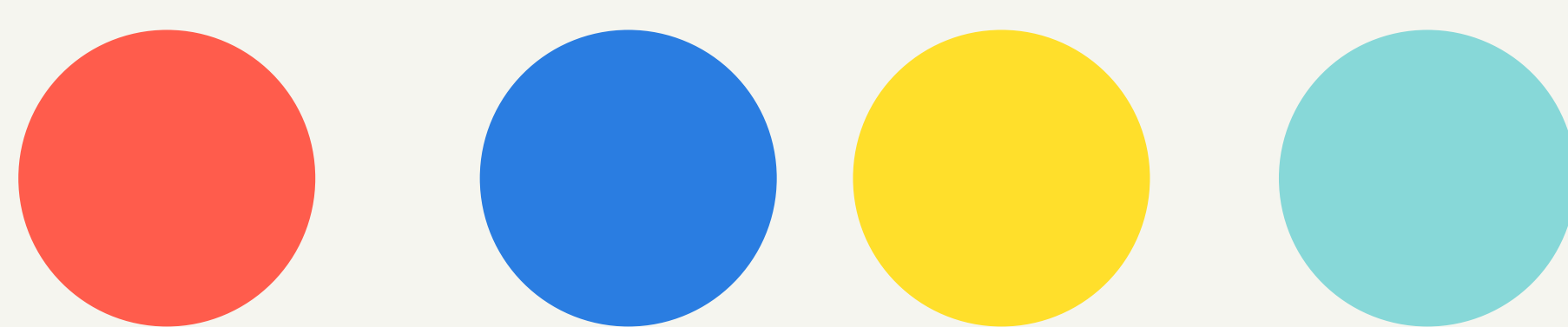




**ST.IGNATIUS COLLEGE OF EDUCATION (AUTONOMOUS)  
(RE-ACCREDITED WITH "A" GRADE BY NAAC)  
AFFILIATED TO TNTEU, CHENNAI  
PALAYAMKOTTAI, TIRUNELVELI-627002,  
TAMILNADU,INDIA**



**Value Added Courses  
Brochure  
2019 - 2020**

**"Education is not  
preparation for life;  
education is life itself."**

**- John Dewey**

**Value Added Courses  
2019 - 2020**



# 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 and 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

Value – Added Courses (VACs) inculcate an urge amongst the student teachers and position them to turn into flamboyant professional on the latest trends and rally the technical skills in advanced manner. The institution has offered enough value added courses where in the student teachers are getting trained well and enable them to face the formidable challenges of the future. It provides training and guidance to the students on the various aspects of building a career and to assist them in exploring new opportunities.

The course focuses on,

- Communication skill
- Interpersonal skill
- Leadership skill
- Time management
- Digital Enhancement
- Personality Development

VACs 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. acquires 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 the knowledge of technical English
5. enriches the skills for universal employability

## Unit - I English Grammar and Composition

Elements of English Language - Parts of speech - Sentence Structure - Words often confused and misused - Synonyms and antonyms - Understanding American expressions - Intonations, Etymologies and foreign expressions - Common Grammatical Errors - Blending words - 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 Improvement of listening and Speaking English language skills for learners

Developing Listening Skills: understanding gist, main points, deduce meaning - Listening for specific information - Listening to a conversation, speech and lecture practise – Listening for global information - 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 S

### **Unit - III English for technical communication**

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

#### **Readings:**

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

### **Unit – IV Technical 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 competitive exams**

Bilingualism and Multilingualism - 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 – One word substitution

#### **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 of 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 Presentation

Introduction: Using PowerPoint - Creation of Presentation - Presentation Using a Template - Creating a Blank Presentation - Entering and Editing Text – Inserting Smart Art - Inserting Word Table or An Excel Worksheet - Adding Clip Art Pictures - Inserting Other Objects- Inserting Video and Audio -Presentation of Slides - Viewing A Presentation - Choosing a Set Up for Presentation - printing Slides And Handouts – Converting PPT to Video

## 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 – Inserting Graph and Charts.

## 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 - Downloading Web Pages -Printing Web Pages -Understanding URL - Wireless Media - Network Connectivity devices -Hubs Bridges - Multiplexes and routers.

### References

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

Presentation: Shea, Tom; Freiburger, Paul (November 1, 1982)

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.

"The Evolution of the Web Browsers". Monmouth Web Developers. Retrieved 31 August 2018.

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

[https://commons.wikimedia.org/wiki/Category:Web\\_browsers](https://commons.wikimedia.org/wiki/Category:Web_browsers)

[https://curlie.org/Computers/Software/Operating\\_Systems](https://curlie.org/Computers/Software/Operating_Systems)

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

[www.support.office.com](http://www.support.office.com).

# Yoga Practices - FVAYP

## Objectives

The student teacher

- 1.identifies the concept of yoga and its significance
- 2.realises the need of yoga in the present life situation
- 3.integrates yoga and meditation in life situation
- 4.acquires knowledge of the concepts of yoga and holistic health
- 5.performs various asanas, mudras, bhandas correctly and knows their benefits

## Unit - I

Introduction - Meaning, Definition - Aim and objectives of Yoga -Benefits of Yogasanas - Role of yoga in Education

## **Unit – II**

Eight limbs of Yoga (Astanga Yoga) - 1. Yama, 2. Niyama, 3. Asana, 4. Pranayama, 5. Prathyaghara, 6. Dharana, 7. Dhyana and 8. Samadhi

## **Unit - III**

Importance/ Advantages of yoga - General notes for the Practitioner - Methods and Benefits of selected Asanas - Surya Namaskar.

## **Unit - IV**

Standing position Asanas - Sitting Position Asanas - Supine position Asanas - Prone position asanas

## **Unit - V**

Pranayama - Nadi Suddhi, Ujjaiyi, Seethali, Sithkari, Kapalabathi - Mudras - Chin mudra, vayu mudra, shunya mudra, prithvi mudra, surya mudra, varuna mudra, prana mudra, apana mudra, apana vayu mudra – Bandham - Jaladhara bandam, Uddyana bandam, Moola bandam

## **References:**

1. Swami Sathiyanda Saraswathi. (1983). Dynamics of yoga. Bihar: Bihar School of Yoga
2. Pandit Shambu Nath. (1988). Speaking of yoga: A practical guide to better living New Delhi: Sterling Publishes Private Limited.
3. SatyanandaSaraswati, Swami (1989). Asana, pranayama, mudra, bandha. Munger: Bihar School of Yoga
4. Rama, Swami (1992) Meditation and its practice. Honesdale : Himalayan International Institute of Yoga Science and Philosophy of USA
5. Georg Feuerstein (2002) The Yoga Tradition: Its History, Literature, Philosophy and Practice. New Delhi :Bhavana Books & Prints.