

FACULTY OF EDUCATION

SYLLABUS

FOR

CERTIFICATE COURSE IN EARLY CHILDHOOD CARE AND EDUCATION

SEMESTER: I & II

Examinations: 2019–20



GURU NANAK DEV UNIVERSITY

AMRITSAR

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CERTIFICATE COURSE IN EARLY CHILDHOOD CARE & EDUCATION

SCHEME OF STUDIES

SEMESTER-I

Paper	Title	Marks
Paper-I	Foundations of Education	100
Paper-II	Child Psychology and Child Development	100
Paper-III	Child Health Care	100
Component-I	Art & Craft	50
TOTAL:		350

SEMESTER-II

Paper	Title	Marks
Paper-IV	Methodology and Evaluation	100
Paper-V	School Organisation and Administration	100
Component-II	Computer Application	50
Component-III	Health and Physical Education	50
Component-IV	Community Services and Co-curricular Activities	50
Total:		350
Grand Total (350 +350 =700)		

SEMESTER-I
PAPER-I
FOUNDATIONS OF EDUCATION

Time: 3 Hrs.

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

1. Historical Perspective of E.C.C.E.
- 1.1 Contribution of Eminent Educationists in Pre School Education.
 - a. Mahatma Gandhi
 - b. John Dewey
 - c. Rabindra Nath Tagore
 - d. Pestalozzi
 - e. Maria Montessori

SECTION-B

2. Introduction to Early Childhood Care and Education
- 2.1 Meaning of Education
 - a. Narrow, Broader and Derivative.
 - b. Types of Education: Formal, Informal & Non-Formal.
- 2.2 Nature and Significance of Primary Education.

SECTION-C

3. Programme or Schemes in E.C.C.E.
 - a. Integrated Child Development Services.
 - b. Balwadis.
 - c. SOS Villages.
 - d. Mobile crèches.

SECTION-D

4. Childhood Education in India.
Major Contribution of different Institutes in the development of E.C.C.E.
 - a. Central Social Welfare Board (CSWB)
 - b. Indian Council for Child Welfare (ICCW)
 - c. National Council of Educational Research & Training (NCERT)
 - d. National Institute of Public Cooperation & Child Development (NIPCCD)

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SEMESTER-I
PAPER-II
CHILD PSYCHOLOGY AND CHILD DEVELOPMENT

Time: 3 Hrs.**Max. Marks: 100****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

1. Child Psychology
 - a. Meaning, Nature, Scope and Importance of Child Psychology.
 - b. Difference between Child Psychology and General Psychology.
2. Child Development
 - a. Meaning of Growth & Development, Principles of Child Development.
 - b. Stages of Development (Childhood Stage)

SECTION-B

1. Intelligence:
 - a. Meaning
 - b. Types of intelligence tests, characteristics of a good intelligence test.
2. Personality
 - a. Meaning of Personality, Factors affecting Personality.
 - b. Assessment of Personality:-
 1. Observation.
 2. Case History.
3. Heredity and Environment
 - a. Meaning of Heredity and Environment.
 - b. Relative Importance of Heredity & Environment in the Growth & Development of a child.

SECTION-C

1. Learning
 - a. Meaning and Characteristics of Learning.
 - b. Factors affecting Learning
 - c. Methods of Learning.
2. Memory
 - a. Meaning
 - b. Methods to Improve Memory.

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3. Forgetting.
 - a. Concept of Forgetting: - Meaning, Types of Forgetting, Causes of Forgetting.
4. Motivation.
 - a. Meaning, difference among need, drive and motive.
 - b. Types of Motivation
 - c. Motivation Cycle.

SECTION-D

1. Exceptional Children.
 - a. Gifted Children.
 1. Meaning and characteristics.
 2. Educational programme for gifted children.
 - b. Backward Children.
 1. Meaning and characteristics.
 2. Educational programme for backward children.
 - c. Handicapped Children (Mentally retarded)
 1. Meaning and characteristics.
 2. Educational programme for handicapped children.
2. Mental Health
 1. Concept and elements of mental health.
 2. Mental health of students and teachers.
 3. How to improve mental health?

**SEMESTER-I
PAPER-III
CHILD HEALTH CARE**

Time: 3 Hrs.

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

1. Health and Health Education
 - A) Meaning of health and health education
 - B) Objectives of health education in schools
 - C) Importance and factors affecting health for pre primary children
 - D) Comparative study of health of different school children

SECTION-B

2. Health Services at different levels at elementary stage
 - 2.1 Centers for child health services
 - A) Primary health centres
 - B) I.C.D.S.
 - C) Foreign agencies connected with I.C.D.S.
 - D) Central Health Education Bureau
 - E) Indian Council of Medical Research
 - F) Central Social Welfare Board

SECTION-C

3. Personal cleanliness & nutrition needs of body
 - A) Importance and dimensions of personal cleanliness
 - B) Practical activities involved in healthy living.
- 3.1 Nutrition needs, body building foods, Balanced diet, Getting better food at low cost

SECTION-D

4. Child Health Problems and preventive measures
 - A) Causes and preventive measures of diseases:
 - I. Chicken Pox
 - II. Diphtheria
 - III. Measles
 - IV. Mumps
 - V. Polio
 - VI. Whooping cough.

CERTIFICATE COURSE IN EARLY CHILDHOOD CARE & EDUCATION

SEMESTER-I**COMPONENT-I
ART & CRAFT****Time: 3 Hrs.****Max. Marks: 50****Terminal: 30****Sessional: 20****Note: Compulsory Practical Paper for all.****SECTION-A**

- a) Simple free hand sketches in Pencil, Pen, Poster, Pastel or in water colours.
- b) Making of action figures in line work (Stick-figures) in any medium taking from sports and daily life.

SECTION-B

Preparing of Small Flannel-Board aids of 10" + 6" (two) either with flannel cloth or with cardboard with Sand-paper pasted on its back.

SECTION-C

Letter Writing (in ink or colour) Punjabi/Hindi/English for preparing Flash Cards.

SECTION-D

Clay modeling.

UNIT-V

Writing on black-board with correct standing posture and proportionate division of the blackboard while writing and sketching. Any two languages.

UNIT-VI

1. Proper knowledge of colours i.e. Primary, Secondary, Tertiary, Warm and Cool colour etc.
2. A coloured chart is to be prepared by the Pupil teacher.
3. 15 Art sheet included Letter writing and sketch are to be prepared by the Pupil teacher in their sessional File work.

Division of Marks

Total Marks – 50 (30 Terminal + 20 Sessional)

On the spot performance (Terminal Work) Marks. 30

- a) Black-Board writing and sketching – 10 marks
 - b) Performance on the spot – 10 marks
 - c) Sessional Work file – 5 marks
 - d) Viva-Voce – 5 marks
- 20 Marks for Sessional work
- (a) Charts and Model 5 Marks
 - (b) File Work 5 Marks
 - (c) House Examination 5+5 10 Marks

Books Suggested:-

Dhawan Art Book:-Motto Writing And Sketches

Hori Burgh David:-How To Use Black Board In Teaching English.

**SEMESTER-II
PAPER-IV
METHODOLOGY AND EVALUATION**

Time: 3 Hrs.

Max. Marks: 100

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

1. Concept of teaching and learning
 - a. Meaning and nature of teaching and learning
 - b. Relationship between teaching and learning
 - c. Principles and maxims of teaching

SECTION-B

1. Methods of teaching
 - a. Play way
 - b. Project method.
 - c. Dramatization
 - d. Story telling
 - e. Field trips
 - f. Puppetry
2. Teaching Aids
 - a. Meaning and classification of teaching aids
 - b. Uses and importance of various audio visual aids

SECTION-C

3. Curriculum
 - a. Meaning, difference between curriculum and syllabus.
 - b. Principles of curriculum construction.
4. Co-curricular Programmes for school children.
 - a. Play and guidelines for nursery/pre-nursery programme for various age groups
 - b. Free play, guided play, indoor and outdoor play.
 - c. Individual and group play
 - d. Celebration of National and Social festivals

SECTION-D

1. Evaluation and Measurement
 - a. Meaning, Objectives and Purposes of evaluation.
 - b. Characteristics of a good evaluation test.
 - c. Tools of evaluation
 - i) Observation
 - ii) Cumulative record card.
 - iii) Short answer/ Objective type test
2. Lesson Planning
 - a. Meaning and importance of lesson planning.
 - b. Steps for lesson planning

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SEMESTER-II
PAPER-V
SCHOOL ORGANISATION AND ADMINISTRATION

Time: 3 Hrs.**Max. Marks: 100****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

SECTION-A

1. Planning of early childhood education: Meaning and importance
2. Institutional planning: - Meaning, Objectives, Characteristics and role of principal in planning.

SECTION-B

1. School Administration
 - a. Needs and Objectives of school administration.
 - b. Democratic and authoritarian administration.
 - c. Head of Pre-Primary school: qualifications, duties and responsibilities.
 - d. Teachers of Pre-primary schools: qualifications, duties and Responsibilities

SECTION-C

1. Agencies in childhood education.
 - a. State department of Education
 - b. Centre Social Welfare Board
2. Organisation of co-curricular activities.
 - a. Annual function of school.
 - b. Fairs
 - c. Sports/Games
 - d. Picnics

SECTION-D

1. Time Table: Meaning and types.
2. Maintenance of school records and registers.
3. School Library: Importance and proper maintenance

**SEMESTER-II
COMPONENT-II
COMPUTER APPLICATION**

Time: 3 Hrs.

Max. Marks: 50

Terminal: 30

Sessional: 20

Note: Compulsory Practical Paper for all.

SECTION-A

(Computer Fundamental)

Introduction of Computer, its importance, Meaning of Hardware, Software, Components of Computer, Input-Output Devices (Keyboard, Mouse), Secondary Storage Devices (Floppy Disk, Magnetic Disk, Winchester Disk, Optical Disk), Types of software.

SECTION-B

(Operating System)

Meaning of Operating System, Types of Operating System. Internal & External Commands of MS-DOS.

SECTION-C

(Window 95)

Parts of Window Screen, Start Menu, Taskbar Setting, Application & document Window, Anatomy of Window, Windows Explorer, Desktop, Icons, Screen Saver & Settings.

SECTION-D

(MS-Word)

Creation of Document, Use of Editing Facilities, Bold, Italics, Underline, Type of Font, Size of Font, Line Spacing, Margins, Paragraph, Spelling & Grammar, Insertion of Files, Text, Objects, Creation of Tables etc.

UNIT-V

(Power Point)

Preparation of Slides, Slide Show.

Distribution of Marks:

Terminal = 30 Marks

- (a) Theory and Hands on Experience = 20 Marks
- (b) Practical Note Book = 5 Marks
- (c) Viva-voce = 5 Marks

Sessional work = 20 Marks

- (a) Performance in Two House Tests 5+5 = 10 Marks
- (b) Preparation of Charts = 5 Marks
- (c) Setting and Handling of Computer Lab = 5 Marks

Books Suggested:

Rachpal Singh And Gurinder Singh:-P.C.Software.
P.K.Sinha:-Introduction To Computer.

**SEMESTER-II
COMPONENT-III
HEALTH & PHYSICAL EDUCATION**

Max. Marks: 50

Terminal: 30

Sessional: 20

Note: Compulsory Practical Paper for all.

SECTION-A

Elementary knowledge of human physiology viz: Respiratory system, Circulatory System, Digestive system & muscularly system
Effect of exercise on these systems

SECTION-B

Skill in one of the games: Hockey, football, volleyball, Basketball, Table Tennis, badminton, kho- kho & kabaddi

SECTION-C

Physical education –Definition, its aims & objectives
Knowledge of minor games

SECTION-D

Doping: Definition
Health Education: Definition, Aims & objectives

1. Principles of personal hygiene
2. Yoga education

Distribution of 50 Marks

Terminal:	=	30 Marks
1. Practical Performance Testing	=	
(a) Major Game	=	8 Marks
(b) Athletic Event	=	7 Marks
2. One Copy:	=	10 Marks
3. Viva	=	5 Marks
Sessional Work	=	20 Marks
1. Practical	=	5 Marks For Major Game
		5 Marks For Athletics
2. One Copy	=	5 Marks
3. Viva	=	5 Marks

Books Suggested:

M.L. Kamlesh & Sangral: Method & Principles of Physical Education
S.K. Mangal: health & physical education

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**SEMESTER-II
COMPONENT-IV
COMMUNITY SERVICES AND CO-CURRICULAR ACTIVITIES**

Time: 3 Hrs.**Max. Marks: 50****Terminal: 30****Sessional: 20****Note: Compulsory Practical Paper for all.****Part-A****Community Services****Note:** Students are required to do any four activities from Part –A

1. Cleanliness and Campus beautification.
2. Growing of ornamental plants and flowers by the Individual Students.
3. Oraganisation and participation in literacy programes.
4. Surveying Population :Various aspects like occupation ,social condition etc
5. Donating blood and social service in the hospital, health centers, orphanages and organizing community Kitchens.(Any two activities)
6. Helping the disabled

Part-B**Co-Curricular Activities****Note:** Students are required to do any three activities.

1. NSS/Seminars/Declamation/Quiz Competition/Essay Writing Competition/ Poetical Recitation/ Oraganisation of cultural Activities etc.

Distribution of Marks for Practical Examination**Terminal:**

Student's Diary	10 Marks
Performance \$Achievements	10 Marks
Viva-voce	10 Marks
Total	30 Marks

Sessional:

Performance of the students through out the year and his/her participation In the different activities prescribed in the curriculum	20 Marks
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Book Suggested:

Govt. of India (MHRO):-National Service Scheme Manual, 1997