

**University of Vocational Technology**  
**National Diploma in Technical Teacher Education - 2017/2018**

	Module	Topic	Due Date
<b>Semester - II</b>			
1	Teaching Learning Methods II M80T001M05	Suppose that you are going to organize a Field Visit for your students on a selected lesson. Prepare the plan of your field visit.	11 <sup>th</sup> of August, 2018
2	Career Guidance for TVET M80T001M06	Discuss the professional norms and ethics in practicing in career guidance	11 <sup>th</sup> of August, 2018
3	Information and Communication Technology M80T001M07	Enter marks of 40 students in any three subjects to Excel Sheet. Write the formulas to find the followings. <ul style="list-style-type: none"> <li>• Minimum value/Maximum value/average value/Sum of marks of each subject</li> <li>• Show the results in different types of charts and graphs</li> </ul>	11 <sup>th</sup> of August, 2018
4	Manage Workplace Information EMT02	Discuss the documentation procedures and methods followed in your institution	11 <sup>th</sup> of August, 2018
5	Plan Work to be performed at Workplace EMT03	Explain how you can use Time Management Techniques in teaching-learning process as an instructor	11 <sup>th</sup> of August, 2018

- Submit the assignment on or before the due date.
- Pay Rs. 400/= for each assignment to the examination branch before you submit the assignment to CEC .

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