employment Opportunity	<ul style="list-style-type: none">✓ The candidate will efficiently work as a faculty.✓ The candidate will be able to open his own institute and tuition classes.✓ Work Efficiently in the field of IT related application✓ Develop medium scale Presentations✓ Develop medium scale Database related package✓ Develop medium scale application packages✓ To work on government database packages																																																													
11	Teacher's Qualification	BE (CO,CT,IT), B Sc(CO/IT)																																																													
12	Training System	<table><tr><th colspan="3">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>18 hrs</td><td>24 hrs</td><td>42 hrs</td></tr></table>						Training System Per Week			Theory	Practical	Total	18 hrs	24 hrs	42 hrs																																															
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Computer Teacher Training course

Curriculum :-

Theory - I & Practical - I - COMMUNICATION SKILLS

A) Language Lab :-
Introduction to Language lab software, necessity of Language Lab software, Demonstration how to work with Language Lab Software, Starting Lesions, save point, etc.
1) Spoken & Written English
a. Attributes of spoken & written communication
b. Formal and Informal
c. One-way & Two-way
d. Sounds and stress
e. Coined words
f. Syntax
2) vocabulary development
a. Improving vocabulary
b. Comprehension
c. Articles
d. Tenses
e. Active and Passive voice
f. Direct and Indirect speech
g. Error detection
3) Written communication
a. Letter writing
b. Essay writing
c. Report writing
d. Paragraph writing
B) Personality development:-
1) Language & communication
a. Linguistic Communication
b. Barriers to Communication
c. Importance of Communication
2) Verbal Communication
a. Verbal communication Skills
b. Reading Skills
3) Non-Verbal Communication
a. Personal Appearance
b. Postures
c. Gestures
d. Facial Expression
e. Eye Contact
f. Space Distancing
4) Drafting and Delivering a Speech
a. Finding out about the Environment
b. Preparing the Text
c. Composing of Presentation
d. Speaker's Appearance and Personality
e. Welcome and Introduction

5) Concept of Learning and Listening
a. The Four steps of Listening
b. The Activity of Listening
c. Blocks of Effective Listening
d. Improving Listening Skills
e. Listening, Note-taking and Learning
C) CLASS MANAGEMENT
1) Seminars and Conferences
a. Types of Discussion Groups
b. Regulating Speech
c. Conducting Seminars
d. Organizing Conferences
e. Evaluating Oral Presentation
2) Style
a. Importance of Professional Writing
b. Features of Written Communication
c. Choices of words and Phrases
d. Sentences Structure and Length
e. Paragraph Structure and Length
f. Final Draft
3) Technical Proposals
a. Definition
b. Key Factors
c. Type
d. Contents
e. Format
f. Evaluation
4) Handbooks and Manuals
a. Handbooks
b. Manuals
5) Research Papers and articles
a. Research Papers
b. Articles

M.S. POWERPOINT

- Creating a presentation, using autocontent wizard, using template. Working with five views.
- Creating & editing slides. Entering / pasting / selecting / formatting text, promoting & demoting paragraphs, changing layout of a slide, previewing slide show.
- Inserting graph / chart / picture / Org chart in presentation, drawing objects, autoshapes, working with borders, files, shadows.
- Setting preset / custom animation, assigning transitions and timings, creating builds, slides, setting up slide show

Use Multimedia

- Create a Mood with Sounds and Music. Insert Sound or Music Files, Specify Play Settings, Use Media Clips. , Add a CD Soundtrack, Show Movies with Video Clips. Record Narration, Use Microsoft Producer, Add Content to Producer
- **Add Animation to a Presentation**
Create Professional Animation , Animate Text and Objects , Use Animation Schemes for Quick Results , Use Custom Animation for Maximum Control , Animate Charts and Diagrams , Add Animated GIF Files , Add Flash Animation to a Slide , Transition from Slide to Slide , Use Transitions Wisely , Choose the Ideal Transition Style
- **Manage and Convey a Presentation Interact with Others**
- Add Flexibility with Hyperlinks, Create, Create an E-mail from a, Edit Hyperlinks, Use Action Buttons to Control Navigation, Navigate Within a Presentation, Use Action Settings, Move Data, Use the Clipboard and Drag-and-Drop, Import and Export Files

Accounting on Computers using “Tally”

1. Introduction to Tally –

- 1.1 Chapter Objectives
- 1.2 Chapter Structure
- 1.3 Tally fundamentals
- 1.4 Maintaining Company Data

2. Tally Accounting –

- 2.1 Chapter Objectives
- 2.2 Chapter Structure
- 2.3 Complete Introduction to F11: Features
- 2.4 Complete Introduction to F12: Configure
- 2.5 Chart of Accounts

3. Tally Inventory –

- 3.1 Chapter Objectives
- 3.2 Chapter structure
- 3.3 Maintaining Stock Details

1. Tally Vouchers –

Chapter Objectives

Chapter Structure

Accounting Vouchers

Inventory Vouchers

Invoicing

Accounting and Item Invoicing vv

Theory - III & Practical - III - WEB PAGE DESIGN AND PRORAMMING SKILLS

WEB PAGE DESIGNING

Web publishing strategy, type of websites : commercial, entertainment. sites planning a websites: hierarchies, linear, organization, story boarding, deciding on links, creating text, converting content to HTML, creating graphics, putting content on the web server, publishing the site, overview of audio broadcasting, digital video, animation ,3D images, virtual reality, electronic publishing.

PRORAMMING SKILLS

LOGIC DEVELOPMENT

ALOGRITHAM/ FLOWCHARTS

TESTING AND DEBUGGING

DOCEMENTATION

After completing this to topic student should able to build

- Use the Visual Basic development environment
- Explain the basic program structure
- Create controls
- Set properties
- Create an application
- Supplying Controls with the toolbox
- Using the Properties window
- The Project Explorer window
- Placing forms with the Layout window
- Using the Help! Feature

Introduction to Programs

- Opening a sample project
- Running applications
- Viewing objects
- Naming objects

Looking at Programs

- Event-driven programs
- Looking at code
- Control events
- Event procedures
- Properties and event procedures

List of Tools and Equipments/ Software

Sr.no	Description	Nos. Required
1	Minimum Pentium IV 2.0 Ghz dual core processor, 80GB HDD, 1GB RAM, DVD R/W SVGA Monitor, LAN Card HUB/Switch 100 Mbps	minimum 5 Computer (5x1 Ratio)
2	Laser Printer	1
3	Software	---
	Operating system: Windows Vista MS-Office 2007 Tally 9.0 (Educational Edition) C Compiler	As required

Reference Books

- Teach your Self Visually computer – by Paul McFedries
- Complete Reference –MS Office 2007 Hurbult
- Learn Microsoft Access 2007 By Greg Bowden
- Microsoft® Office Access™ 2007: The Complete Reference
- Developing Communication Skills by Krishna A. Mohan & Meera Banerji - MacMillan publication.
- English Language Communication Skills by Urmila Rai – Himalaya Publishing House.
- Learning-Microsoft-Access-2007-Introduction (By Greg Bowden)
- Tally – N. Satyapal
- Notes for Tally- Nandkishor Fadke
- Mastering JavaScript (BPB)
- Beginning JavaScript (Paul Wilton)
- Mastering FrontPage 2000 Premium Edition (BPB)
- Text Book: How to Do Everything with BOOK by Ellen Finkelstein
- Step by Step Microsoft Power Point 2007
- Text Book: Simple Tally 9.0 (BPB publication)
- Text Book: Learning-Microsoft-Access-2007-Introduction (By Greg Bowden)
- Text book: Let us C (Yeshwant Kanetkar), C Programming (E. Balguruswami)
- Developing Communication Skills by Krishna A. Mohan & Meera Banerji - MacMillan publication.
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