ST. XAVIER'S INSTITUTE OF EDUCATION
MUMBAI

ACADEMIC YEAR 2021-22
VALUE ADDED CERTIFCATE PROGRAM: COMPUTERS IN EDUCATION

About the Program

Every aspect of our lives is influenced by computers in some way or another. In education, computer technology innovation has a major effect. Computers are extensively used in schools, colleges, and universities, to enhance students' learning processes. Computers are even used in research contexts. Computer online technologies may assist students in obtaining important information for their projects and assignments, as well as aid other researchers in arranging their research materials. In this context, teachers must acquire the skills to cope with and incorporate technology into their classes. The value-added programme helps the student teachers learn how to use computers in the classroom. Through this initiative, the institute can support students who need more help with technology in their learning process.

Program Outcomes

Outcome No.	Program Outcome	Remember	Understanding	Apply	Analyze	Evaluate	Create
1.	explain the basic units of computer	3	2	2	2		
2.	demonstrate the general application of MS word in education	2	2	3	3	2	3
3.	describe the features of presentation and spreadsheet	2	3	3	3		3
4.	utilizes web technologies in educational context	2	2	2	3	3	
5.	demonstrate the application of cloud storage in education	2	2	3	3	2	3
6.	utilizes online tools for teaching	2	2	3	3		3

Value Added program Details

Course Fee: Free
Participants: First Year B.Ed. students, St. Xavier's Institute of Education, Mumbai
Duration: 35 hours
Mode of completion: Blended model (Online and Offline mode)

Program Modules

Module No.	Details of Module	Practical Session	Task	Total Hours
I	Basics of Computers	2 hours	1 hours	3 hours
II	Applications of Computers			
a	Advanced Word	3 hours	2 hours	5 hours
b	Advanced Presentation	4 hours	2 hours	6 hours
c	Advanced Spreadsheet	4 hours	2 hours	6 hours
III.	Use of online resources in education			
a	Internet and its application in education	4 hours	2 hours	6 hours
b	Cloud storage system – Doc, Presentation, Spreadsheet	4 hours	2 hours	6 hours
c	Basic online tools for teaching and learning	3 hours	2 hours	6 hours
	Total	24 hours	14 hours	38 hours

Course completion certificate

1. Certificate authority: St. Xavier's Institute of Education, Mumbai
2. Attendance: 80 %
3. Assignment task: Submission of any three assignments
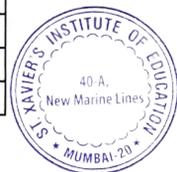4. Online Multiple-Choice exam
5. Feedback form submission

Dr.Bijoy K Thomas
Faculty Co-ordinator

Tentative Time Schedule
April and May Month Schedule

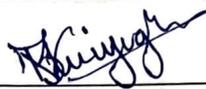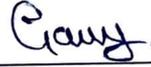| Date	Course details	Duration
04.04.2022	Basics of Computers	2 hours
05.04.2022	Basics of Computers, Advanced Word	2 hours
08.04.2022	Advanced Word	2 hours
13.04.2022	Advanced Word	2 hours
16.04.2022	Advanced Presentation	2 hours
18.04.2022	Advanced Presentation	2 hours
19.04.2022	Advanced Presentation	2 hours
20.04.2022	Advanced Spreadsheet	2 hours
21.04.2022	Advanced Spreadsheet	2 hours
30.04.2022	Advanced Spreadsheet	2 hours
02.05.2022	Internet Application	2 hours
03.05.2022	Internet Application	2 hours
04.05.2022	Internet Application	2 hours
05.05.2022	Cloud storage and Basic online tool	2 hours
06.05.2022	Cloud storage and Basic online tool	2 hours
07.05.2022	Cloud storage and Basic online tool	2 hours
09.05.2022	Online tools	2 hours
10.05.2022	Online tools	2 hours
11.05.2022	Online tools	2 hours

Students enrolled

Roll No	Name	Signature
30	Sana Mulla	S Mulla
22	khushbu Jain	Khushbu Jain
17	Sharlet George	Sharlett
50	Samantha Vaz	Samantha
31	Nissy Daniel	Nissy
27	Anjana Makwana	SAJamy
14	Joel Dsouza	JoelD.
44	Aarti Singh	Aarti.
20	Nicole Gonsalves	Gonsalves
19	Joanita Gonsalves	
23	Melissa Senlda Karkada.	Mkada
4	Neral Carval	Dfvalho

Roll No	Name	Signature
34	BLESSY PAROKKARAN	
41	POOJA RUDAGI	
46	Rachel Thener	
25	Lahin Raya	
42	Gaurav Singh	
47	Kinjal Tiwari	
15	Fatima Shabbir Hasan	
02	Dominica Barretto	
37	Sancrita Pereira	

SXIE Value Added Program : Computers in Education

Dr.Bijoy K Thomas

Stream   **Classwork**   People   Grades

tudent's Task 2021-22

Student's Task 2021-22

⋮

📋 **Bijoy K Thomas posted a new assignment: Upload spreadsheet with Count and Count...**   ⋮

Posted May 11

15   **3**

Turned in   Assigned

👤 Add class comment...   ▷

📋 **Bijoy K Thomas posted a new assignment: Upload ppt with section, animation, hyperl...**   ⋮

Posted May 9

16   **2**

Turned in   Assigned

👤 Add class comment...   ▷

📋 **Bijoy K Thomas posted a new assignment: Upload a PPT with trigger Option**   ⋮

Posted May 7

15   **3**

Turned in   Assigned

? 👤 Add class comment...

tps://classroom.google.com/w/ND=9MDQ1MDQ2MTQ1/tc/NDk4ODA2ODA0NDk5

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Dr.Bijoy K Thomas

Stream   **Classwork**   People   Grades

15   **3**
Turned in   Assigned

Add class comment...

Bijoy K Thomas posted a new assignment: Upload ppt slide

Posted Apr 21

Minimum 5 slides
Images and Text
Smart Art

18   **0**
Turned in   Assigned

Add class comment...

Bijoy K Thomas posted a new assignment: Upload a document include Table of Content

Posted Apr 21

15   **3**
Turned in   Assigned

Add class comment...

Bijoy K Thomas posted a new assignment: Task : Upload a document   Due Apr 13

Posted Apr 12

Upload a document with following features
1. Hyperlink
2. Insert Footnote and endnote

17   **1**

2, 13:42

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⚙ ⋮⋮⋮ Ⓑ

Stream   **Classwork**   People   Grades

📋 **Bijoy K Thomas posted a new assignment: Please submit the word documen...** Due Apr 11   ⋮

Posted Apr 8

1. Create a Word file
2. Insert Cover design
3. Insert Page break
4. Insert Smart art
5. Convert text to table
6. Insert Header and Footer with page number

Then upload file

1	**0**	**17**
Turned in	Assigned	Returned

👤 Add class comment...   ▷

📖 **Bijoy K Thomas posted a new material: Quiz Time: Wordwall**   ⋮

Posted Apr 5

Value Added Porgram : ...

👤 Add class comment...   ▷

❓ **Bijoy K Thomas posted a new question: Difference between VGA and HDMI**   ⋮

Posted Apr 5

0	**0**	**18**
Turned in	Assigned	Returned

👤 Add class comment...   ▷

❓ **St.Xavier's Institute of Education posted a new question: What are the basic parts of**   3/4

Vishal

Value Added Program

8/4 12/4

Roll No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14
11.	Pooja Rudagi	pt	pt	pt	ub	ab	ab								
7.	Sharlet George							ab							
50.	Samantha Vaz														
4	Neral Carval														
44	Aarti Singh														
37	Sanorita Pereira														
22	Khushbu Jain														
47	Kinjal Tiwari														
14	Joel Dsouza														
20	Nicole Gousalves														
23	Melissa Karkada.														
15	Fatima Shabbir Hasan														
02	Dominica Barrett														
42	Sarb Kunvar Gauravr Singh														
25	Lalin Raya														
31	Nissy Elizabeth Daniel	ab													
27	Anjana Makwana	ab													
34	Blessy Parokkaran	ab													
4	~~Neral Carval~~														
37	~~Sanorita Pereira~~														
19	Joanita Gonsalves	ab													

St. Xavier's Institute of Education
40 A, New Marine Lines
Mumbai-20