



BSS CHILD EDUCATION
Department
SYLLABUS

**BSS Diploma in Computer Application and
Sisulekshmi Nursery Education**

**BSS Diploma in Computer Application and
Montessori & Child Education**

**BSS Diploma in Computer Application and
Sisulekshmi Pre Primary Education One Year**

**BSS Diploma in Computer Application and
Sisulekshmi Pre Primary Education Two Year**

**BSS Diploma in Computer Application and
Creche and Pre School Management**





**BSS Diploma in Computer Application and
Sisulekshmi Nursery Education**





BSS Diploma in Computer Application and Sisulekshmi Nursery Education

**Duration : One year
Qualification . SSLC**

SUBJECTS AND PAPERS

PAPER-I	FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM
PAPER-II	PC SOFTWARE PACKAGES (MS WORD, EXCEL & POWER POINT)
PAPER- III HTML	INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND
PAPER - IV MYSQL	PROGRAMMING IN C AND WEB PROGRAMMING USING PHP AND
PAPER-V	COMMUNICATIVE ENGLISH
PAPER-VI	CHILD PSYCHOLOGY AND CHILD DEVELOPMENT
PAPER-VII	NATIONAL DEVELOPMENT & SOCIAL WELFARE
PAPER - VIII	PRE SCHOOL EDUCATION & MANAGEMENT
PAPER - IX	HEALTH, NUTRITION AND HYGIENE
PAPER - X	TEACHING METHODS & AIDS



PAPER-1

FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM

1. INTRODUCTION
Computer, Hardware, Software, System Software, Application software.
2. PROGRAMMING LANGUAGES
Brief description about programming languages :What is computer language, its use.
3. ORGANISATION OF A DIGITAL COMPUTER
Input unit, Output Unit, Central Processing Unit, Memory
4. OPERATING SYSTEM
Introduction, Basics of MS Windows

PAPER-II

PC SOFTWARE PACKAGES (WORD, EXCEL, POWERPOINT)

UNIT- I

MS-Word: -

Introduction to Word Processing, Introduction to MS-Word: Creating, Saving, and opening document in word, Toolbars, Rulers, Menus, keyboard shortcuts. Editing a Document- Moving, scrolling in a document, opening multi documenta windows, editing text – selecting, inserting, coping, deleting, moving text etc. Previewing documents, printing documents. Formatting Documents: Paragraph formats, aligning text and paragraph, Borders & Shading, header & Footer, Bullets, numbering. Find & Replace Inserting – Page Numbers, Pictures, Symbols etc. Creation & working with tables.



UNIT – II

MS-Excel

Worksheet basis, creating worksheet, entering data into worksheet. Saving & quitting from worksheet. Opening & Moving around in an existing worksheet, Toolbars and Menus, Keyboard shortcuts. Basic formulas- Auto sum, Average etc. Changing – alignment, Character Styles, Column width, date format, borders & colors, currency sign. Previewing & printing worksheet – page setting, print titles, adjustment Margins, page break , headers and footers.

UNIT-III

MS- Power point

Creating a New Presentation, Working with Presentation, slides & its different views, inserting, Deleting and copying of slides, Adding Graphics, Working with PowerPoint designing & presentation of a slide show.

PAPER IIII

INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND HTML

Introduction to Internet, Browsers. E-mail

What is Photoshop, The Photoshop Workspace, The Menu Bar, The Drawing Canvas , The Tool Box , The Palettes, Drawing Things on the Canvas, Choosing a Color, Defining the Brush, The Pencil Tool, The Line Tool, The Text Tool, The Paint Bucket Tool, The Gradient Tool, Modifying Things on the Canvas , The Eraser Tool, the Eye Dropper Tool, The Marquee Tool, The Lasso Tool, The Magic Wand Tool, The Move Tool, The crop Tool, Layers.

Introduction of different Web Technology: Introduction, HTML Elements, HTML Atributes, HTML Headings, HTML Paragraphs, HTML Fonts HTML Styles, HTML Links, HTML Images, HTML Lists, HTML Colors.



PAPER-IV

PROGRAMMING IN C AND WEB PROGRAMMING USING PHP

Introduction to Programming:

Introduction to C Language : The C Character set, identifiers and keywords, data types, variable naming rules, Declaration variables.

Operators and expressions : Arithmetic operators, unart operator, relational and logical operator, assignment operators, the conditional operator.

Data input and output : Single character input, single character output, scanf, printf, puts gets functions.

Control statement : Branching : If else statement, Loops : for loop (Printing numbers from 1 to 10).

PHP Basics – Syntax, Operators, Variables, Strings in PHP, String handling functions, Date function.

Control Structures and Arrays : If statement, if else statement. Loops : for loop

PAPER V

COMMUNICATIVE ENGLISH

Unit : I

- What is Grammar?
- The Capital Letter
- Nouns: Common Nouns, Proper Nouns, Singular Nouns, Plural Nouns, Collective Nouns, Masculine and Feminine Nouns.



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMI NURSERY EDUCATION

- Pronouns: Personal Pronouns, Reflexive Pronouns, Interrogative Pronouns, Demonstrative Pronouns
- Adjectives: Adjective Endings, Kinds of Adjectives, Comparison of Adjectives
- Determiners: The Articles, Demonstrative Determiners, Interrogative Determiners, Possessive Determiners.
- Verbs and Tenses: The Simple Present Tense, Am, Is and Are, The Present Progressive Tense, Have and Has, The Present Perfect Tense, The Simple Past Tense, Regular and Irregular Verbs, Was and Were, The Past Progressive Tense,
- The Future Tense, Can and Could, May and Might, Do, Does and Did, Would and Should
- Subject-Verb Agreement
- Adverbs
- Prepositions
- Conjunctions
- Interjections
- Sentences: What is a Sentence?, Kinds of Sentences, The Imperative, The Subject and the Object, Direct and Indirect Objects, Positive and Negative Sentences, Questions
- Punctuation: Period, Comma, Exclamation Point, Question Mark, Apostrophe

Unit : II

- Classified Vocabulary
- Articles, Ornaments, jewels, customs, eatables, flowers, fruits, vegetables.

Unit – III

- Cloze Passage – Anecdotal Records Hints Development
- Phonetic Symbols



Unit - IV

- Etiquettes & Manners
- Letter writing formal & Informal letter
- Diary Writing

Unit V

Spoken English : Conversation-Face to Face

- Oral Report
- Group Discussion

Unit – VI

- Bio-data, Cover letter, CV, Resume
- Group Discussion
- Application for job, job description
- Letter of application & Resignation

PAPER –VI

CHILD PSYCHOLOGY AND CHILD DEVELOPMENT

1. Child Psychology, definition of psychology, various schools of thought need for studying psychology.
2. Physiological systems and the mental processes
3. Sense training importance methods – usefulness
4. Special development – role of recreations
5. Habits and character formation. Emotional development, group instincts, individual instincts etc.
6. Intellectual development, cause of intellectual backwardness and remedial measures.
7. The Child in the community religion, sex, social behaviour
8. Problems of child development: How do and don't's affect child development in an Indian home.
9. Characteristics of development



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMI NURSERY EDUCATION

10. Factors of development: genetic, environmental etc.
11. Process of development - prenatal and subsequent stages up to 6 years.
12. Types of development physical and psychomotor development
13. Role of the teacher
14. Agencies for socializing
15. Developmental requirements of a child, needs and adjustments
16. Development of the child's language, reading, comprehension, vocabulary etc
17. Family background and its influence on the development of the child
18. Problems relating to sleep, food temper, shyness etc
19. Children in need of special care : the mentally retarded child and the physically handicapped children, their care at a nursery school.

PAPER –VII

NATIONAL DEVELOPMENT & SOCIAL WELFARE

1. Indian Freedom Movement, its impact on national life
2. The Indian Constitution- its application to community organization
3. Citizenship in India, Rights and Duties
4. Democratic Decentralisation – Elementary lessons of democratic training
5. Voluntary organizations in India – Their relevance in the socialistic set up BSS. Its origin and need.
6. Social conditions in India today, Problems of weaker sections and remedial programmes.
7. Education in India, History and Systems of Education



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMI NURSERY EDUCATION

8. Social work definition, concept, scope, limitations, statutory Governmental and voluntary activities.
9. Social Action versus legislative action, Charity approach and Developmental approach.
10. Area –Women welfare, child welfare, Welfare of the aged and the handicapped (physically and mentally)
11. Sectors-rural urban and under- developed sections of the community. Development from individual to family and ultimately to the national community.
12. Problems of the various sectors-Heritage, customs, marriage systems, social consciences and individual consciences, impact on child life.
13. Demography and the child.
14. Child education and child welfare
15. Agencies for social welfare and their programmes for the child.

PAPER – VIII

PRE- SCHOOL EDUCATION AND MANAGEMENT

1. Ancient systems, System during the British period, system after independence.
2. Montessori Scheme, nursery scheme, Kindergarten scheme, Gandhian ideas.
3. Pre- School education in relation to primary education.
4. Importance of personality development in pre school education
5. Parent- teacher-student-relationship
6. Pre School as a community centre
7. Physical requirements of a pre school
8. Sanitary requirements of a pre school



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMI NURSERY EDUCATION

9. The dress of the child
10. Games and recreations as a part of the curriculum
11. Supervision arrangements
12. Arrangements in the School for Medical and Health Services
13. Essential records, correspondences and office management
14. The financial management, accounting , auditing etc
15. Conduct of examinations, competitions, school gardens etc
16. Organising musical lessons, musical drills, songs etc
17. Programme Planning
18. Parent teacher relationship, Parent Teacher Associations and their functions.

PAPER IX-

HEALTH NUTRITION AND HYGIENE

1. Health as a National Problem
2. Symptoms of health versus ill health
3. Importance of health in developing child
4. Circumstances leading to ill health and main nutrition, ignorance, poverty lack of resources, lack of guidance etc.
5. Environmental sanitation and its relation to individual health and clean habits.
6. Common diseases of children, Vulnerable groups and locations.
7. Distinction between health and nutrition.



8. Importance of nutrition in health and work efficiency, National health and National economic sufficiency.
9. Health education for teachers and parents
10. Problems of public health
11. Elementary lessons in first aid and home nursing
12. Knowledge of modern family planning and family welfare
13. Knowledge of health services, family planning services, parental care, anti-natal care etc.
14. Care of the infant and guidance to the mother, clean habits of the child to take care of their eyes, ears, nose, teeth, nails, skin, hair etc
15. Knowledge of possible indoor and outdoor accidents and their preventive measures
16. Nutrition requirements of the child and the mother at various stages and ages
17. Factors of balanced diet for infants, school children and others.
18. Symptoms of nutritional deficiency
19. Food materials and their nutritional values
20. Cooking methods prevent reduce of nutritional values and cleanliness
21. Food Storage methods
22. Information about nutrition services
23. Food habits and domestic budgeting
24. Weaning of foods and weaning process



PAPER X –

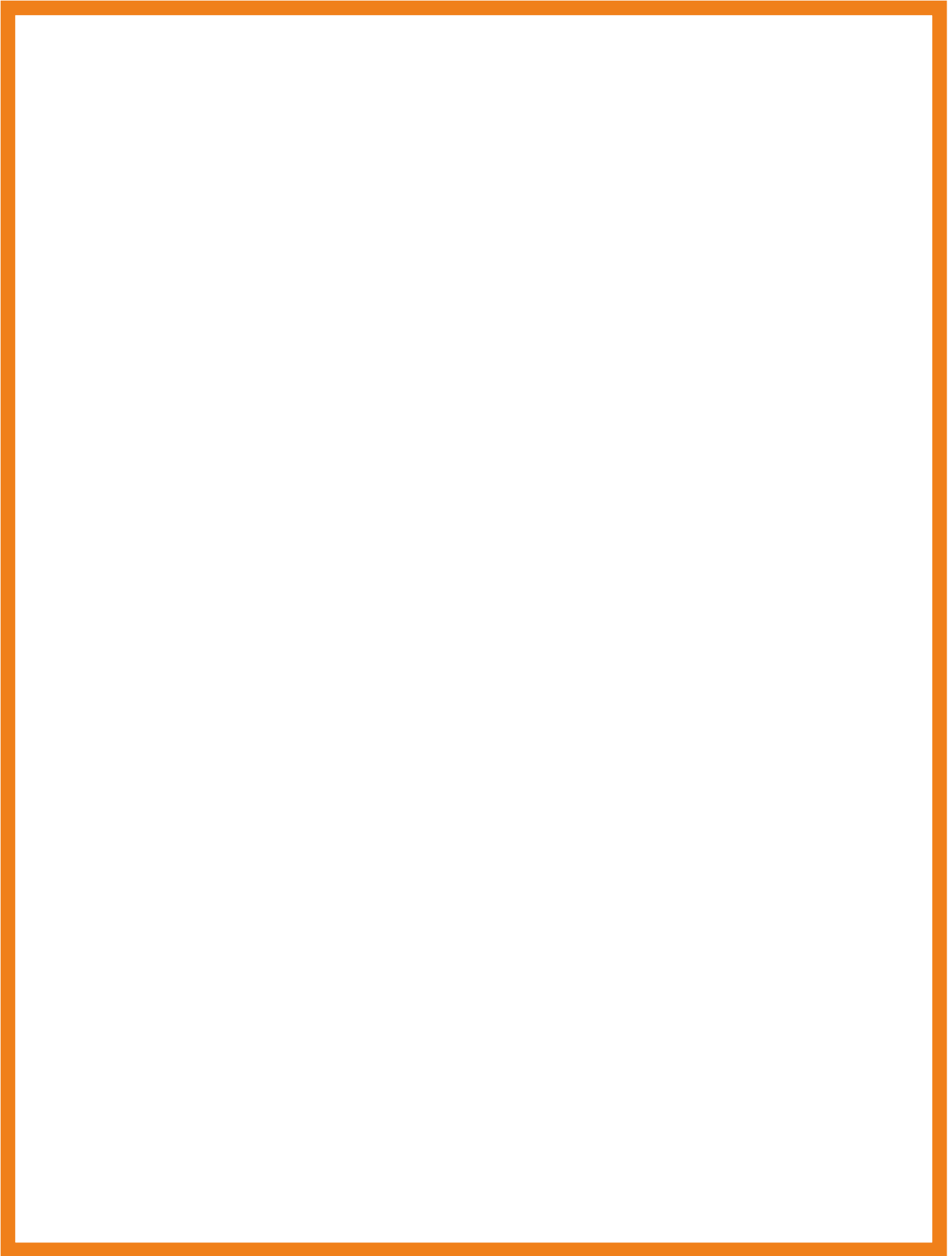
TEACHING METHODS AND AIDS

1. Education purpose of Infant education : views of comenius Rousseau, Pestalozzi, Froebel, Margaret Macmillan, Montessori, Mahatma Gandhi etc
2. Story telling, language, teaching numbers, teaching methods for each subjects.
3. Nursery rhymes and elementary dancing
4. Nature study-flowers, vegetables, pets
5. Crafts and drawing charts, pictures
6. Methods of communication
7. Programme planning- instructions, study tours etc
8. Class room practices
9. Methods of supervision, reporting etc
10. Audio visual aids
11. Play materials; community games, recreation equipment etc
12. Group methods and individual methods
13. Sense training methods and aids
14. Methods to develop initiative
15. Knowledge of Aids and equipment for handicapped children.



Reference Book

1. വിദ്യാഭാസ മനുശാസ്ത്രം
2. ആരോഗ്യവും പോഷണവും
3. നഴ്സറി വിദ്യാഭ്യാസവും മാനേജ്മെന്റും
4. പുരോഗതിയിലേക്കുള്ള പാത
5. സോഷ്യൽ വെൽഫെയർ
6. പഠനവിദ്യകളും, പഠനോപകരണങ്ങളും







BSS Diploma in Computer Application and Montessori & Child Education





BSS DIPLOMA IN COMPUTER APPLICATION AND CHILD EDUCATION

BRANCH: MONTESSORI AND CHILD EDUCATION

Duration: One year
Qualification: SSLC or Equivalent
Course structure and Syllabus

SUBJECTS AND PAPERS

Computer Application (130hrs)	
Paper 1	Fundamentals of Computer and Operating System
Paper 2	PC Software Packages (Word, Excel, PowerPoint)
Paper 3	Internet and Web Technology Using Photoshop and HTML
Paper 4	Programming in C and Web Programming Using PHP
Montessori	
Paper 5	Communicative English
Paper 6	Montessori and Pre-primary Education
Paper 7	Child Psychology, Learning Process, Health and Hygiene
Paper 8	Exercises and Sensorial Activities
Paper 9	Language and Arithmetic Development
Paper 10	CCE, Child Development and Environment
Paper 11	<ul style="list-style-type: none">• Project work on Language & Arithmetic• Camps with Social & Cultural Activities• Teaching Practice



PAPER-I

FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM

1. INTRODUCTION
Computer, Hardware, Software, System software, Application software.
2. PROGRAMMING LANGUAGES
Brief description about programming languages: What is computer language, Its use.
3. ORGANISATION OF A DIGITAL COMPUTER
Input unit, Output unit, Central Processing unit, Memory
5. OPERATING SYSTEM
Introduction, Basics of MS Windows

PAPER-II

PC SOFTWARE PACKAGES (WORD, EXCEL, POWERPOINT) (36 Hours)

UNIT-I : MS-Word: - (18 Hrs)

Introduction to Word Processing, Introduction to MS-Word: Creating, Saving, and Opening document in word, Toolbars, Rulers, Menus, keyboard shortcuts. Editing a Document- Moving, scrolling in a document, opening multi document windows, editing text – selecting, inserting, copying, deleting, moving text etc. Previewing documents, printing documents. Formatting Documents: Paragraph formats, aligning text and paragraph, Borders & Shading, header & Footer, Bullets, numbering. Find & Replace, Inserting – Page Numbers, pictures, Symbols etc. Creation & working with tables.



UNIT-II: MS-Excel (12 Hrs)

Worksheet basics, creating worksheet, entering data into worksheet. Saving & quitting from worksheet. Opening & Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Basic formulas - Auto sum, Average etc. Changing – alignment, Character Styles, Column width, date format, borders & colors, currency sign. Previewing & printing worksheet – page setting, print titles, adjustment Margins, page break, headers and footers.

UNIT – III: MS-PowerPoint (6 Hrs)

Creating a New Presentation, Working with Presentation, Slides & its different views, Inserting, Deleting and copying of slides, Adding Graphics, Working with PowerPoint designing & presentation of a slide show.

PAPER-III

INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND HTML (36 Hours)

- Introduction to Internet, Browsers. E-mail.
- What is Photoshop, The Photoshop Workspace, The Menu Bar, The Drawing Canvas, The Tool Box, The Palettes, Drawing Things on the Canvas, Choosing a Color, Defining the Brush, The Pencil Tool, The Line Tool, The Text Tool, The Paint Bucket Tool, The Gradient Tool, Modifying Things on the Canvas, The Eraser Tool, The Eye Dropper Tool, The Marquee Tool, The Lasso Tool, The Magic Wand Tool, The Move Tool, The Crop Tool, Layers.
- Introduction of different Web Technology: Introduction, HTML Elements, HTML Attributes, HTML Headings, HTML Paragraphs, HTML Formatting, HTML Fonts, HTML Styles, HTML Links, HTML Images, HTML Lists, HTML Colors.



PAPER-IV

PROGRAMMING IN C AND WEB PROGRAMMING USING PHP (42 Hours)

Introduction to Programming

Introduction to C Language: The C character set, identifiers and keywords, data types, variable naming rules, Declaration variables

Operators and expressions: Arithmetic operators, unary operator, relational and logical operator, assignment operators, the conditional operator.

Data input and output: Single character input, single character output, scanf, printf, puts gets functions

Control statement: Branching: if else statement, Loops: for loop (printing numbers from 1 to 10).

PHP Basics- Syntax, Operators, Variables, strings in PHP, String handling functions, Date function.

Control Structures and Arrays: if statement, if else statement. Loops: for loop

Paper V –

Communicative English (55 Hours)

Unit : I

- What is Grammar?
- The Capital Letter
- Nouns: Common Nouns, Proper Nouns, Singular Nouns, Plural Nouns, Collective Nouns, Masculine and Feminine Nouns.
- Pronouns: Personal Pronouns, Reflexive Pronouns, Interrogative Pronouns, Demonstrative Pronouns



BSS DIPLOMA IN COMPUTER APPLICATION & MONTESSORI AND CHILD EDUCATION

- Adjectives: Adjective Endings, Kinds of Adjectives, Comparison of Adjectives
- Determiners: The Articles, Demonstrative Determiners, Interrogative Determiners, Possessive Determiners.
- Verbs and Tenses: The Simple Present Tense, Am, Is and Are, The Present Progressive Tense, Have and Has, The Present Perfect Tense, The Simple Past Tense, Regular and Irregular Verbs, Was and Were, The Past Progressive Tense,
- The Future Tense, Can and Could, May and Might, Do, Does and Did, Would and Should
- Subject-Verb Agreement
- Adverbs
- Prepositions
- Conjunctions
- Interjections
- Sentences: What is a Sentence?, Kinds of Sentences, The Imperative, The Subject and the Object, Direct and Indirect Objects, Positive and Negative Sentences, Questions
- Punctuation: Period, Comma, Exclamation Point, Question Mark, Apostrophe

Unit : II

- Classified Vocabulary
- Articles, Ornaments jewels customs, eatables flowers, fruits vegetables.

Unit – III

- Cloze Passage – Hints Development
- Anecdotal records
- Phonetic Symbols



BSS DIPLOMA IN COMPUTER APPLICATION & MONTESSORI AND CHILD EDUCATION

Unit - IV

- Etiquettes & Manners
- Letter writing formal & Informal letter
- Diary writing

Unit – V

- Spoken English: Conversation – face to face
- Oral report
- Group Discussion

Unit – V

- Bio-data, Cover letter, CV, Resume
- Application for job, job description
- Letter of application & Resignation

Paper VI -

Montessori and Pre-Primary Education (150 Hours)

Principles of Education

- a. Concept of Education
- b. Development of Montessori Method
- c. Child-Centric Education
 - Concept of Child-Centric Education
 - Characteristics of Child-Centric Education
 - Implication in Pre-Primary Education
- d. Co-Curricular Activities in Pre-Primary Education
 - Concept of Co-Curricular Activity
 - Different Types of Co-Curricular Activities
 - Activity-based Education
 - Freedom and Discipline
 - Reward and Punishment



Life of Maria Montessori

- a. Montessori Theory and System of Education
- b. Stages of Child Development

Development of Montessori Method

- a. House of Children
- b. Secrets of Childhood
- c. Principles of Self-Education

Montessori Environment

- a. Prepared Environment
- b. Montessori Materials
- c. Process of Normalisation
- d. The vision of Peace Education

Montessori Method and Other Pre-Primary Education Systems

- a. Kindergarten and Nursery
- b. Montessori
- c. Comparison

PAPER VII -

Child Psychology, Learning Process, Health and Hygiene (180 Hours)

Child Psychology

- a. Meaning of Child Psychology
- b. Nature of Child Psychology
- c. Dr. Montessori's Work on Child Psychology
- d. Originality of Montessori's Psychology

Growth and Development of Child

- a. Concept of Growth and Development
- b. Stages of Development
- c. Determinants of Development: Heredity and Environment
- d. Dr. Montessori's View on Child Development



- e. Theory of the Montessori Method: Unique position of Man at Birth and the Laws of Natural Development

Developmental Characteristics of Children in the Pre-School Years

- a. Physical Development
- b. Mental/Cognitive Development
- c. Emotional Development
- d. Social Development
- e. Role of Teachers and Parents

Individual Difference, Motivation and Creativity

- a. Meaning and Types of Individual Difference
- b. Educational Implication of Individual Difference
- c. Concept and Importance of Motivation and Techniques of Motivation
- d. Concept and Importance of Creativity and Strategies for Fostering Creativity

Learning Process

- a. Concept of Learning
- b. Nature of Learning
- c. Types of Learning
- d. Theories of Learning
 - Theory of Trial and Error Learning
 - Theory of Conditioning (Classical and Operant)
 - Montessori's Theory of Learning

Health and Hygiene

- a. Introduction, Meaning, Nature and Concept

Mother and Child

- a. Mother's Care and Habit formation
- b. Parental Control

Child's Health

- a. Healthy Mother
- b. Mother and Child's Health
- c. Health Check Point



Personal Cleanliness

- a. Meaning and Concept
- b. Environment and Sanitation
- c. Transmission of Communicable Diseases

Child and Safety Measures

- a. Concept
- b. Accidents
- c. Prevention
- d. First Aid
- e. Role of Mother and Teacher

PAPER VIII-

Exercises and Sensorial Activities (180 Hours)

Preliminary Activities

- a. Stories
- b. Rhymes
- c. Picture Cards
- d. Threading of Beads
- e. Nob Materials Handling
- f. Puzzles
- g. Game
- h. Card Matching and Pairing

Developmental Activities

- a. Mat-Rolling
- b. Chowki and Chair
- c. Pouring (solid and liquid)
- d. Sorting by Shape
- e. Size and Colour
- f. Picture Pairing

Social Behaviour

- a. Offering Activity
- b. How to walk in line



Taking Care of Environment

- a. How to sweep
- b. Dusting
- c. Taking care of plants and pets

Taking Care of Oneself

- a. Combing Hair
- b. Washing Hands
- c. Folding Napkins
- d. Using Frame like Coat Button, Press Button, Shoe Lace, Ribbon etc.

Development of Sensorial Activities Visual and Muscul Sense

- a. Cylinder Blocks
- b. Pink Tower

Visual Sense

- a. Colour Tablets

Tactile Sense

- a. Touch Boards

Acoustic Sense

- a. Noise Boxes

Muscular Sense

- a. Long Stairs
- b. Geometric Trays
- c. Geometric Cards
- d. Baric Tablets



PAPER IX -

Language and Arithmetic Development (120 Hours)

Language Development

- a. Preliminary Activities on Sound Awareness
- b. Sand Paper Letters
- c. Movable Alphabet Boxes
- d. Reading and Writing Cards

Arithmetic

- a. Number Rods
- b. Sand Paper Figures
- c. Number Rods and Cards
- d. Spindle Boxes
- e. 0' Activity and Chit Game
- f. Cards and Counters
- g. Even and Odd
- h. Special Exercises with Number Rods
- i. Decimal System:
 - i) Bead Material and Card Material,
 - ii) Static Part and Dynamic Part
- j. Traditional Names (from Eleven to Nineteen
 - a.)- First Seguin Frame and Second Seguin Frame

Paper 10:

CCE, Child Development and Environment(150 Hours)

Evaluation

- a. Historical Development of Evaluation and Various Reports and Recommendations : A Synoptic View
- b. Meaning, Nature and Scope of Evaluation



- c. Examination and Evaluation
- d. Place of Evaluation in the Pre-Primary Curriculum

Concept of Continuous and Comprehensive Evaluation (CCE)

- a. Meaning, Nature and Scope of CCE
- b. Aim of CCE in Pre-primary Education

Assessment of CCE in Pre-primary Education

- a. Scholastic Assessment
- b. Co-Scholastic Assessment
- c. Formative Assessment
- d. Summative Assessment

Tools and Techniques of CCE in Pre-primary Education

- a. Methods of Assessment
- b. Tools of Assessment
- c. Techniques of Assessment

Montessori Method and CCE in Pre-primary Education

- a. CCE in different methods of Pre-primary Education
- b. CCE in Montessori Method
- c. Role of Teachers in CCE

Child and Environment

- a. Environment
 - Meaning and Concept
 - Environment of Child
- b. Child's Environment
 - Parental Responsibility
 - Teacher's Responsibility
- c. Lesson Plan on Child Environment



PRACTICAL(300 Hours)

Project Work on Language and Arithmetic (44 Hours)

Project Work on Arithmetic (44 Hours)

Social and Cultural Activities (122 Hours)

Activity 1: Songs

- i) Prayer ii) Suitable for National Days
- iii) Suitable for Birth and Death Anniversary of Great Persons and Other Memorable Day iv) Folk Songs

Activity 2: Drama and Role Playing

Activity 3: Recitation

Activity 4: Dancing

Activity 5: Drawing

Activity 6: Camp & Community work

Activity 7: Tour

Simulated Teaching (90 Hours)

Simulated Teaching on the following skills

(3 simulated teaching on each skill) will be done.

- 1. Skill of Reinforcement;
- 2. Skill of Using Black Board;
- 3. Skill of Using Teaching Learning Materials (TLM);
- 4. Skill of Stimulus Variation;
- 5. Skill of Citing Examples; and
- 6. Skill of Using Probing Questions.

Reference Books

- 1. The Montessori Method, by Maria Montessori
- 2. Montessori: A Modern Approach, by Paula Polk Lillard
Global Kid's: Activity Books For LKG (KG 1) & Montessori Age 4-5 yrs (Kid's Activity Books) (First Edition) by Career Point Kota (Author), Global Kids
- 3. Montessori in the Classroom: A Teacher's Account of How Children Really Learn, by Paula Polk Lillard
- 4. The Substance of Play: Principles of Pre-primary Education, by K. T. Margaret





**BSS Diploma in Computer Application and
Sisulekshmi Pre-primary Education
One Year**





BSS DIPLOMA IN COMPUTER APPLICATION AND CHILD EDUCATION

BRANCH: SISULEKSHMI PRE -PRIMARY EDUCATION

Duration: One year
Qualification: SSLC or Equivalent

SUBJECTS AND PAPERS

Computer Application (130hrs)	
Paper 1	Fundamentals of Computer and Operating System – 4hrs
Paper 2	PC Software Packages (Word, Excel, PowerPoint) – 40hrs
Paper 3	Internet and Web Technology Using Photoshop and HTML – 40hrs
Paper 4	Programming in C and Web Programming Using PHP – 46hrs
Pre Primary (1076hrs)	
Paper 5	Communicative English – 120 hrs
Paper 6	Child Psychology & Early Childhood Care & Development – 200hrs
Paper 7	School Education and Management – 180 hrs
Paper 8	Health & Nutrition– 180 hrs
Paper 9	Teaching Methods & Aids – 160 hrs
	Teaching Practice – 140 hrs
	Practical Works – 96 hrs <ul style="list-style-type: none">• Preparation of Teaching Aids• Lesson Planning & Teaching Experience• Arts & Craft• Arts File & Plan Book• Rhymes, Action Songs, Communication Skill, Story



PAPER-I

FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM

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Brief description about programming languages: What is computer language, Its use.
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PC SOFTWARE PACKAGES (WORD, EXCEL, POWERPOINT)

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UNIT-II

MS-Excel

Worksheet basics, creating worksheet, entering data into worksheet. Saving & quitting from worksheet. Opening & Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Basic formulas - Auto sum, Average etc. Changing – alignment, Character Styles, Column width, date format, borders & colors, currency sign. Previewing & printing worksheet – page setting, print titles, adjustment Margins, page break, headers and footers.

UNIT – III

MS-PowerPoint: -

Creating a New Presentation, Working with Presentation, Slides & its different views, Inserting, Deleting and copying of slides, Adding Graphics, Working with PowerPoint designing & presentation of a slide show.

PAPER-III

INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND HTML

Introduction to Internet, Browsers. E-mail.

What is Photoshop, The Photoshop Workspace, The Menu Bar, The Drawing Canvas, The Tool Box, The Palettes, Drawing Things on the Canvas, Choosing a Color, Defining the Brush, The Pencil Tool, The Line Tool, The Text Tool, The Paint Bucket Tool, The Gradient Tool, Modifying Things on the Canvas, The Eraser Tool, The Eye Dropper Tool, The Marquee Tool, The Lasso Tool, The Magic Wand Tool, The Move Tool, The Crop Tool, Layers.

Introduction of different Web Technology: Introduction, HTML Elements, HTML Attributes, HTML Headings, HTML Paragraphs, HTML Formatting, HTML Fonts, HTML Styles, HTML Links, HTML Images, HTML Lists, HTML Colors.



PAPER-IV

PROGRAMMING IN C AND WEB PROGRAMMING USING PHP

Introduction to Programming

Introduction to C Language: The C character set, identifiers and keywords, data types, variable naming rules, Declaration variables

Operators and expressions: Arithmetic operators, unary operator, relational and logical operator, assignment operators, the conditional operator.

Data input and output: Single character input, single character output, scanf, printf, puts gets functions

Control statement: Branching: if else statement, Loops: for loop (printing numbers from 1 to 10).

PHP Basics- Syntax, Operators, Variables, strings in PHP, String handling functions, Date function.

Control Structures and Arrays: if statement, if else statement. Loops: for loop

Paper V –

Communicative English (120 Hours)

Unit : I

- What is Grammar?
- The Capital Letter
- Nouns: Common Nouns, Proper Nouns, Singular Nouns, Plural Nouns, Collective Nouns, Masculine and Feminine Nouns.
- Pronouns: Personal Pronouns, Reflexive Pronouns, Interrogative Pronouns, Demonstrative Pronouns



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMY PRE-PRIMARY EDUCATION ONE YEAR

- Adjectives: Adjective Endings, Kinds of Adjectives, Comparison of Adjectives
- Determiners: The Articles, Demonstrative Determiners, Interrogative Determiners, Possessive Determiners.
- Verbs and Tenses: The Simple Present Tense, Am, Is and Are, The Present Progressive Tense, Have and Has, The Present Perfect Tense, The Simple Past Tense, Regular and Irregular Verbs, Was and Were, The Past Progressive Tense,
- The Future Tense, Can and Could, May and Might, Do, Does and Did, Would and Should
- Subject-Verb Agreement
- Adverbs
- Prepositions
- Conjunctions
- Interjections
- Sentences: What is a Sentence?, Kinds of Sentences, The Imperative, The Subject and the Object, Direct and Indirect Objects, Positive and Negative Sentences, Questions
- Punctuation: Period, Comma, Exclamation Point, Question Mark, Apostrophe

Unit : II

- Classified Vocabulary
- Articles, Ornaments jewels customs, eatables flowers, fruits vegetables.

Unit – III

- Cloze Passage – Hints Development
- Anecdotal records
- Phonetic Symbols



Unit - IV

- Etiquettes & Manners
- Letter writing formal & Informal letter
- Diary writing

Unit – V

- Spoken English: Conversation – face to face
- Oral report
- Group Discussion

Unit – VI

- Bio-data, Cover letter, CV, Resume
- Application for job, job description
- Letter of application & Resignation

Paper VI -

Child Psychology & Early Childhood Care & Development(200 Hours)

1. Child Psychology
 - Introduction to child psychology and child development
 - Importance and use of child psychology
2. Growth and Development
 - Meaning of Development
 - Child: Growth and Development
3. Stages of Development
 - Pregnancy stage
 - Infancy stage
 - Childhood
 - Boyhood
 - Elderly stage
 - Adolescence
 - Mature



- Middle Age
- Old age
- 4. Major Aspect of Child Development
 - Physical development
 - Emotional development
 - Features of emotion
 - Stages of emotion
 - Uses of emotion
 - Dynamic development
 - Features of dynamic development
 - Physical and emotional development
 - Social development
 - Language development
 - Development of imagination
- 5. Games
 - Importance of games for children
 - Game methods in education
 - Educational programmes based on game methods
 - Advantages of game methods
 - Disadvantages of game methods
- 6. Habits
 - Habits – Features
 - State of Habit formation
 - Types of Habits
 - Eliminate Bad habits
 - Habit of learning
- 7. Access
 - Steps of learning
 - Definition of learning
 - Importance of learning



- Aspect of access
 - Meaning of imitation
 - Definition of imitation
 - Educational importance of imitation
8. Attention, Enthusiasm and Fatigue
- Features of Attention
 - Stages of attention
 - Different types of attention
 - Attention and education
 - Definitions of Enthusiasm/interest
 - Importance of Enthusiasm/interest in education
 - Attention Interest: education, fatigue, category of fatigue, symptoms of fatigue, causes for fatigue, class and fatigue, eradication of fatigue
9. Personality
- What is personality
 - Personality and child development
10. Complicated Children
- Types of complicated children
 - Complications in behavior
 - Causes for complications in behavior
 - Complications in behavior and school
 - Teacher and complicated children
 - Managing complicated students
11. Special Children
- Talented children
 - Problems of talented children
 - Selection of talented children
 - Education of talented children
 - Weak children
 - Types of weakness



- Causes of weakness
- Selection of weak children
- Education of weak children

12. First Aid

- Meaning and importance of First Aid
- Objectives of First Aid
- Basic qualities of a person giving first aid
- Duties of a person giving first aid
- Important tools for First Aid

13. Exercise

- Meaning of exercise
- Meaning of tiredness
- Tiredness at school and how to avoid it
- Sleep

Reference Books:

1. Introducing Child Psychology: A Practical Guide by Kairen Cullen
2. Montessori in the Classroom: A Teacher's Account of How Children Really Learn by Paula Polk Lillard
3. Early Childhood Care and Development by Sengupta. M
4. Childhood and Growing Up by Dr. Aradhana , Dr. Mahesh Bhargava
5. First aid for kids: Before calling the doctor-How to deal with child injuries quickly and professionally by ehabkamal
6. First Aid in Childhood Illnessby Dr John Koramoa
7. 303 Preschooler-Approved Exercises and Active Games (Smartfun Activity Books) by Kimberly Wechsler



PAPER VII -

School Education and Management (180 Hours)

1. Education System
 - Ancient systems
 - System during the British period
 - System after independence
2. Various Education Systems
 - Montessori scheme
 - Nursery scheme
 - Kindergarten scheme
 - Gandhian ideas
3. Pre-School
 - Pre-School education in relation to primary education
 - Importance of personality development in pre-school education
 - Parent-teacher-student-relationship
 - Preschool as a community centre
 - Physical requirements of a pre-school
 - Sanitary requirements of a pre-school
 - The dress of the child
 - Games and recreations as a part of the curriculum
 - Supervision arrangements
4. Health
 - Arrangements in the School for Medical and Health services
5. School Management
 - Role of Headmaster in School Management
 - Duties of Headmaster
 - Qualities of Headmaster
 - Basic qualities of teachers



- Role and responsibilities of teachers
- 6. School Record
 - Importance of school records
 - Record Management in School
 - Uses of accumulated records and letters
- 7. Time Table
 - Meaning of Time Table
 - Need for Time Table
 - Different types of Time Table
 - Benefits of Time Table
 - Objectives of Time Table
 - Importance of Time Table in school/Pre-School
 - Preparation of Time Table
 - Time Table of Nursery schools
- 8. Home Work
 - Purpose of giving homework
 - Importance of homework
 - Disadvantages of homework
 - Advantages of homework
 - Nature of homework
- 9. Discipline
 - Discipline concepts
 - Discipline principles
 - Discipline in class – inability of teachers
 - Elimination of indiscipline - Suggestions
- 10. Examination and Assessment
 - Fundamental facts
 - Need for examination/assessment
 - Types of examinations/assessment
 - Demerits of examination/assessment



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMY PRE-PRIMARY EDUCATION ONE YEAR

- Suggestions to overcome the demerits of examination
 - Difference between exploration and observation
11. School and Society
- Suggestions on social related programmes
 - Structure of social related programmes
 - Programmes

Reference Books:

1. Childhoods in India: Traditions, Trends and Transformations by T. S. Saraswathi, Shailaja Menon, Ankur Madan
2. A Complete Resource for CTET: Child Development and Pedagogy by Sandeep Kumar
3. Early Childhood Care and Education by Sengupta M
4. No-Drama Discipline: The Whole-Brain Way to Calm the Chaos and Nurture Your Child's Developing Mind by Daniel J. Siegel, Tina Payne Bryson
Positive Discipline for Preschoolers: For Their Early Years—Raising Children Who are Responsible, Respectful, and Resourceful (Positive Discipline Library)
by Jane Nelsen Ed.D., Cheryl Erwin, Roslyn Ann Duffy

PAPER VIII-

Health & Nutrition(180 Hours)

1. Health
 - Definition of Health
 - Factors affecting health
 - Basic rules for good health



2. Health Education
 - Meaning and importance of Health Education
 - Objectives of Health Education
 - Procedure of health education in schools
3. Physical Education
 - Need & importance of physical education
 - Areas involved in physical education
 - Objectives of Physical Education
 - Physical education Programmes
4. Health and hygiene
 - Clean surrounding & Health care
 - Cleaning of individual-bath-hair-Teeth
5. Major diseases affecting children
 - Stomach Problems
 - Fever
 - Cold
 - Small pox
 - Measles
 - Tetanus
 - Cholera
 - Diarrhea
 - Protein & Vitamin deficiency diseases
 - Protein Energy malnutrition
 - Vitamin A deficiency
 - Vitamin B deficiency
 - Vitamin C deficiency
 - Vitamin D deficiency
 - Iron deficiency
 - Iodine deficiency
 - Other health Problems



- Eye, Ear, Tooth
- Skin
- Respiratory and Gastrointestinal Problems

6. Nutrition

- Proper nutrition
- Nutritional requirement of 3-6 years old children
- Physical energy
- Features of Balanced diet
- Normal diet of male adult
- Normal diet of children
- Normal diet of women
- School Meal Programmes

7. Principle (Fact/elements) of Diet

- Protein
- Fat
- Carbohydrates
- Minerals
- Vitamin

8. Psychological needs

- Food: Breast feeding, Supplementary feeding, Food for the toddler
- Sleep and rest
- Clothing
- Physical activity
- Socio emotional needs

Reference Books:

1. Nutrition and Child Development by KE Elizabeth



PAPER IX -

Teaching Methods & Aids (160 Hours)

1. Education and Teaching
 - Nature of education
 - Nature of Teaching
 - Theory of good teaching
 - Difference between education and teaching
2. Teaching, meaning and work
 - Meaning and definition of teaching
 - Nature of teaching
 - Qualities of good teaching
 - Qualities of good teacher
 - Stages of teaching
 - Teaching works
3. General theory of teaching
 - Fundamental theory of teaching
 - Formula of teaching
 - Teaching process
 - Difference between incoming and outgoing process
 - Grade
4. Teaching techniques and resources
 - Difference between teaching process and techniques
 - Classification of teaching techniques
5. Questionnaire
 - Importance of asking questions
 - aim of asking questions
 - types of questions
 - nature of questions
 - questions based on pattern and mode of answer



- qualities of good questions
 - disadvantages of questioning
 - how to ask questions
6. Take out answers
- Importance of answers
 - Take out answer
 - Qualities of good answer
 - Process of making wrong answers to correct
 - Answering to questions asked by students
7. Home work
- Definition of homework
 - Importance of homework
 - Types of homework
 - Qualities of good homework
 - Stratification of homework
 - Precautions to be taken in planning homework
8. Audio-visual equipment
- Audio-visual equipment
 - Importance and working of Audio-visual equipment
 - Classification of Audio-visual equipment
 - Audio equipment
 - Visual equipment
 - Audio-visual equipment
 - Qualities of Audio-visual equipment
 - Where to implement Audio-visual equipment
 - How and when to use Audio-visual equipment
9. Board
- Importance and advantage of board
 - How to write on board
 - Picture on board



- Advantage and importance of imprinting map or sketch
- How to imprint map or sketch on board
- Board as a friend
- Modern teaching methods
- Frobel and Kindergarten method
- Main principle of Kindergarten
- Features of child recreation
- Advantages of Frobel's child recreation
- Effect of Frobel on modern education
- Transformation in kindergarten according to time

10. Project method

- Meaning and definition of project method
- Definition of project method
- Types of projects
- Theories based on project method
- Steps of project method
- Creative steps of project method
- Selection of project
- Advantages of project method
- Disadvantages of project method
- Indian school and project method

11. Education through games method

- Definition of games
- Famous theories related to games
- Educational importance of games
- Advantages of game rule
- Disadvantages of game rule
- Montessori method
- Biography of Madam Montessori
- Theory related to Montessori method
- Role of teacher in Montessori method
- Practical methods in Montessori method



- Training of sense organs
 - How to control moralistic lapse
 - Training given by moralistic material
 - Advantages of Montessori method
 - Disadvantages and limitations of Montessori method
 - Comparison between the ideas of Froebel and Montessori
12. Basic education method
- Gandhi's view on education
 - Gandhi's judgement on education
 - Favor of co-education
 - Adult education
 - Policies to increase education
 - Modern structure of system
 - Why did Gandhi adapt this system
 - Advantages of fundamental or basic education
 - Examination of basic education
 - Ironical analysis related to basic education
 - Education planning
 - Thoughts related to fundamental education of 1964-66
13. Dalton method
- Aim of Dalton method
 - Theory related to Dalton method
 - Main principle of Dalton method
 - Advantages of Dalton method
 - Disadvantages of Dalton method

Reference Books:

1. *Principles, Methods and Techniques of Teaching* by J.C. Aggarwal
2. *Preschool Teaching Methods and Center Practices: A Hand Book for Caregivers of Young Children* by Darshi Ranmuthu



PAPER X -

Teaching Practice (140 Hours)

1. Teaching Practice to be completed at various schools before final examinations.
2. Records to be Prepared:
 - Toys Record
 - Vegetable Printing
 - Nursery Songs
 - Nursery Stories
 - Proverb, puzzles, quiz
 - Feathers, leafs, flowers
 - Teaching practice
 - Child psychology
 - Computer
 - Criticism
 - Demonstration
 - Camp & tour

PAPER XI

Practical works (96 Hours)

1. Preparation of Teaching Aids
 - Puzzles
 - Difference card
 - Flash card
 - Picture card
 - Letter card
 - Sand paper letter
 - Chart
 - Story card



- WLL pace
 - Pink tower
 - Mathematics material (clock, geometric figures, number wheel etc.)
2. Arts & Craft
- Drawing & Painting
 - Clay work
 - Paper cutting
 - Bindi work
 - Doll making
 - Shell work
 - Flower making
 - Needle work etc.
3. Chart Making (Minimum 6 charts is to be done during the 1st yr session)
- Subjects for chart
 - Malayalam alphabets
 - English alphabets
 - Word knowledge
 - Numerical Knowledge
 - Multiplication tables
 - Indoor games
 - Outdoor games
 - Fruits
 - Birds
 - Household appliances
 - Pet Animals etc.
4. File (Minimum 3 charts is to be done during the 1st yr session)
- Art & Craft
 - Drawing & Painting
 - Clay work
 - Paper cutting



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMY PRE-PRIMARY EDUCATION ONE YEAR

- Bindi work
 - Doll making
 - Shell work
 - Flower making
 - Needle work etc.
5. Lesson Plan and Teaching Experience (Minimum 20 lesson plan is to be prepares during the 1st yr session and take classes)
6. Rhymes, Action Songs, Communication Skill, Story
7. Records
- Case study
 - Toys record
 - Vegetable printing
 - Nursery songs
 - Nursery story
 - Proverb, puzzles, quiz
 - Feathers, leafs, flowers.
 - Child health
 - School Management





**BSS Diploma in Computer Application and
Sisulekshmi Pre-primary Education
Two Year**





**BSS DIPLOMA IN COMPUTER APPLICATION
AND CHILD EDUCATION
BRANCH: SISULEKSHMI PRE PRIMARY EDUCATION**

**Duration: Two year
Qualification: Plus Two or Equivalent or SSLC with One year BSS Diploma**

**SUBJECTS AND PAPERS
First Year**

Paper I	FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM.
Paper II	PC SOFTWARE PACKAGES (WORD, EXCEL, POWERPOINT)
Paper III	INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND HTML
Paper IV	PROGRAMMING IN C AND WEB PROGRAMMING USING PHP
	PRE PRIMARY
PAPER V	COMMUNICATIVE ENGLISH – 100 HRS
PAPER VI	CHILD CARE & HEALTH / CHILD DEVELOPMENT – 180 HRS
PAPER VII	NATIONAL DEVELOPMENT & SOCIAL WELFARE – 180 HRS
PAPER VII	<div>PRACTICAL WORKS – 96 HRS<ul style="list-style-type: none">● PREPARATION OF TEACHING AIDS● LESSON PLANNING & TEACHING EXPERIENCE● ARTS & CRAFT● ARTS FILE & PLAN BOOK● RHYMES, ACTION SONGS, COMMUNICATION SKILL, STORY</div>

SECOND YEAR

PAPER I	SCHOOL EDUCATION AND MANAGEMENT – 180 HRS
PAPER II	CHILD PSYCHOLOGY – 180 HRS
PAPER III	PRINCIPLE OF EDUCATION & EDUCATIONAL PSYCHOLOGY – 180 HRS
PAPER IV	TEACHING METHODS & AIDS – 140 HRS
PAPER V	TEACHING PRACTICE – 140 HRS



FIRST YEAR

PAPER-I

FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM

1. INTRODUCTION
Computer, Hardware, Software, System software, Application software.
2. PROGRAMMING LANGUAGES
Brief description about programming languages: What is computer language, Its use.
3. ORGANISATION OF A DIGITAL COMPUTER
Input unit, Output unit, Central Processing unit, Memory
4. OPERATING SYSTEM
Introduction, Basics of MS Windows

PAPER-II

PC SOFTWARE PACKAGES (WORD, EXCEL, POWERPOINT)

UNIT- I

MS-Word: -

Introduction to Word Processing, Introduction to MS-Word: Creating, Saving, and Opening document in word, Toolbars, Rulers, Menus, keyboard shortcuts. Editing a Document- Moving, scrolling in a document, opening multi document windows, editing text – selecting, inserting, copying, deleting, moving text etc. Previewing documents, printing documents. Formatting Documents: Paragraph formats, aligning text and paragraph, Borders & Shading, header & Footer, Bullets, numbering. Find & Replace, Inserting – Page Numbers, pictures, Symbols etc. Creation & working with tables.



UNIT-II

MS-Excel

Worksheet basics, creating worksheet, entering data into worksheet. Saving & quitting from worksheet. Opening & Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Basic formulas - Auto sum, Average etc. Changing – alignment, Character Styles, Column width, date format, borders & colors, currency sign. Previewing & printing worksheet – page setting, print titles, adjustment Margins, page break, headers and footers.

UNIT – III

MS-PowerPoint: -

Creating a New Presentation, Working with Presentation, Slides & its different views, Inserting, Deleting and copying of slides, Adding Graphics, Working with PowerPoint designing & presentation of a slide show.

PAPER-III

INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND HTML

Introduction to Internet, Browsers. E-mail.

What is Photoshop, The Photoshop Workspace, The Menu Bar, The Drawing Canvas, The Tool Box, The Palettes, Drawing Things on the Canvas, Choosing a Color, Defining the Brush, The Pencil Tool, The Line Tool, The Text Tool, The Paint Bucket Tool, The Gradient Tool, Modifying Things on the Canvas, The Eraser Tool, The Eye Dropper Tool, The Marquee Tool, The Lasso Tool, The Magic Wand Tool, The Move Tool, The Crop Tool, Layers.

Introduction of different Web Technology: Introduction, HTML Elements, HTML Attributes, HTML Headings, HTML Paragraphs, HTML Formatting, HTML Fonts, HTML Styles, HTML Links, HTML Images, HTML Lists, HTML Colors.



PAPER-IV

PROGRAMMING IN C AND WEB PROGRAMMING USING PHP

Introduction to Programming

Introduction to C Language: The C character set, identifiers and keywords, data types, variable naming rules, Declaration variables

Operators and expressions: Arithmetic operators, unary operator, relational and logical operator, assignment operators, the conditional operator.

Data input and output: Single character input, single character output, scanf, printf, puts gets functions

Control statement: Branching: if else statement, Loops: for loop (printing numbers from 1 to 10).

PHP Basics- Syntax, Operators, Variables, strings in PHP, String handling functions, Date function.

Control Structures and Arrays: if statement, if else statement. Loops: for loop

PAPER V

COMMUNICATIVE ENGLISH (100 HOURS)

Unit : I

- What is Grammar?
- The Capital Letter
- Nouns: Common Nouns, Proper Nouns, Singular Nouns, Plural Nouns, Collective Nouns, Masculine and Feminine Nouns.
- Pronouns: Personal Pronouns, Reflexive Pronouns, Interrogative Pronouns, Demonstrative Pronouns
- Adjectives: Adjective Endings, Kinds of Adjectives, Comparison of Adjectives



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMY PRE-PRIMARY EDUCATION TWO YEAR

- Determiners: The Articles, Demonstrative Determiners, Interrogative Determiners, Possessive Determiners.
- Verbs and Tenses: The Simple Present Tense, Am, Is and Are, The Present Progressive Tense, Have and Has, The Present Perfect Tense, The Simple Past Tense, Regular and Irregular Verbs, Was and Were, The Past Progressive Tense,
- The Future Tense, Can and Could, May and Might, Do, Does and Did, Would and Should
- Subject-Verb Agreement
- Adverbs
- Prepositions
- Conjunctions
- Interjections
- Sentences: What is a Sentence?, Kinds of Sentences, The Imperative, The Subject and the Object, Direct and Indirect Objects, Positive and Negative Sentences, Questions
- Punctuation: Period, Comma, Exclamation Point, Question Mark, Apostrophe

Unit : II

- Classified Vocabulary
- Articles, Ornaments jewels customs, eatables flowers, fruits vegetables.

Unit – III

- Cloze Passage – Hints Development
- Anecdotal records
- Phonetic Symbols

Unit - IV

- Etiquettes & Manners
- Letter writing formal & Informal letter
- Diary writing

Unit – V

- Spoken English: Conversation – face to face
- Oral report
- Group Discussion

Unit – VI

- Bio-data, Cover letter, CV, Resume
- Application for job, job description
- Letter of application & Resignation



PAPER VI –

CHILD CARE & HEALTH / CHILD DEVELOPMENT (180 HOURS)

1. Health

- Definition of Health
- Factors affecting health
- Basic rules for good health

2. Health Education

- Meaning and importance of Health Education
- Areas involving Health Education
- Objectives of Health Education
- Strategy for health care
- Procedure of health education in schools

3. Physical Education

- Need & importance of physical education
- Areas involved in physical education
- Objectives of Physical Education
- Physical education Programmes

4. Health and hygiene

- Clean surrounding & Health care
- Cleaning of individual-bath-hair-Teeth

5. Major diseases affecting children

- Stomach Problems
- Fever
- Cold
- Small pox
- Measles
- Tetanus
- Cholera
- Diarrhoea
- Protein & Vitamin deficiency diseases
- Protein Energy malnutrition
- Vitamin A deficiency
- Vitamin B deficiency



- Vitamin C deficiency
- Vitamin D deficiency
- Iron deficiency
- Iodine deficiency
- Other health Problems
- Eye, Ear, Tooth
- Skin
- Respiratory and Gastrointestinal Problems

6. Nutrition

- Proper nutrition
- Nutritional requirement of 3-6 years old children
- Physical energy
- Features of Balanced diet
- Normal diet of male adult
- Normal diet of children
- Normal diet of women
- School Meal Programmes

7. Principle (Fact/elements) of Diet

- Protein
- Fat
- Carbohydrates
- Minerals
- Vitamin

8. Psychological needs

- Food: Breast feeding, Supplementary feeding, Food for the toddler
- Sleep and rest
- Clothing
- Physical activity
- Socio emotional needs

9. Childhood

- Physical features of childhood
- Mental features of childhood
- Emotional features of childhood
- Emotional development in childhood



- Social features of childhood
- Social development in childhood

10. First Aid

- Meaning and importance of First Aid
- Objectives of First Aid
- Basic qualities of a person giving first aid
- Duties of a person giving first aid
- Important tools for First Aid

11. Exercise

- Meaning of exercise
- Meaning of tiredness
- Tiredness at school and how to avoid it
- Sleep

Reference Books:

1. Early Childhood Care and Development by Sengupta. M
2. Childhood and Growing Up by Dr. Aradhana , Dr. Mahesh Bhargava
3. Nutrition and Child Development by KE Elizabeth
4. First aid for kids: Before calling the doctor-How to deal with child injuries quickly and professionally by ehabkamal
5. First Aid in Childhood Illnessby Dr John Koramoa
6. 303 Preschooler-Approved Exercises and Active Games (Smartfun Activity Books) by Kimberly Wechsler

PAPER VII

NATIONAL DEVELOPMENT & SOCIAL WELFARE (180 HOURS)

1. Freedom Movement

- Indian Freedom Movement
- Its impact on national life

2. The Indian Constitution

- Indian Constitution
- Its application to community organization



3. Citizenship

- What is Citizenship
- Citizenship in Indian Rights and Duties

4. Democratic Decentralizations

- Democratic Decentralisation
- Elementary lessons of democratic training

5. Voluntary organisations in India

- Voluntary organisations in India
- Their relevance in the socialistic set up.
- B.S.S. Its origin and need

6. Social conditions

- Social conditions in India today
- Problems of weaker sections and remedial programmes

7. Education

- Education in India
- History and Systems of Education.

8. Social work

- Definition
- Concept
- Scope and limitations
- Statutory Governmental and voluntary activities.
 - Social Action versus legislative action
- Charity approach and Developmental approach.

9. Area of Welfare

- Women welfare
- Child welfare
- Welfare of the aged
- Welfare of the handicapped (physically and mentally).

10. Sectors

- Rural and urban
- Under-developed sections of the community.



- Development from individual to family and ultimately to the national community.

11. Problems to the various sectors

- Heritage
 - Customs
 - Marriage systems
 - Social consciences and individual consciences and its impact on child life.
12. Demography and the child
13. Child education and child welfare.
14. Agencies for social welfare and their programmes for the child.

PAPER VIII

PRACTICAL WORKS (96 HOURS)

1. Preparation of Teaching Aids

- Puzzles
- Difference card
- Flash card
- Picture card
- Letter card
- Sand paper letter
- Chart
- Story card
- WLL pace
- Pink tower
- Mathematics material (clock, geometric figures, number wheel etc.)

2. Arts & Craft

- Drawing & Painting
- Clay work
- Paper cutting
- Bindi work
- Doll making



- Shell work
- Flower making
- Needle work etc.

3. Chart Making (Minimum 6 charts is to be done during the 1st yr session)

- Subjects for chart
- Malayalam alphabets
- English alphabets
- Word knowledge
- Numerical Knowledge
- Multiplication tables
- Indoor games
- Outdoor games
- Fruits
- Birds
- Household appliances
- Pet Animals etc.

4. File (Minimum 3 charts is to be done during the 1st yr session)

- Art & Craft
- Drawing & Painting
- Clay work
- Paper cutting
- Bindi work
- Doll making
- Shell work
- Flower making
- Needle work etc.

5. Lesson Plan and Teaching Experience (Minimum 20 lesson plan is to be prepared during the 1st yr session and take classes)

6. Rhymes, Action Songs, Communication Skill, Story

7. Records

- Case study
- Toys record
- Vegetable printing
- Nursery songs
- Nursery story



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMY PRE-PRIMARY EDUCATION TWO YEAR

- Proverb, puzzles, quiz
- Feathers, leafs, flowers.
- Child health
- School Management

SECOND YEAR

PAPER I

SCHOOL EDUCATION AND MANAGEMENT (180 HOURS)

1. Education System

- Ancient systems
- System during the British period
- System after independence

2. Various Education Systems

- Montessori scheme
- Nursery scheme
- Kindergarten scheme
- Gandhian ideas

3. Pre-School

- Pre-School education in relation to primary education
- Importance of personality development in pre-school education
- Parent-teacher-student-relationship
- Preschool as a community centre
- Physical requirements of a pre-school
- Sanitary requirements of a pre-school
- The dress of the child
- Games and recreations as a part of the curriculum
- Supervision arrangements



4. Health

- Arrangements in the School for Medical and Health services

5. School Management

- Role of Headmaster in School Management
- Duties of Headmaster
- Qualities of Headmaster
- Basic qualities of teachers
- Role and responsibilities of teachers

6. School Record

- Importance of school records
- Record Management in School
- Uses of accumulated records and letters

7. Time Table

- Meaning of Time Table
- Need for Time Table
- Different types of Time Table
- Benefits of Time Table
- Objectives of Time Table
- Importance of Time Table in school/Pre-School
- Preparation of Time Table
- Time Table of Nursery schools

8. Home Work

- Purpose of giving homework
- Importance of homework
- Disadvantages of homework
- Advantages of homework
- Nature of homework

9. Discipline

- Discipline concepts
- Discipline principles



- Discipline in class – inability of teachers
- Elimination of indiscipline – Suggestions

10. Examination and Assessment

- Fundamental facts
- Need for examination/assessment
- Types of examinations/assessment
- Demerits of examination/assessment
- Suggestions to overcome the demerits of examination
- Difference between exploration and observation

11. School and Society

- Suggestions on social related programmes
- Structure of social related programmes
- Programmes

Reference Books:

1. Childhoods in India: Traditions, Trends and Transformations by T. S. Saraswathi, Shailaja Menon, Ankur Madan
2. A Complete Resource for CTET: Child Development and Pedagogy by Sandeep Kumar
3. Early Childhood Care and Education by Sengupta M
4. No-Drama Discipline: The Whole-Brain Way to Calm the Chaos and Nurture Your Child's Developing Mind by Daniel J. Siegel, Tina Payne Bryson
5. Positive Discipline for Preschoolers: For Their Early Years-- Raising Children Who are Responsible, Respectful, and Resourceful (Positive Discipline Library) by Jane Nelsen Ed.D., Cheryl Erwin, Roslyn Ann Duffy



PAPER II

CHILD PSYCHOLOGY (180 HOURS)

1. Child Psychology

- Difference between child psychology and child development
- Historical fields of child psychology
- Present situation of child psychology
- Subject, area and learning fields of child psychology
- Learning procedures of child psychology
- Importance and use of child psychology

2. Growth and Development

- Meaning of Development
- Child: Growth and Development
- Theory of child development

3. Stages of Child Development

- Pregnancy stage
- Infancy stage
- Childhood
- Boyhood
- Elderly stage
- Adolescence
- Mature
- Middle Age
- Old age

4. Major Aspect of Child Development

- Physical development
- Emotional development
- Features of emotion
- Stages of emotion
- Uses of emotion
- Dynamic development
- Features of dynamic development
- Physical and emotional development
- Social development



- Language development
- Development of imagination

5. Games

- Meaning and definition of Games
- Features of game
- Difference between game and programme
- Different types of games
- Theory of games
- Importance of games for children
- Game methods in education
- Educational programmes based on game methods
- Advantages of game methods
- Disadvantages of game methods

6. Habits

- Habits – Features
- State of Habit formation
- Types of Habits
- Eliminate Bad habits
- Habit of learning

7. Access

- Steps of learning
- Definition of learning
- Importance of learning
- Aspect of access
- Meaning of imitation
- Definition of imitation
- Educational importance of imitation

8. Attention, Enthusiasm and Fatigue

- Features of Attention
- Stages of attention
- Different types of attention
- Attention and education
- Definitions of Enthusiasm/interest
- Importance of Enthusiasm/interest in education
- Attention Interest: education, fatigue, category of fatigue, symptoms of fatigue, causes for fatigue, class and fatigue, eradication of fatigue



9. Personality

- What is personality
- Theory of personality
- Types of personality
- Personality and child development

10. Complicated Children

- Types of complicated children
- Complications in behavior
- Causes for complications in behavior
- Complications in behavior and school
- Teacher and complicated children
- Managing complicated students

11. Special Children

- Talented children
- Problems of talented children
- Selection of talented children
- Education of talented children
- Weak children
- Types of weakness
- Causes of weakness
- Selection of weak children
- Education of weak children

Reference Books:

1. Introducing Child Psychology: A Practical Guide by Kairen Cullen
2. Montessori in the Classroom: A Teacher's Account of How Children Really Learn by Paula Polk Lillard

PAPER III

PRINCIPLE OF EDUCATION & EDUCATIONAL PSYCHOLOGY (180 HOURS)

1. Nature and meaning of Education

- Meaning of education
- Process of education
- Nature of education



2. Necessity of Education

- Common necessity of education
- Necessity of education in human life
- Necessity of education in democratic life

3. Resources/Instruments of Education

- Meaning of resources of education
- Classification of resources – formal resources of education
- informal resources of education
- Difference between formal and informal resources
- Balance between formal and informal resources
- School – importance of school
- Modern concept of school
- Major features of new schools
- Operations of school
- Informal operations of school
- Family – Meaning and Definition Family
- Contribution of family in child education
- Measures to make family an effective tool of education
- Society – Definition of society
- Significance of society in child education
- Educational influence of society in children
- Contribution society in educational development
- Country – Definition of country
- Education related necessity of country
- Objectives of morale education
- Disadvantages of morale education
- morale education in India
- Precautions to be taken in morale education
- Necessity and importance of morale education

4. Objectives of Education

- Necessity of education objectives – relation between education objectives and life
- Relation of education objectives to society principles
- Different types of educations objectives



- Personal and social objectives – personal objectives of education
- Social objectives of education
- Coordination of personal and social objectives
- Objectives of education in modern India

5. Education for National Unity

- Meaning of Democracy
- Democracy and education
- Benefits of education in democracy
- Obstacles in national unity
- Suggestions to remove obstacles
- Educational programmes for national unity
- Disadvantages of democratic education

6. Education for emotional and cultural unity

- Emotional unity
- Suggestion of emotional unity
- Inter-cultural education
- Development of education and inter-cultural growth
- Inter-cultural emotion and educational programmes

7. Education for International awareness

- Definition of International awareness
- Need for International awareness
- Arguments on development of International awareness
- Theory on development of International awareness
- International goodwill and educational programmes
- Role of teachers
- Role of school

8. Educational Psychology

- Definition and Meaning
- Nature of Educational Psychology
- Psychology of access to teaching
- Influence of psychology on teaching



9. Mind Development in Children

- Mind – Meaning & Definition
- Mind development in children

10. Memory

- Memory – Meaning and Definition
- Types of Memory
- Memory organ
- Signs of good memory
- Meaning of memory issues in Children
- Causes for memory problem
- Memory training

11. Habit

- Types of Habits
- Building up of habits
- Remove bad habits
- Importance of Habits in education

12. Manifestation

- Manifestation– Meaning and Definition
- Features of Manifestation
- Importance of Manifestation in the field of education

13. Motivation

- Motivation – Meaning & Definition
- Features of Motivation
- Types of motivation
- Importance of motivation in education
- Nature and meaning of stable attitude
- Features of stable attitude
- Importance of stable attitude in education

Reference Books:

1. How Children Learn, 50th anniversary edition (A Merloyd Lawrence Book) by John Holt



PAPER IV

TEACHING METHODS & AIDS (140 HOURS)

1. Education and Teaching

- Nature of education
- Nature of Teaching
- Theory of good teaching
- Difference between education and teaching

2. Teaching, meaning and work

- Meaning and definition of teaching
- Nature of teaching
- Qualities of good teaching
- Qualities of good teacher
- Stages of teaching
- Teaching works

3. General theory of teaching

- Fundamental theory of teaching
- Formula of teaching
- Teaching process
- Difference between incoming and outgoing process
- Grade

4. Teaching techniques and resources

- Difference between teaching process and techniques
- Classification of teaching techniques

5. Questionnaire

- Importance of asking questions
- aim of asking questions
- types of questions
- nature of questions
- questions based on pattern and mode of answer
- qualities of good questions
- disadvantages of questioning
- how to ask questions



6. Take out answers

- Importance of answers
- Take out answer
- Qualities of good answer
- Process of making wrong answers to correct
- Answering to questions asked by students

7. Home work

- Definition of homework
- Importance of homework
- Types of homework
- Qualities of good homework
- Stratification of homework
- Precautions to be taken in planning homework

8. Audio-visual equipment

- Audio-visual equipment
- Importance and working of Audio-visual equipment
- Classification of Audio-visual equipment
- Audio equipment
- Visual equipment
- Audio-visual equipment
- Qualities of Audio-visual equipment
- Where to implement Audio-visual equipment
- How and when to use Audio-visual equipment

9. Board

- Importance and advantage of board
- How to write on board
- Picture on board
- Advantage and importance of imprinting map or sketch
- How to imprint map or sketch on board
- Board as a friend
- Modern teaching methods
- Frobel and Kindergarten method
- Main principle of Kindergarten
- Features of child recreation
- Advantages of Frobel's child recreation
- Effect of Frobel on modern education
- Transformation in kindergarten according to time



10. Project method

- Meaning and definition of project method
- Definition of project method
- Types of projects
- Theories based on project method
- Steps of project method
- Creative steps of project method
- Selection of project
- Advantages of project method
- Disadvantages of project method
- Indian school and project method

11. Education through games method

- Definition of games
- Famous theories related to games
- Educational importance of games
- Advantages of game rule
- Disadvantages of game rule
- Montessori method
- Biography of Madam Montessori
- Theory related to Montessori method
- Role of teacher in Montessori method
- Practical methods in Montessori method
- Training of sense organs
- How to control moralistic lapse
- Training given by moralistic material
- Advantages of Montessori method
- Disadvantages and limitations of Montessori method
- Comparison between the ideas of Froebel and Montessori

12. Basic education method

- Gandhi's view on education
- Gandhi's judgement on education
- Favor of co-education
- Adult education
- Policies to increase education
- Modern structure of system
- Why did Gandhi adapt this system



BSS DIPLOMA IN COMPUTER APPLICATION & SISULEKSHMY PRE-PRIMARY EDUCATION TWO YEAR

- Advantages of fundamental or basic education
- Examination of basic education
- Ironical analysis related to basic education
- Education planning
- Thoughts related to fundamental education of 1964-66

13. Dalton method

- Aim of Dalton method
- Theory related to Dalton method
- Main principle of Dalton method
- Advantages of Dalton method
- Disadvantages of Dalton method

Reference Books:

1. Principles, Methods and Techniques of Teaching by J.C. Aggarwal
2. Preschool Teaching Methods and Center Practices: A Hand Book for Caregivers of Young Children by Darshi Ranmuthu

PAPER V

TEACHING PRACTICE (140 HOURS)

1. Teaching Practice to be completed at various schools before final examinations.
2. Records to be Prepared:

- Toys Record
- Vegetable Printing
- Nursery Songs
- Nursery Stories
- Proverb, puzzles, quiz
- Feathers, leafs, flowers
- Teaching practice
- Child psychology
- Computer
- Criticism
- Demonstration
- Camp & tour



BSS Diploma in Computer Application and Creche and Pre school Management





BSS DIPLOMA IN COMPUTER APPLICATION AND CHILD EDUCATION

BRANCH: CRECHE AND PRE-SCHOOL MANAGEMENT

Duration: One year
Qualification: SSLC or Equivalent

SUBJECTS AND PAPERS

COMPUTER APPLICATION (130HRS)

PAPER 1	FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM – 4HRS
PAPER 2	PC SOFTWARE PACKAGES (WORD, EXCEL, POWERPOINT) – 40HRS
PAPER 3	INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND HTML – 40HRS
PAPER 4	PROGRAMMING IN C AND WEB PROGRAMMING USING PHP – 46HRS
CRECHE AND PRE-SCHOOL MANAGEMENT (860HRS)	
PAPER 5	COMMUNICATIVE ENGLISH – 120 HRS
PAPER 6	CHILD PSYCHOLOGY & EARLY CHILDHOOD CARE & DEVELOPMENT – 200HRS
PAPER 7	PRESCHOOL AND CRECHE MANAGEMENT – 180 HRS
PAPER 8	CHILD HEALTH, HYGIENE & NUTRITION – 180 HRS
	<ul style="list-style-type: none">PROJECT WORK ON CRECHE AND PRE-SCHOOL EDUCATIONCAMP WITH SOCIAL & CULTURAL ACTIVITIES
	180 HRS



PAPER-I

FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM

1. INTRODUCTION
Computer, Hardware, Software, System software, Application software.
2. PROGRAMMING LANGUAGES
Brief description about programming languages: What is computer language, Its use.
3. ORGANISATION OF A DIGITAL COMPUTER
Input unit, Output unit, Central Processing unit, Memory
4. OPERATING SYSTEM
Introduction, Basics of MS Windows

PAPER-II

PC SOFTWARE PACKAGES (WORD, EXCEL, POWERPOINT)

UNIT-I

MS-Word: -

Introduction to Word Processing, Introduction to MS-Word: Creating, Saving, and Opening document in word, Toolbars, Rulers, Menus, keyboard shortcuts. Editing a Document- Moving, scrolling in a document, opening multi document windows, editing text – selecting, inserting, copying, deleting, moving text etc. Previewing documents, printing documents. Formatting Documents: Paragraph formats, aligning text and paragraph, Borders & Shading, header & Footer, Bullets, numbering. Find & Replace, Inserting – Page Numbers, pictures, Symbols etc. Creation & working with tables.



UNIT-II

MS-Excel

Worksheet basics, creating worksheet, entering data into worksheet. Saving & quitting from worksheet. Opening & Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Basic formulas - Auto sum, Average etc. Changing – alignment, Character Styles, Column width, date format, borders & colors, currency sign. Previewing & printing worksheet – page setting, print titles, adjustment Margins, page break, headers and footers.

UNIT – III

MS-PowerPoint: -

Creating a New Presentation, Working with Presentation, Slides & its different views, Inserting, Deleting and copying of slides, Adding Graphics, Working with PowerPoint designing & presentation of a slide show.

PAPER-III

INTERNET AND WEB TECHNOLOGY USING PHOTOSHOP AND HTML

Introduction to Internet, Browsers. E-mail.

What is Photoshop, The Photoshop Workspace, The Menu Bar, The Drawing Canvas, The Tool Box, The Palettes, Drawing Things on the Canvas, Choosing a Color, Defining the Brush, The Pencil Tool, The Line Tool, The Text Tool, The Paint Bucket Tool, The Gradient Tool, Modifying Things on the Canvas, The Eraser Tool, The Eye Dropper Tool, The Marquee Tool, The Lasso Tool, The Magic Wand Tool, The Move Tool, The Crop Tool, Layers.



Introduction of different Web Technology: Introduction, HTML Elements, HTML Attributes, HTML Headings, HTML Paragraphs, HTML Formatting, HTML Fonts, HTML Styles, HTML Links, HTML Images, HTML Lists, HTML Colors.

PAPER-IV

PROGRAMMING IN C AND WEB PROGRAMMING USING PHP

Introduction to Programming

Introduction to C Language: The C character set, identifiers and keywords, data types, variable naming rules, Declaration variables

Operators and expressions: Arithmetic operators, unary operator, relational and logical operator, assignment operators, the conditional operator.

Data input and output: Single character input, single character output, scanf, printf, puts gets functions

Control statement: Branching: if else statement, Loops: for loop (printing numbers from 1 to 10).

PHP Basics- Syntax, Operators, Variables, strings in PHP, String handling functions, Date function.

Control Structures and Arrays: if statement, if else statement. Loops: for loop

PAPER V

COMMUNICATIVE ENGLISH (120 HOURS)

Unit : I

- What is Grammar?



- The Capital Letter
- Nouns: Common Nouns, Proper Nouns, Singular Nouns, Plural Nouns, Collective Nouns, Masculine and Feminine Nouns.
- Pronouns: Personal Pronouns, Reflexive Pronouns, Interrogative Pronouns, Demonstrative Pronouns
- Adjectives: Adjective Endings, Kinds of Adjectives, Comparison of Adjectives
- Determiners: The Articles, Demonstrative Determiners, Interrogative Determiners, Possessive Determiners.
- Verbs and Tenses: The Simple Present Tense, Am, Is and Are, The Present Progressive Tense, Have and Has, The Present Perfect Tense, The Simple Past Tense, Regular and Irregular Verbs, Was and Were, The Past Progressive Tense,
- The Future Tense, Can and Could, May and Might, Do, Does and Did, Would and Should
- Subject-Verb Agreement
- Adverbs
- Prepositions
- Conjunctions
- Interjections
- Sentences: What is a Sentence?, Kinds of Sentences, The Imperative, The Subject and the Object, Direct and Indirect Objects, Positive and Negative Sentences, Questions
- Punctuation: Period, Comma, Exclamation Point, Question Mark, Apostrophe

Unit : II

- Classified Vocabulary
- Articles, Ornaments jewels customs, eatables flowers, fruits vegetables.



BSS DIPLOMA IN COMPUTER APPLICATION & CRECHE AND PRE-SCHOOL MANAGEMENT

Unit – III

- Cloze Passage – Hints Development
- Anecdotal records
- Phonetic Symbols

Unit - IV

- Etiquettes & Manners
- Letter writing formal & Informal letter
- Diary writing

Unit – V

- Spoken English: Conversation – face to face
- Oral report
- Group Discussion

Unit – V

- Bio-data, Cover letter, CV, Resume
- Application for job, job description
- Letter of application & Resignation

PAPER VI –

CHILD PSYCHOLOGY & EARLY CHILDHOOD CARE & DEVELOPMENT(200 HOURS)

1. Child Psychology
 - Introduction to child psychology and child development
 - Importance and use of child psychology
2. Growth and Development
 - Meaning of Development
 - Child: Growth and Development
3. Stages of Development
 - Pregnancy stage
 - Infancy stage



- Childhood
- Boyhood
- Elderly stage
- Adolescence
- Mature
- Middle Age
- Old age
- 4. Major Aspect of Child Development
 - Physical development
 - Emotional development
 - Features of emotion
 - Stages of emotion
 - Uses of emotion
 - Dynamic development
 - Features of dynamic development
 - Physical and emotional development
 - Social development
 - Language development
 - Development of imagination
- 5. Games
 - Importance of games for children
 - Game methods in education
 - Educational programmes based on game methods
 - Advantages of game methods
 - Disadvantages of game methods
- 6. Habits
 - Habits – Features
 - State of Habit formation
 - Types of Habits
 - Eliminate Bad habits
 - Habit of learning
- 7. Personality
 - What is personality
 - Personality and child development
- 8. Complicated Children
 - Types of complicated children
 - Complications in behavior
 - Causes for complications in behavior\
 - Complications in behavior and school



BSS DIPLOMA IN COMPUTER APPLICATION & CRECHE AND PRE-SCHOOL MANAGEMENT

- Teacher and complicated children
- Managing complicated students
- 9. Special Children
 - Talented children
 - Problems of talented children
 - Selection of talented children
 - Education of talented children
 - Weak children
 - Types of weakness
 - Causes of weakness
 - Selection of weak children
 - Education of weak children
- 10. First Aid
 - Meaning and importance of First Aid
 - Objectives of First Aid
 - Basic qualities of a person giving first aid
 - Duties of a person giving first aid
 - Important tools for First Aid
- 11. Exercise
 - Meaning of exercise
 - Meaning of tiredness
 - Tiredness at school and how to avoid it
 - Sleep

Reference Books:

1. Introducing Child Psychology: A Practical Guide by Kairen Cullen
2. Montessori in the Classroom: A Teacher's Account of How Children Really Learn by Paula Polk Lillard
3. Early Childhood Care and Development by Sengupta. M
4. Childhood and Growing Up by Dr. Aradhana , Dr. Mahesh Bhargava
5. First aid for kids: Before calling the doctor-How to deal with child injuries quickly and professionally by ehabkamal
6. First Aid in Childhood Illness by Dr John Koramoa
7. 303 Preschooler-Approved Exercises and Active Games (Smartfun Activity Books) by Kimberly Wechsler



PAPER VII –

PRESCHOOL AND CRECHE MANAGEMENT(180 HOURS)

Unit - 1: Concept and organization of Creche and Preschool

- a) Crèche and preschool -Meaning, need, importance of organization, Elements of organization and administration.
- b) Difference between crèche and preschool

Unit - 2: Resource Management

- a) Location, site and building
- b) Types of rooms, arrangement of room (activity centers),ventilation, lighting and safety
- c) Playground
- d) Play equipment – types, criteria for selection, safety aspects – indoor and outdoor games
- e) Storage facilities
- f) Maintenance of furniture, equipment
- g) Provision of safe drinking water and sanitary facilities

Unit - 3: Personnel Management

- a) a) Role and qualities of teacher and care taker and other staff involved in welfare and care of children

Unit -4: Records and registers

- a) Need, importance and maintenance of records and registers
- b) Types of records (Important records) – Admission, Progress, Financial, Equipment, Correspondence, Health



- c) Types of register - Attendance (Staff, children), Accounts, Stock, Staff Profile
- d) Methods of maintaining record of children – Cumulative and Anecdotal.

Unit - 5: Preschool Programme

- a) Principles of preschool programme, planning activities for children, audio-visual aids for children and its importance.

Reference Books:

Torkington, K. and Landers, C. Enhancing the Skills of Early Childhood Trainers: Rationale for experimental: Volume 4 of Enhancing the Skills of Early Childhood Trainers , Kate Torkington . The Hague: Bernard van Leer Foundation

PAPER VIII-

Child Health, Hygiene & Nutrition(180 Hours)

1. Health

- Definition of Health
- Factors affecting health
- Basic rules for good health

2. Health Education

- Meaning and importance of Health Education
- Objectives of Health Education
- Procedure of health education in schools

3. Physical Education

- Need & importance of physical education
- Areas involved in physical education
- Objectives of Physical Education
- Physical education Programmes



4. Health and hygiene

- Clean surrounding & Health care
- Cleaning of individual-bath-hair-Teeth

5. Major diseases affecting children

- Stomach Problems
- Fever
- Cold
- Small pox
- Measles
- Tetanus
- Cholera
- Diarrhea
- Protein & Vitamin deficiency diseases
 - Protein Energy malnutrition
 - Vitamin A deficiency
 - Vitamin B deficiency
 - Vitamin C deficiency
 - Vitamin D deficiency
 - Iron deficiency
 - Iodine deficiency
- Other health Problems
 - Eye, Ear, Tooth
 - Skin
 - Respiratory and Gastrointestinal Problems

6. Nutrition

- Proper nutrition
- Nutritional requirement of 3-6 years old children
- Physical energy
- Features of Balanced diet
- Normal diet of male adult
- Normal diet of children
- Normal diet of women
- School Meal Programmes



7. Principle (Fact/elements) of Diet

- Protein
- Fat
- Carbohydrates
- Minerals
- Vitamin

8. Psychological needs

- Food: Breast feeding, Supplementary feeding, Food for the toddler
- Sleep and rest
- Clothing
- Physical activity
- Socio emotional needs

Reference Books:

1. Nutrition and Child Development by KE Elizabeth



BHARAT SEVAK SAMAJ

NATIONAL DEVELOPMENT AGENCY,

ESTABLISHED IN 1952 BY PLANNING COMMISSION

GOVERNMENT OF INDIA

CENTRAL PROGRAMME OFFICE, SAT BHAVANA BHAVAN, BRAHMIN'S COLONY,
KOW DIAR.P.O, THIRUVANANTHAPURAM- DT - 695 003, KERALA STATE, INDIA

PHONE : 0471- 2433845, 2436926, 2436936, FAX : 0471- 2431664

Email - bss.headoffice@gmail.com

APPLICATION FOR THE APPROVAL OF PLAY SCHOOLS

1.	Name of the School (with full Address)	
2.	Date from which the school is proposed to function	
3.	Name of the Trust or Society	
4.	In case of Trust or Society, Name of the persons with designation	
5.	Particulars of teaching and non-teaching staff employed in the school (to be given in a separate Annexure)	
6.	Whether the school can run in their own building. If on rented building, How many years of rent agreement (copy to be enclosed)	

7.	Whether the school is holding a license permitting the use of the school building (copy to be enclosed)	
8.	Whether the school has received a stability Certificate from the competent authority. (Copy to be enclosed)	
9.	Whether the school has received a sanitary Certificate from the competent authority. (Copy to be enclosed)	
10.	Whether the school has received a Fire Certificate from the competent authority, (Copy to be enclosed)	
11.	Whether the management is willing to run the school if approval is granted without claiming any kind of grant-in-aid from Government at all times. (Attach willingness letter on stamp paper)	

DECLARATION

On behalf of the Management of the school, I hereby declare that we shall abide by the conditions enumerated in regulation 10 of the code of Regulations for grant of approval.

Date :

**Signature of the person duly
Authorized by the Management**