Value Added Course

Emerging trends in teacher education call for value Addition. As teachers is one of the important pillar of the society so pupil teacher must acquire something more than what is provided in the curriculum. It is important for higher education Institutions to supplement the curriculum to prepare their pupil teacher to meet the demand of society, our self , interest & aptitude.

Agra Public Teachers Training College (APTTC) offers a various value added courses which make their learner skill full & give opportunities to show their talent & learn new skills.

❖ Digital Literacy

Course Objective -

- Increase digital literacy among people.
- Learn about the Internet and its usage.
- Learn to make presentation.
- Understanding spread sheet, MS-Office, Word processing etc.

Course Outcomes -

- understanding the importance of digital literacy.
- increase the multimedia awareness.
- learn about MS-Office.
- Ability to use the computer application or softwares.

Module 1 :-

Microsoft Word- Word Processing Basics: opening and closing of documents, Printing of Word document, Formation of text, Mail Merge, Keyboard Shortcuts, Insert video and image, Table Handling.

Module 2 :-

Microsoft Excel- Basics of Spreadsheet, Data Analysis tools and Printing of Spreadsheet Manipulation of cells, Formulas and function, Editing of spreadsheet.

Introduction of Spread Sheet- Basics of Presentation software, Presentation of slides, Creating presentation, Slideshow, inserting audio and video in slides, Animation-Custom animation and Slide effects, Taking Printout of Presentation.

Module 3 :-

Google drive- Google drive-Create google document, Creating Google form, google slides, Generate e-certificates, working with google sheet.

Module 4 :-

Introduction to Internet- Concept of Internet, Connecting to internet, Creating E-mail, Sending and Receiving e-mail , accessing sent e-mails, Using e-mail, document collaboration instance messages, upload content on youtube.

Module 5 :-

E-Content Development- Developing e-content (pdf, image, audio, video) through VIDMA recorder app on mobile and Creating lessons with audio and video through mix software on laptop.