



Syllabus: Certificate in Online Teaching Tools (COTT)

- **Duration:** 1 Month
- **Eligibility:** 12th Pass / Teachers / Trainers

Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

Course Syllabus

This course empowers educators with the skills to design, deliver, and manage online learning experiences using modern virtual classroom technologies and engagement tools.

Module 1: Virtual Classroom Management

- **Video Conferencing Mastery:** Deep dive into Zoom, Google Meet, and Microsoft Teams.
- **Security & Moderation:** Managing participants, preventing "zoombombing," and using waiting rooms.
- **Screen Sharing & Interaction:** Using whiteboards, breakout rooms, and live polling features.

Module 2: Learning Management Systems (LMS)

- **Google Classroom:** Setting up classes, inviting students, and organizing classwork.
- **Assignment Workflow:** Creating assignments, setting rubrics, and digital grading.
- **Resource Distribution:** Uploading lectures, PDFs, and integrating YouTube content.

Module 3: Content Creation & Interactive Tools

- **Presentation Tools:** Creating interactive decks with Canva and Nearpod.
- **Assessment & Gamification:** Building quizzes with Google Forms, Kahoot!, and Quizizz.
- **Screencasting:** Recording video lessons using Loom or OBS Studio.

Module 4: Digital Pedagogy & Communication

- **Online Engagement:** Strategies for maintaining student attention in a virtual environment.
- **Feedback Systems:** Using voice notes and digital comments for personalized student feedback.
- **Privacy & Ethics:** Data protection and professional boundaries in digital teaching.

Module 5: Final Capstone Project (The Virtual Class Launch)

- **Project Task:** Students will set up a complete virtual teaching module.
- **Requirements:** One active Google Classroom, a recorded 5-minute mini-lesson, and one interactive quiz for students.
- **Submission:** Live demonstration of a 5-minute virtual teaching session during the Viva voce.

This syllabus is a property of Axomtech Skill Education Council.

