

# **Certificate Course In Integrating Ict Skills In Education**

**Course Code- C-001**

**Time: 1.30 Hrs**  
**Credit Hrs.: 2 Hrs.**

**Total: 50 Marks**  
**Practical: 40 Marks**  
**Viva Voce: 05 Marks**  
**Attendance: 05 Marks**

## **Course Outcomes and Objectives:**

After completion of course the students will be able to:

- understand the scope of ICT and its applications in teaching learning
- use mixed mode of instructions in teaching learning process
- integrate Google Apps in classroom teaching
- create and use multimedia content

### **SECTION-A**

#### **Introduction to ICT:**

Need and Importance of ICT in Education, Scope of ICT in Teaching Learning, Evaluation, Administration, Publication, Research

### **SECTION-B**

#### **Technology mediated Instructions**

Smart Boards, Flipped learning, Blended Learning

### **SECTION-C**

#### **Educational web tools**

Google Apps- Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms, Google Classrooms.

### **SECTION-D**

#### **Creating e-content**

OER, creating and using pdfs, audio and video editing

Audio Video Conferencing Apps: Google Meet, Zoom, Teams

#### **Evaluation Scheme**

- a) Attendance- 05 Marks
- b) Practical examination on any two topics from the syllabus as assigned by internal examiner—40 Marks
- c) Viva-voce-05 Marks

#### **REFERENCES:**

1. Alexey, S. (2015). Information and Communication Technologies in Schools: A Handbook for Teachers. UNESCO
2. Sareen, N.(2006) Information and Communication Technology. Delhi: Anmol Publication.
3. Rosenberg, M.J. (2001):.e-learning. New York: Mc

**CERTIFICATE COURSE IN LIFE SKILLS**

## Course Code- C-002

Time: 1.30 Hrs  
Credit Hrs.: 2 Hrs

Total: 50 Marks  
Viva Voce: 40 Marks  
Attendance: 10 Marks

### Course Outcomes:

After completion of course the students will be able to:

- gain self competency and confidence
- gain an edge through professional competency
- aim for high sense of social competency
- be an integral human being
- use appropriate thinking and problem solving techniques to solve new problems

### SECTION-A

#### Communication Skills

Listening, Speaking, Reading, Writing and different modes of writing, Non-verbal communication

### SECTION-B

#### Professional Skills

Writing resumes and cover letters, Interview Skills, Group Discussion Skills

### SECTION-C

#### Social Skills

Social and Cultural Etiquettes, Brainstorming, Ethics and Integrity

### SECTION-D

#### Leadership and Management Skills

Innovative Leadership and Crisis Management, Problem Solving and Decision Making Skills

#### Evaluation Scheme

1. Attendance- 10 Marks
2. Viva-voce-40 Marks

#### REFERENCES:

1. Indrajit Bhattacharya: An approach to communication skills.
2. Singh & Bhatia: Unique communication skills.
3. Singh, M. (2003). Understanding Life Skills, Background paper prepared for Education for All: The Leap to Equality

# **CERTIFICATE COURSE IN INTEGRATED HEALTH CARE**

**Course Code- VAC-001**

**Time: 1.30 Hrs**  
**Credit Hrs.: 2 Hrs.**

**Total: 50 Marks**  
**Theory: 40 Marks**  
**Viva Voce: 10 Marks**

## **Instructions for the Paper Setter:**

Six questions of equal marks (specified in the syllabus) are to be set , two in each of the three units (I-III). Questions may be divided into parts(not exceeding five). Candidates are required to attempt FOUR questions, selecting at least one question from each unit. The fourth question may be attempted from any unit.

## **Course Outcomes and Objectives:**

After successful completion of the course, students will be able to:

1. understand the benefits of nutrients in food and the relation between diet, health and disease.
2. identify various mental health issues and resolve various cognitive, behavioural and emotional problems.
3. describe the techniques and equipments for First Aid.
4. deal with emergency cases of injury and accidents.

### **Unit I**

1. Personal Hygiene –Benefits, types and routine
2. Nutrition and Balanced Diet-Concept, importance and balanced diet chart

### **Unit II**

3. Mental Health and Hygiene- Concept, Need and importance, ways and means to maintain good mental health and hygiene
4. First Aid Training: Principles and types

### **Unit III**

5. HIV/AIDS, HIV-TB: Concept, prevention and cure
6. Ergonomic Care and Pain Management: Precautions, ways and means

## **REFERENCES:**

1. Aggarwal, J.C. (2009).Essentials of Educational Psychology, Vikas Publishing House Pvt Ltd: New Delhi.
2. Kaur, Manjit & Sharma, R.C.: An Introduction To Health and Physical Education, Tandon Publishers, Ludhiana.
3. Willmore, J.H. Costall: Physiology of Sports and Exercises. Human Kinetics Language Book Society, Champaign.IL.

# CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT

Course Code- VAC-002

Time: 1.30 Hrs  
Credit Hrs.: 2 Hrs.

Total: 50 Marks  
Theory: 40 Marks  
Viva Voce: 10 Marks

## Instructions for the Paper Setter:

Six questions of equal marks (specified in the syllabus) are to be set , two in each of the three units (I-III). Questions may be divided into parts(not exceeding five). Candidates are required to attempt FOUR questions, selecting at least one question from each unit. The fourth question may be attempted from any unit.

## Course Outcomes and Objectives:

After successful completion of the course, students will be able to:

1. understand stress and manage it more effectively.
2. identify knowledge and skills required for obtaining and keeping employment.
3. demonstrate good manners in different scenarios.
4. identify importance of Time Management.
5. create and maintain social relationships through effective communication skills.

### Unit I

1. Stress Management-Concept, ways to manage stress
2. Employability Quotient (Resume Writing, preparation of competitive examination, mock interviews)

### Unit II

3. Good Manners and Etiquettes-Basics and importance
4. Attitude and Motivation-Importance and types

### Unit III

5. Time Management-Principles and techniques
6. Communication Skills and Leadership Skills-Concept and best practices

## REFERENCES:

1. Thompson,G.G.(1965). Child Psychology-Growth trends in psychological adjustment,Bombay:The Times of India Press.
2. Hurlock,E.(1974). Personality Development. New York:McGraw Hill Inc.
3. Norman,L. Munn,L. Fernord, D. J. , Peter,S. & Fernold(1972). Introduction to Psychology. New Delhi:Oxford & IBH Publishing Co.

## MANUAL FOR VALUE ADDED COURSES

(Certificate Course in Integrated Health Care: VAC-001)

And

(Certificate Course in Personality Development: VAC-002)

### Details

S.No.	Course Name	Course Code	Duration
1.	Certificate Course in Integrated Health Care	(VAC-001)	6 Months (Jan-June)
2.	Certificate Course in Personality Development	(VAC-002)	6 Months (July-December)

### Eligibility

1. Minimum Senior Secondary Examination (12<sup>th</sup> grade) in any stream
2. Regular student of Khalsa College of Education, G.T. Road, Amritsar enrolled in any of the following course:
  - (i) M.Ed. (2 Years)
  - (ii) B.Ed.-M.Ed. (3 Year Integrated)
  - (iii) B.Ed. (2Years)
  - (iv) B.Sc. /B.A. B.Ed. (4 Year Integrated)
  - (v) P.G.D.C.A. (T.E.)

### Instructions

1. Every year, the students can get themselves enrolled in any of the above mentioned Value Added Courses before 25<sup>th</sup> of July/December by applying ONLINE using the google form link: ----  
<https://forms.gle/SExx1ARvzzP75WvK9>.
2. 90% attendance is compulsory
3. Students securing 50% and above marks will qualify to get the certificate for the above mentioned Value Added Courses.
4. Certificate will be provided at the completion of the course.