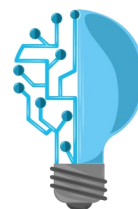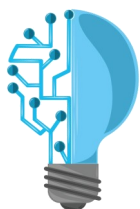**Rizvi Education Society's**

RIZVI COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

VALUE ADDED COURSE

TechConnect—Grooming the IT skills of Novice Teachers

TechConnect is a course specially designed for pre-service teachers which will not only help them to upgrade their technical skills but also to stay updated with the latest trends in technology.
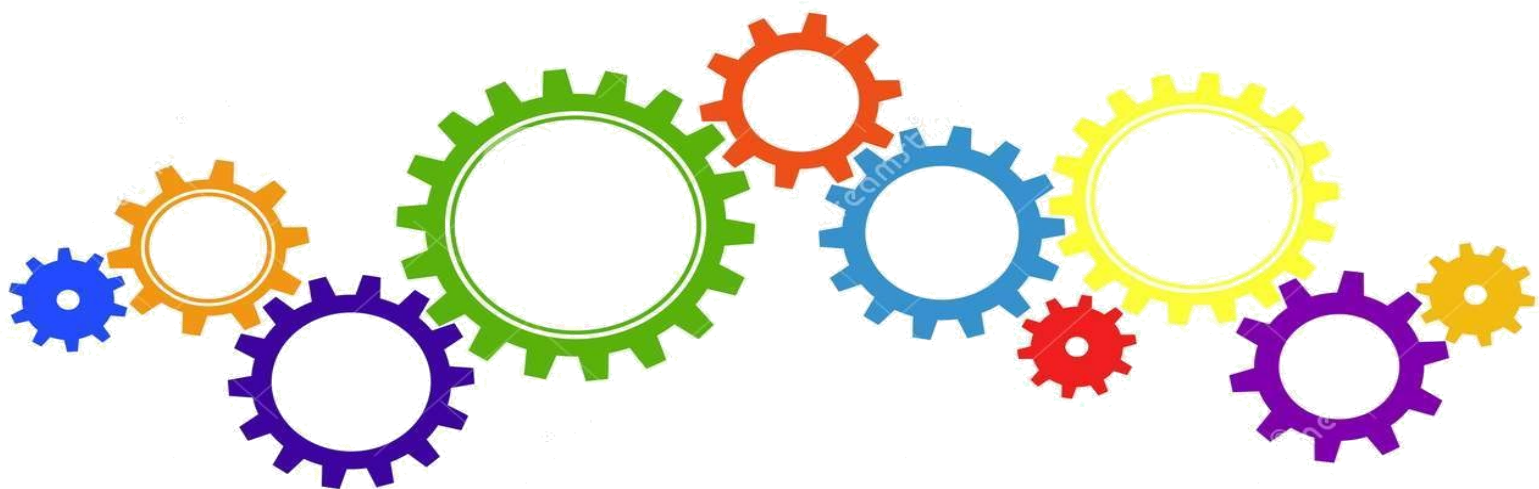
Course Description

The Course aims to empower and motivate the budding teachers to enliven the learning process by adapting collaborative and participant - centered pedagogic approaches to teaching and learning.

The focus is to integrate learning and teaching with Information Communication Technology (ICT), and to equip the novice teachers with the latest assessment tools in education. Thus, this course comprises individual paced video tutorials, quizzes, activities, and hands-on assignments. The tutorials are designed in a manner that participants will be able to apply them in their classroom setting.

Course Benefit

By the end of the programme, student-teachers will be able to effectively use the tools of Microsoft, Google and other smart tools like Canva, Prezi, Kahoot, Nearpod, H5P, Quizizz, Bitly, miMind and Text Fairy. This course will enable the student-teachers to create effective lesson plans, interactive video lessons and super-exciting evaluation links for their students. It will help them to create a friendly yet worthwhile teaching-learning experience.

Syllabus
Module 1—Exploring the Tools in Education

Sr,No.	Particulars	Objective	Mode
Unit 1	**Microsoft Word** • Introduction to Microsoft Word • Creating custom cover page • Entering text in word • Advanced features • Shortcut keys • Saving a Word document	• The participant learns to effectively use Microsoft word • The participant learns to design cover page for reports	Self –Paced
Unit 2	**Prezi**	• The participant learns to make effective presentations	Self –Paced
Unit 3	Canva	• The participant learns to design flyers, brochures and resume	Self –Paced
Unit 4	**miMind** • Introduction • Beginning with miMind • Developing Concept maps	• The participant creates mind maps	Self –Paced
Unit 5	**Microsoft Excel**	• The participant applies knowledge of various excel formulas while creating spreadsheets.	Offline

Module 2—Exploring the Products of Google

Sr,No.	Particulars	Objective	Mode
Unit 1 A **Unit 1 B**	**Google Meet** • Introduction • Advanced features of Google Meet **Google Forms** • Introduction • Beginning with the form • Advanced features of Google form • Managing Responses	• The participant learns to effectively conduct a virtual meeting via Google Meet • The participant understands various terms of Google Form • The participant creates Google forms	**Self –Paced**
Unit 2 A Unit 2 B	**Google Drive** **Autocrat for Certificates**	• The participant learns to email certificates to a large number of people in one go	**Self –Paced**
Unit 3	**Google Classroom** • Creating Class • Assigning Tasks	• The participant learns to upload assignments on Google Classroom	**Self –Paced**

Module 3—Creating a Website

Sr.No.	Particulars	Objective	Mode
Unit 1	**Creating a free website**	• **The participant creates his/ her own free website**	**Online mode**

Module 4—Smart Tools

Sr.No	Particulars	Objective	Mode
Unit 1 A Unit 1 B	**Kahoot** **Quizizz**	• **The participant creates game based evaluation quiz**	**Self—Paced**
Unit 2 A Unit 2 B	**Nearpod** **H5P**	• **The participant learns to make interactive video lessons**	**Self—Paced**
Unit 3 A Unit 3 B	**Bitly creating personalized links** **Text Fairy**	• **The participant learns to create personalized links** • **The participant applies the knowledge of text fairy while preparing documents**	**Self—Paced**

Chief Patrons
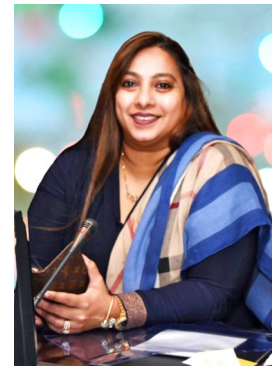
Dr. Akhtar Hasan Rizvi
Rizvi Education Society

Adv. (Mrs.) Rubina A.H.Rizvi
Rizvi Education Society

Program Facilitator & Coordinator

Mrs. Nahida Mandviwala
I/C Principal
Rizvi College of Education

Ms. Zeenat Qureshi
Student Coordinator

Mr. Somnath Rao
Student Coordinator

- Course duration : 3 months (2 hours per week)
- Course Nature : Self Paced / Offline Mode
- Continuous Evaluation through Assignments & Quizzes
- Participants will be awarded with certificate of completion on successfully completing the course with at least 90% marks.