



ST.IGNATIUS COLLEGE OF EDUCATION (AUTONOMOUS)  
ACCREDITED WITH "A" GRADE BY NAAC (SECOND CYCLE)

AFFILIATED TO TNTEU, CHENNAI

PALAYAMKOTTAI, TIRUNELVELI-627002,

TAMILNADU, INDIA

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# Value - Added Courses Brochure 2021- 2022

**"An investment in knowledge  
pays the best interest"**

**Value Added Courses  
2021 – 2022**

# 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

To enhance the potentiality and Employability of the student teachers, VACs are mandatory during the Second semester.



## Course Learning Outcomes (CLO s)

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 Usage

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 - 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 Acquisition of 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 - 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 Entrepreneurship development

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 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 Inclusive purpose

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.

### 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 Fundamentals and PC Software - SVACF

## Course Learning Outcomes (CLO s)

The student teacher

- 1.manages the software and hardware components in a computer independently
- 2.offers knowledge and understanding about Ms-Word
- 3.develops the skill about Ms-PowerPoint.
- 4.promotes the knowledge to servicing the Ms-Excel Data
- 5.motivates to take up higher studies in Computer Science and other streams.

## Unit I Computer Fundamentals

Hardware & Software: Introduction – Structure of a Computer and Applications. Peripheral devices and Technologies: Memory - Types of memories - Input devices – Output devices – I/O interfaces: Types of Software – System software and Applications software

## Unit II MS-WORD

Document Creation in MS-WORD - Table Creation in Ms-Word – Working with Ms-Word- Creating tables – Working with table – Merging cells – Splitting a cell – Splitting a table -using auto correct– protecting a document.

## Unit III Ms-PowerPoint

Ms-PowerPoint -Create Slide Presentation – Design Theme – Add Text – Editing Techniques – Slide Master –Design Chart- Format Slide.-Transition and Animation.

## Unit IV Ms-Excel

Ms-Excel The typical worksheet or spread sheet – cell and their properties – formatting cell – text, numbers, currency, accounting, date, time, percentage, scientific – formats. Formula using arithmetic and relational operators in a worksheet -Advanced Formulas sum, count, Average, Max, Min, Product. Graphs and Charts Bar diagrams, pie charts, Area, - Building Line Diagrams, Histograms, Scatter plots -Frequency Graphs.

## Unit V Google's presentation app

step-by-step on Google's presentation app - creating, editing, sharing, and presenting using Google Slides- renamed Google Slides- Tips and ideas for using Google Slides

### References

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- Ranjan, Ritcha (September 29, 2016). "Explore in Docs, Sheets and Slides makes work a breeze — and makes you look good, too". Google Docs Blog. Retrieved December 16, 2016.
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- Mohammad Ajman (2015) I K International Publishing House: New Delhi Rouse, Margaret (March 2011).
- 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" on April 18, 2010. Retrieved April 8, 2010.
- Function improvements in Excel 2010 Archived April 6, 2010.
- Nimersheim, Jack (December 1989). "Compute! Specific: MS-DOS"
- Presentation: Shea, Tom; Freiburger, Paul (November 1, 1982)

## Yoga Practices-SVAYP

### Course Learning Outcomes (CLO s)

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.

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- NCERT (2015) Yoga Education (B.Ed Programme), National Council for Teacher Education. New Delhi. St.Josheph Press.
- Mrunalini.T. Dr. (2006). Yoga Education, Neelkamal Publications Pvt. Ltd. Hyderabad.
- Osho, (2004). Meditation for Busy People, Hamlyn, Octopus Publishing Group Ltd, London.
- Georg Feuerstein (2002) The Yoga Tradition: Its History, Literature, Philosophy and Practice. New Delhi. Bhavana Books & Prints.
- SatyanandaSaraswati, Swami (1989). Asana, pranayama, mudra, bandha.Munger: Bihar School of Yoga
- Pandit Shambu Nath. (1988). Speaking of yoga: A practical guide to better living New Delhi: Sterling Publishes Private Limited.
- Rama, Swami (1992) Meditation and its practice.Honesdale : Himalayan International Institute of Yoga Science and Philosophy of USA