

Diploma in Computer Teaching Trainer (DCTT)

Duration: 1 Year (2 Semesters)**

Semester – I

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	DCTT101	1DCTT1	Fundamentals of Computer and IT
2	DCTT102	1DCTT2	MS Office Tools (Word, Excel, PowerPoint)
3	DCTT103	1DCTT3	Internet, Email, and Digital Tools
4	DCTT104	1DCTT4	Basics of Programming and Database Concepts

Course Details (Semester – I)

- **Fundamentals of Computer and IT** – Introduction to computer systems and operating systems.
 - **MS Office Tools** – Practical learning of Word, Excel, and PowerPoint.
 - **Internet, Email, and Digital Tools** – Use of online platforms and teaching resources.
 - **Basics of Programming and Database Concepts** – Overview of simple coding and data handling.
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Semester – II

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
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S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	DCTT201	2DCTT1	Computer Teaching Methodology
2	DCTT202	2DCTT2	Educational Technology and e-Learning
3	DCTT203	2DCTT3	Classroom Management and Assessment
4	DCTT204	2DCTT4	Teaching Practice / Project Work

Course Details (Semester – II)

- **Computer Teaching Methodology** – Lesson planning and delivery for computer subjects.
- **Educational Technology and e-Learning** – Digital classroom and multimedia tools.
- **Classroom Management and Assessment** – Student handling and evaluation.
- **Teaching Practice / Project Work** – Practical experience in teaching IT subjects.