

Gurukul Educational And Research Institute

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Computer Teacher Training – 1 Year Syllabus

Semester I – Foundation & Core Computer Skills

1. Computer Fundamentals

- Introduction to computer system, history, and components
- Classification of computers, generations, and uses

2. Operating Systems

- Windows OS (file management, control panel, settings)
- Basics of GUI based systems

3. MS Office Applications

- MS Word: Word processing, formatting
- MS Excel: Spreadsheets, formulas, charts
- MS PowerPoint: Presentation design

4. Internet & Email

- Browsing, search engines
- Creating and managing email accounts

5. Networking Basics

- LAN/Wi-Fi setup basics

6. Practical Labs

- Hands-on MS Office tasks
- OS installation and system setup

Semester II – Programming & Teaching Methodology

1. Programming Fundamentals

- C / C++ Basics (syntax, control statements, simple programs)

2. Web & Internet Technologies

- HTML / basic web design

3. Methods of Teaching / Pedagogy

- Teaching strategies, lesson planning for computer topics

4. Children/Student Psychology

- Understanding learner behaviour and classroom needs

5. Personality Development / Communication Skills

- Soft skills for effective teaching

6. Special Subjects (optional depending on program)

- Visual Basic, desktop publishing, DTP tools

7. Project / Internship / Lesson Plans

- Prepare and deliver lesson plans
- Mini teaching projects

Typical Topic List Summary



Subject Area	Common Topics Covered
Computer Basics	Hardware, software, types of computers
Operating Systems	Windows OS essentials
Office Tools	Word, Excel, PowerPoint
Internet & Email	Browsing, email communication
Programming	C / C++ fundamentals
Teaching Skills	Methods of teaching, lesson planning
Soft Skills	Communication & personality development
Practical Training	Projects, lab work, presentations

