

Syllabus of B.Ed.: B.Ed. COURSES

PAPER IV: ESSENTIALS OF EDUCATIONAL TECHNOLOGY AND MANAGEMENT

M.M. 100 COURSE OBJECTIVES :

- 1- To obtain a total perspective of the role of technologies in modern educational practices .
- 2- To equip the student teacher with various technological applications available to him/her for improving instructional practices.
- 3- To help the teacher for the scientific management of education.
- 4- To provide the teacher the skills required for effective instructional and institutional management.
- 5- To develop the professional skills required for guiding pupils.

COURSE CONTENTS:

UNIT I :

Definition of educational technology, distinction between hardware and software technologies; Their role in modern educational practices.

Hardware technologies : Important accessories and their applications – OHP, still and movie Projectors, audio- video recording instruments, TV, Computers, new technologies like e-mail, Internet etc.

Innovations in teaching – use of SSST, micro teaching , programmed instruction, psychological uses of modern technologies – Edgar Dale’s cone of Experience .

UNIT II :

Teaching – Meaning ,types, principles, maxims of teaching , Phases of teaching .

Taxonomy of educational objectives in cognitive domain , writing objectives in behavioural terms.

Art of questioning , types & importance of questions, good and defective questions, ways of receiving answers.

UNIT III :

Meaning of Guidance – rationale for guidance services, concept of counselling , directed and Non-directed counselling.

Organization of school guidance services ; use of community resources for school guidance services; Career guidance services ; Career information center; Career conferences.

UNIT IV :

Management in Education – The principal of school, duties in managing the school , qualities of the principal. The school time table – its importance , types and principles of construction.

School discipline – Meaning & scope , problems and solutions.

Managing school health services –

- a)- Need , Medical examination, organization and its follow up programmes.
- b)- Problems of personal and group health of children with special reference to physical exercises, school meals and malnutrition.

Managing curriculum – principles of curriculum, development of curriculum at secondary level, Organization of co-curricular activities.

Managing physical resources – school building, site & playground, sanitation & ventilation, Furniture & equipment, problems of posture, laboratory, workshop, museum, library & school hostel

UNIT V :

School inspection and supervision , Evaluating institutional performance – methods used – pupil evaluation, teacher evaluation, peer rating , super visor rating , community rating , evaluation of institutional performance .

UNIT VI : Action Research- meaning concept, process & limitations.