



Course Syllabus: Diploma in Professional Computer Teachers Training (12 Months)

Module 1: Introduction to Computer Fundamentals (Month 1)

Week 1: Basics of Computer Science

- Introduction to computers and their components
- History and evolution of computers
- Types of computers (desktop, laptop, tablet, etc.)

Week 2: Operating Systems

- Overview of different operating systems (Windows, macOS, Linux)
- Installation and basic configuration
- File management and system navigation

Week 3: Computer Hardware

- Understanding hardware components (CPU, RAM, hard drive, etc.)
- Assembling and disassembling a computer
- Troubleshooting common hardware issues

Week 4: Software Applications

- Introduction to software and applications
- Installing and managing software
- Overview of productivity software (word processors, spreadsheets, etc.)

Module 2: Microsoft Office Suite (Months 2-3)

Month 2: Microsoft Word

- Creating, formatting, and editing documents
- Advanced features (mail merge, templates, macros)
- Collaborative editing and reviewing

Month 3: Microsoft Excel

- Basic and advanced spreadsheet functions
- Creating charts and graphs
- Data analysis and pivot tables

Month 3: Microsoft PowerPoint

- Creating and designing presentations
- Adding multimedia elements and animations
- Effective presentation techniques

Module 3: Internet and Web Technologies (Month 4)

Week 1: Internet Basics

- Understanding the internet and its uses
- Web browsers and search engines
- Internet safety and security

Week 2: Email Communication

- Setting up and managing email accounts
- Professional email communication
- Organizing and managing emails

Week 3: Introduction to HTML and CSS

- Basics of HTML (structure, tags, attributes)
- Styling with CSS (selectors, properties, values)
- Creating simple web pages

Week 4: Introduction to Coding for Education

- Teaching coding concepts to students
- Integrating coding into the curriculum

Module 4: Programming Fundamentals (Months 5-6)

Month 5: Basics of Computer Programming

- Introduction to programming concepts (algorithms, variables, loops)
- Hands-on practice with simple programming exercises



Month 6: Introduction to Coding for Education

- Teaching coding concepts to students
- Integrating coding into the curriculum

Module 5: Database Management (Month 7)

Week 1: Introduction to Databases MS Access

- Understanding databases and data management
- Types of databases (relational, non-relational)

Week 2: Ms Access Basics

- Writing basic Ms Access queries
- Data manipulation (insert, update, delete)

Week 3: Database Design in MS Access

- Designing a relational database
- Normalization and relationships

Week 4: SQL Basics

- Writing basic SQL queries
- Data manipulation (insert, update, delete)

Module 6: Networking Fundamentals (Month 8)

Week 1: Introduction to Networking

- Basics of computer networks
- Types of networks (LAN, WAN, etc.)

Week 2: Network Devices

- Routers, switches, and hubs
- Configuring network devices

Week 3: Network Protocols

- Understanding common network protocols (TCP/IP, HTTP, FTP)
- Network troubleshooting

Week 4: Wireless Networking

- Basics of Wi-Fi and wireless standards
- Setting up and securing a wireless network

Module 7: Teaching Methodologies (Months 9-10)

Month 9: Educational Psychology

- Understanding how students learn
- Learning styles and teaching strategies
- Motivating and engaging students

Month 10: Instructional Design

- Designing effective lesson plans
- Creating instructional materials and resources
- Assessing student learning and providing feedback

Module 8: Practical Teaching Experience (Months 11-12)

Month 11: Classroom Management

- Establishing classroom rules and routines
- Managing student behavior and engagement
- Creating a positive learning environment

Month 12: Student Teaching Practicum

- Hands-on teaching experience in a classroom setting
- Observing experienced teachers and co-teaching
- Receiving feedback and refining teaching skills

Additional Activities and Resources

- **Guest Lectures:** Inviting experienced educators and industry professionals for guest lectures and workshops
- **Peer Collaboration:** Facilitating peer learning and collaboration through group projects and discussions
- **Online Resources:** Providing access to online tutorials, articles, and resources for further learning
- **Practicum Experience:** Offering opportunities for supervised teaching practice in real classroom settings



Fee Structure

Total Package Cost: Rs.13300/-

Monthly Fees:

- **Registration Fee:** Rs.1650/-(One Time Payment)
- **Installment Payment:** Rs.1412/-(1412 x 8 Installment)
- **RFID Card & Exam Fee:** Rs.350/-(One Time Payment)

Payment Options

- **Full Payment: Rs.11,305/-** (includes a 15% discount if paid upfront, making it Rs.11,305/-)

Benefits Included:

- **Diploma Certificate:** Issued upon successful completion of the course
- **Professional Development:** Access to ongoing support and resources for professional growth
- **Networking Opportunities:** Connection with other educators and professionals in the field
- **Career Guidance:** Assistance with job placements and career advancement opportunities

This 12-month Diploma in Professional Computer Teachers Training provides comprehensive training in computer fundamentals, software applications, web technologies, programming, database management, networking, and effective teaching methodologies, preparing participants to become proficient and confident computer educators.

Diploma in Professional Computer Teachers Training (12 Months)