



**ST.IGNATIUS COLLEGE OF EDUCATION (AUTONOMOUS)
(RE-ACCREDITED WITH "A" GRADE BY NAAC)
AFFILIATED TO TNEU, CHENNAI
PALAYAMKOTTAI, TIRUNELVELI-
627002,TAMILNADU,INDIA**



**Value-Added Courses
Brochure
2017 - 2018**

**“When you learn, teach,
when you get, give”**

- Maya Angelou

Value Added Courses

2017 - 2018

About St. Ignatius College of Education

St. Ignatius College of Education that had its birth in such a noble heritage of background strives to bring forth teachers with personal integrity, social commitment, emotional maturity, moral and ethical uprightness. With this aim in view, the admission policy is framed so as to enfold representatives from the marginal sectors of the society beyond the partitions of creed and community.

The main motto of the college is "Virtue is our strongest shield"

The college aims at the formation of prospective women teachers with far sighted clear vision of the present and future panorama of the needs and requirements for the promotion of Social Justice and Social Progress. The Institution runs with the well equipped academic and administrative staff to work in a special way for the development of an Integrated Personality of the Students and by giving importance to deep Faith Formation, Inculcation of Moral and Spiritual Values and empowering them to strive for Equal Status in Life.

Course Introduction

Learning is the key to knowledge and continuous learning is the constant objective of the institution. Working towards the objective, the institution offers the value added courses for all the student teachers in the first semester.

In the present day scenario, the teachers need to develop the skills of communication, equip with technology and to be fit physically and mentally. In view of the above the following courses were added along with the regular courses:

- Communicative English
- Computer Course
- Health and Safety Education

The value added courses are made compulsory for all the student teachers in the first semester. The course will be conducted in addition to the working hours of the college.

Communicative English - FVACE

Objectives:

The Student Teacher

1. inculcates knowledge about appropriateness, grammaticality and acceptability of the English language.
2. develops communicative competence.
3. comes to know the self - employment opportunities, challenges and job roles.
4. develops knowledge of technical English.
5. enriches the skills for universal employability.

Unit - I Practical English usage

Elements of English Language - Parts of speech - Sentence Structure - Words often confused and misused - Synonyms and antonyms - one word substitution - Intonations, Etymologies and foreign expressions - Common Grammatical Errors - Phrasal Verbs and Idioms - Word Class: Lexical and Functional Category - Punctuations and Capitalizations.

Readings:

- A Practical English Grammar - A.J. Thomson, A.V. Martinet - Oxford University Press
- Oxford Practice Grammar - John Eastwood - Oxford University Press
- A Remedial English Grammar - F.T. Woods
- Word Power Made easy- Norman Lewis- Penguin Publishers
- Intermediate English Grammar- Raymond Murphy- Cambridge University Press
- Cambridge Phrasal Verbs Dictionary
- English Vocabulary in Use- McCarthy
- The Oxford New Essential Thesaurus

Unit - II Listening and Speaking English language skills

Developing Listening Skills: understanding gist, main points, deduce meaning - Listening for specific information - Listening to a conversation, speech and lecture - Listening for global information and global network - Loud Reading for pronunciation and fluency - Situational Conversation - Extempore.

Readings:

- The Four Skills for Communication - Josh Sreedharan - Foundation Books
- Communicative English - E. Sureshkumar and P. Sreehari - Orient Blackswan
- Study Listening- Tony Lynch- Cambridge University Press
- Communicate 2- Keith Marrow and Keith Johnson
- Speaking Effectively- Jeremy Comfort- Cambridge University Press
- Resource Books for Teachers- Listening- Goodith White- OUP
- Resource Books for Teachers- Conversation- Rob Nolasco- OUP
- Resource Books for Teachers- Role Play- Gillian Porter-Ladousse-OUP
- Improve Your Communication Skills - Alan Barker - Kogan Page, London

Unit - III English for communication skills

Meaning and significance - Psychological ,sociological factors and distinctive competence - Accent and dialect - Regional and social dialects - Official language, mother tongue - Identification of entrepreneurial opportunities - Choice of technology - Status of worldwide entrepreneurship - Need and scope of English language for exploring communication prospects.

Readings:

- Enterprise and Entrepreneur by Dilip Gangopadhyay
- Entrepreneurial Development by Dr. S.S. Khanka - Chand publication

Unit - IV Technical analysis of English

Writing Descriptions of gadgets and processes and instructions -Preparing checks lists - Technical texts for comprehension - Survey Report Writing - Report Writing - Scope and needs of copy editing - Various types of scripts - Steps of copy editing - Qualities and duties of a copy editor.

Readings:

- Technical Writing- Gearson
- English for Technical Communication- Sudarshan, C. Savitha- Cambridge University Press
- Tech Talk- Vicky Hollett and John Sydes- OUP
- Technical English 2 Course Book- David Bonamy- Pearson Publications

Unit - V English for purposive communication

Bilingualism and Multilingualism - New language -Lingua franca: link language - Standard language (R P) and Dialects - Style - Slang, jargon - Varieties of English: British, American, Australian, Caribbean, Indian - Language and identity - Language and power - Language and culture.

Readings:

- Introduction to Socio-Linguistics- Ronald Wardough
- Introduction to Socio-Linguistics- Ralph Fasold
- Introduction to Socio-Linguistics- R.A Hudson
- Oxford Introduction to Language Study: Sociolinguistics - Bernard Spolsky - OUP

Computer Course - FVACC

Objectives:

The student teacher

1. acquires confidence in using computer techniques available to users
2. recognizes the Operating System
3. attains the skill in making PowerPoint presentation
4. understands the word processing and statistical calculation using spread sheet utility
5. realizes the searching of necessary information from website

Unit I - Computer Fundamentals

Introduction: Computers, Characteristics of Computers - Classification of computers - Input and output devices - Control Unit - Central Processing Unit - Computer Memory : Primary Memory, Secondary Memory , Hardware : Hardware Devices , Software : Application Software , Systems software.

Unit II - Basics of operating system

Introduction : Operating system - Basics of popular operating system (LINUX, WINDOWS) - Windows XP- The User Interface - Running an Application - Operating System Simple Setting To Add Or Remove A Windows Component - File and Directory Management.

Unit III - Making Presentations

Introduction: Using PowerPoint - Creation of Presentation - Presentation Using a Template - Creating a Blank Presentation - Entering and Editing Text - Inserting And Deleting Slides in a Presentation - Inserting Word Table or An Excel Worksheet - Adding Clip Art Pictures - Inserting Other Objects-Resizing and Scaling an Object -- Presentation of Slides - Viewing A Presentation - Choosing a Set Up for Presentation - printing Slides And Handouts -Slide Show - Running a Slide Show -Transition and Slide Timings - Automating a Slide Show

Unit IV - UNDERSTANDING WORD PROCESSING AND EXCEL

Introduction - Entering Text- Selecting and inserting text -Making a Paragraph, Getting help - Moving and Copying -Searching and Replacing- formatting Character and paragraph - Tables and of Contents and Index - Sorting, formatting sections and Documents-The Excel environment - Entering and Changing information and formula - functions - Copying, Moving and Deleting information - Names and arrays - Saving Work Sheet - Working with rows and columns - displaying calculation, Charts and graphs

Unit V INTERNET AND WEB BROWSERS

Introduction -Basic of Computer Networks -Local Area Network (LAN) -Wide Area Network (WAN) -Internet -Concept of InternetApplications of Internet -Connecting to -the Internet - Troubleshooting -World Wide Web (WWW)- Web Browsing Software's -Popular Web Browsing Software's - Search Engines -Popular Search Engines / Search for content - Accessing Web Browser - Using Favorites Folder - Downloading Web Pages -Printing Web Pages -Understanding URL - Surfing the web -Using e-governance website - Basics of E-mail

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Mohammad Ajman (2015) .Fundamentals of Computers. India: Goel, Anita Pearson Education India

Nimersheim, Jack (December 1989). "Compute! Specific: MS-DOS"

Edwards, Benj (October 22, 2008). "Microsoft Word Turns 25". PC World. Retrieved November 7, 2010.

"Microsoft Excel 2000, 2003 and 2007 faults, problems, workarounds and fixes". Retrieved April 8, 2010.

Function improvements in Excel 2010 .Archived April 6, 2010.

<https://www.internetsociety.org/>

https://commons.wikimedia.org/wiki/Category:Web_browsers

https://curlie.org/Computers/Software/Operating_Systems

<https://www.tntextbooks.in/p/school-books.html>

Health and Safety Education - FVAHS

Objectives:

The student teacher

1. identifies the concept of health education to human kind
2. realises the need and importance of health education
3. interprets and apply nutrition concepts to evaluate and improve the nutritional health
4. acquires knowledge of the concepts of safety education with reference to home, school and environment
5. performs the various skills of first aid in various life situations

Unit - I Concept of Health Education

Introduction - Meaning, Definition, Aims, Objectives and Importance of Health Education - Essential factors influencing health - Personal Hygiene - Methods for imparting health education programme in school - Factors of healthful school environment.

Unit - II Concept of Food and Nutrition

Introduction - Meaning of Food - Classification - Constituents of Food - Vitamins and Deficiency Diseases - Meaning of Nutrition, Malnutrition - Causes - Balanced Diet and Diet for Obesity and Under Weight.

Unit - III Concept of Safety Education

Introduction - Meaning, Definition, Aims, Objectives and Importance of Health Education - Safety Education in Schools - Safety measures in School, Play fields, swimming pool, Road, and Home.

Unit - IV Concept and Principles of First Aid

Introduction - Meaning, Definition, Aims, Objectives and Scope of First Aid - Qualities of the first aider - Principles of First aid - Contents of a first aid box and First aid Equipment - Types of Bandages.

Unit - V First Aid and its Uses

First Aid related to Fracture, Dislocation, Fainting, Bleeding, respiratory discomfort, unconsciousness, heat stroke, Burns and Scalds, dog bite, Snake Bite, Electric Shock, fire accidents, drowning.

References:

1. Mangal, S.K. (2005). Health and physical education. Ludhiana: Tandon Publications.
2. Shivendra Chandra, Sothi, Puri Krishnan (2005). Health Education and Physical Education" Surject Publications: Delhi.
3. Biranchi Narayan Dash. (2010). Health and physical education. New Delhi: Neelkamal Publications Pvt. Ltd.
4. www.healthline.com/health/balanced-diet
5. www.who.int/featuresa/malnutrition/en/