

Text Book of Computer

A text book is a prescribed book for the students of a particular age group. It forms the basis of teaching learning in the class. (Text books are the most important tools in the hands of the teacher. Text book has been defined as an instrument of instruction that facilitates teaching learning process. It is organised logically according to the mental make up and psychological requirements of the students. The teacher should take care of its utilization for the maximum learning outcomes of the students. Before going further let us have a close look on the definitions of text book. According to Webster's dictionary, "A text book is any manual of instruction, a book containing a presentation of the principles of the subject used as a basis of instruction." According to Oxford dictionary, "A book used as a standard work for the study of a particular subject, a manual of instructions in a subject of study." According to Encyclopaedia America, "In the strict sense of the term a text book is a book that presents a body of knowledge in an organised and usually simplified manner for purpose of learning. Text book is frequently the most important teaching tool because it can determine not only what will be taught but also how it will be taught." Thus text book is a tool for achieving the instructional objectives of the subject. It is a learning instrument used by the students and teachers. It provides the essential knowledge at one place. It contains selected material according to the course of the study.

NEED AND IMPORTANCE OF TEXT BOOK IN COMPUTER

Good text books occupy an important place in the field of education. They are helpful for both teacher as well as students. Text books play a dominant role in present days in teaching and learning of computer. What is to be taught and learnt in particular class is entirely based on the prescribed text book. To Education Commission Report remarked, "A good text book written by a qualified and competent specialist, in the subject, and produced with due regard to quality of printing, able illustrations and general get up, stimulates the pupil's interests and helps the teacher considerably in his work," Text book is an important aid to teaching as well as learning. The importance of text book can be seen from following points:

1. **Source of Knowledge**-A text book provides knowledge about the subject matter related to the subject of computer. It represents the synthesis of material borrowed from many sources. It embodies knowledge worked over by master minds. The limit complement

2. **Save time and energy**-The relevant material concerning the syllabus of class is readily available. It guides the teacher about the boundaries and of his teaching in the class. Thus, the time and energy is saved on the hand the students can save their time and energy as it acts as the class work.
3. **Helpful in Planning**-The text book is divided into units, sub-units, chapter and topics and they are properly sequenced. It also helps in finding out new ideas The teacher can plan for day, week, month and year using text book. The teacher can give different assignment to the students and organise different activities in the classroom and outside.
4. **Meet the needs of students**- It becomes difficult for the teacher to cater to the needs of all types of students. Text books help in meeting the requirements of slow, average and fast learners. It meets the requirements by the use of simple language, headings, questions, assignments, programmes and commands.
5. **Overcome classroom limitations**-A good text book removes the worries of the students and the teacher to finish the syllabus in the prescribed time also. It also overcomes the limitations of availability of material, instruction programmes and illustrations.
6. **Help in illustration**-Text books of computer present illustrative examples concerning various topics, hardware, software etc. It makes the task of teacher and students easy as both get the related examples from the text books. There are certain concept in computer which can be understood by examples only.
7. **Treasure of Answers**-Text books act as a treasure to the answers of problems in computer. They also give suggestions for projects, experiments, solutions-programmes etc. All these things help a teacher and students a lot.
8. **Help in pre-preparation**-Text books provide the material before hand. They help a teacher before going to class, students before examinations, tests etc. They are also available to the students when the teacher is not present.
9. **Needed for self study**-The text books are available to the students in school, class, home, library etc. The students can study when ever they want. They need not to wait for the class teacher. Their study is not delimited to time table hours.
10. **Uniformity of Standards**-Text books help in maintaining uniformity of standards. This helps in serving the purpose of uniform and common education. It also ensure uniformity in examination and evaluation of students

QUALITIES OF GOOD COMPUTER TEXT BOOK

A good text book has certain qualities in it. The qualities, in fact, make a text book good. There is always a need of good books in computer. So we now proceed to see what should be the qualities of a good text book. Self In the words of Kothari' Education Commission, "*A good text book written by a qualified and competent specialist in the subject and produced with due regards of printing, illustrations and general get up, stimulates the pupils interest and help the teacher considerably in his work*". A text book is said to be good if it contains certain qualities. The qualities of the text book of computer can be divided into two categories:

1. External Qualities.
2. Internal Qualities.

1. External Qualities- External qualities are related to external view of the book. These deals with format, size, binding, printing etc. A good text book should have following external qualities:

(i) Size of book- The size of book depends upon one's attitude as to its proper function. Those who want logical outline syllabus or guides require only small books. Generally the size of book should not be too small or too large.

(ii) Printing of book- The outlook of the book should be good and it depends on its printing. It should be neat and clean, free from all the errors. The spacing between the words, lines, paragraphs should be proper.

(iii) Paper used- A book is for ever. It should not damage with time. The major physical loss of book is that of paper. So the paper used in the text book should be of good quality i.e. adequately thick, durable

(iv) Binding of book- The external binding of the book should be durable, attractive and strong As beautifully served food attracts the eater so as an attractive book attracts the student to read. The binding play a good role in - attracting the students. It also saves the book from being damaged.

(v) Price- The price of the book should be within the reach of the student. It should be suitable in view of the economical background of the students. It should be suitable keeping in view the printing layout, size and durability of the book.

(vi) **Availability-** The availability is another quality. The book should be in sufficient number in the market, so that the students can buy the book easily and can read the book in time.

2. Internal Qualities- Internal qualities are the qualities which are related to software part of the book. These are related to language, illustrations, style, subject matter etc. These qualities differ from subject to subject. In computer these are related to theory and practical book. However both qualities are interrelated. So they are discussed in combination.

(i) **Table of content-** The table of content is supposed to indicate the scope and organisation of whole book. It should have a logical outline, one that shows the space developed to the major divisions and to the important minor divisions.

(ii) **Title page-** The title page is supposed to convey some idea of its specific quality. It furnishes the full name of the book. It should give complete information related to the publisher and author of the book.

(iii) **Objective based-** Every subject has certain objectives. So as computer. A text book should be according to the objectives of computer teaching. Content should be accurate, authentic and reliable.

(iv) **Text book style-** Text book should be written in excellent style. Sentence length should be proper. The heading should be attractive and interpretative. The main headings should be accompanied by brief, logical and condensed heading.

(v) **Vocabulary and language-** A student can learn frequently a new concept by means of a new word as early as he can expand the meaning of a familiar word. The introduction of new words may actually simplify a paragraph provided that they are used in such a way as to reveal their text book of computer should increase vocabulary in computer.

(vi) **Well illustrated-** A computer text book should be well illustrated, have variety of pictures, tables, diagrams. Pictures can be the integral part of computer teaching. If they are judiciously selected, properly placed with respect to material and skill fully utilized, they furnish an effective teaching and learning aid. Pictures help a lot in understanding the hardware computer.

(vii) **Subject Matter-** Computer is a dynamic subject. It is changing every second The subject matter should be upto date, adequate and integrated form There should be continuity in the subject matter. It should be linked to the real life of student The content should be accurate, authentic and adequate in quantity.

(viii) Suggest methodology- The application of content should be given i.e. the methodology should also be specified in the book. Computer is a theoretical as well as practical subject so both type of methodologies are used. There should be specification of all type of methodology for the topic, according to the topic.

(ix) Well organisation of content- Any book is for the students. It should present content according to their abilities. There are many principles and maxims for the purpose. Content can be in logical, psychological, simple to complex arrangement etc So organisation should be according to the abilities of students who are going to use it.

(x) Adequate Exercises-Text book should provide adequate exercise for the students The exercise should not be theoretical in nature. For the practical books the exercises should also be practical. It should fulfil the objectives of that particular topic. Small and large programs can be given for exercise.

(xi) Child centred- A text book is made for the students. It should be according to their needs and abilities. The content, methods, pictures, illustrations all should be according to the students. The problems, content should be according to level of students.

(xi) Well appended- A text book should contain appendices. It should contain the detailed syntax, abbreviation etc, which can help the students in understanding the content of the text book.

