



**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),  
Fairlands, Salem- 636 016**

*Affiliated to Tamil Nadu Teachers Education University, Chennai  
Re-Accredited by NAAC with “A” Grade (III Cycle)*

***Approved List of Value-Added Courses***

**PRINCIPAL**

**Sri Sarada College of Education (Autonomous), Salem – 636 016**

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| S.No. | Approved List of Value-Added courses |
|-------|--------------------------------------|
| 1     | Yoga Education                       |
| 2     | Communicative English                |
| 3     | Life Skills Education                |
| 4     | Personality Development              |
| 5     | Capacity Building                    |
| 6     | Computer Science                     |
| 7     | Soft Skill                           |
| 8     | SPSS Data Analysis (M.Ed. & M.Phil.) |

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**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM – 16**

**CERTIFICATE COURSE - YOGA EDUCATION**

**(2 CREDITS – 32 HOURS)**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. acquire knowledge on history of yoga.
2. distinguish the various forms of yoga.
3. demonstrate asanas as therapeutics.
4. apply pranayama and kriya in their daily life.
5. choose simple and balanced diet for healthy life.

**UNIT – 1-HISTORY OF YOGA (4 Hours)**

Yoga – Meaning & Definition

History and Current trends in yoga

Values of yoga & Classifications of yoga

Aims and objectives of yoga – Need of yoga education

**UNIT – II –SCHOOLS OF YOGA (8 Hours)**

Understanding of various schools of yoga and their significance

Patanjalie's Yoga – Astanga yoga –Tantrayoga – Hetha yoga – Laya yoga

Raja yoga – Gnana yoga – Bhakthi yoga –Karma yoga – Kundalini yoga

**UNIT – III –YOGA AS THERAPEUTICS (6 Hours)**

Yoga as applied field

Application of Yoga

Yoga as therapeutics

Yoga as physical culture

Yoga as education and Yoga as sports training.

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## **UNIT – IV – PRANAYAMA AND KRIYAS (6 Hours)**

Purification process in yoga

Role of Asana, Pranayama and Kriyas in the purification and fortification of body and mind of complex men

## **UNIT – V – FOOD FOR SPIRITUAL LIFE (6 Hours)**

Simple and balanced diet- fruits, vegetarian food

Importance of fasting

Adherence of food timings

## **REFERENCE**

- Sivananda yoga Teachers Manual pub International Vedanta centers, Val morin, Quebie, Canada.
- Swami Sivananda: All About Hinduism, pub Divine life society Risikesh.
- Swami Vishnu – Devananda: The complete Illustrated Book of Yoga pub, Harmony Books, division of crown publishers, New York 10022.
- George Feuerstein: The Yoga Tradition (Its history, literature, philosophy and practice)
- Swamy Satyananda Saraswathi: Asana, Pranayama, Mudra, Bandha (India : Yoga Publications Trust, Munger, Bihar)
- Swami Sivananda: Practice of Yoga (The Divine Life Society, Shivananda Nagar, P.O., U.P., Himalayas, India)

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM**

**CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH**

**(2 Credits – 32 Hours)**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. speak with proper pronunciation, stress and intonation.
2. read with comprehension and find out the central theme of the read article.
3. identify the grammatical errors and know how to correct them.
4. demonstrate her enhanced word power.
5. develop etiquettes in her communication.

**UNIT 1 - INTRODUCTION TO BASIC LANGUAGE SKILLS (6 Hours)**

Importance of English language

Developing language skills

Nuances of speaking skill

Significance and Scope of Reading Skill

**UNIT 2- FUNDAMENTAL GRAMMAR (6 Hours)**

Basic Grammar - I

Basic Grammar – II

Transformation of sentences

Common errors

**UNIT 3- VOCABULARY ENRICHMENT (4 Hours)**

Ways to enrich word power

Word formation & often confused words

Language Games

Collocations

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#### **UNIT 4- BASIC LANGUAGE ACTS (6 Hours)**

Language for different contexts

Dialogue / Conversation

English for Interview

Basic Etiquettes

#### **UNIT 5- LANGUAGE FOR EFFECTIVE COMMUNICATION (10 Hours)**

Public speaking

Classroom interaction

Types of writing

Study skills

#### **REFERENCES**

- Jaidka, Kuldip et al *English and Communication Skills, Book-I*, Abhishek Publication, Chandigarh
- Sasikumar and Dhamija *Spoken English*. Tata McGraw Hill
- Taylor, Grount *English Conversation Practice*. Tata McGraw Hill
- Mohan, Krishna and Banerji, Meera *Developing Communication Skills*. MacMillan India Ltd., Delhi

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM-16**

**CERTIFICATE COURSE –LIFE SKILLS EDUCATION**

**(2 Credits – 32 Hours)**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. acquire knowledge on common life skills suggested for young people
2. analyze the contribution of development theories in life skills development
3. appreciate the concept and objectives of the life skills education
4. classify the core life skills
5. realize the importance of life skills, and understand the need to manage their environment

**UNIT I –LIFE SKILLS DEVELOPMENT SKILLS (6 Hours)**

Meaning, defining life skills, life skills in adolescence education, identified life skills for students, skills for teachers.

**UNIT II – BASIC CONCEPT AND OBJECTIVES OF LIFE SKILLS EDUCATION (6 Hours)**

Introduction -concept of life skills education aspects of child and adolescent-physical, social emotional, mental and moral. Objectives of life skills education

**UNIT III – CORE LIFE SKILLS (6 Hours)**

Introduction - importance of core life skills education, development of core life skills education - qualities of teachers as life skills developers

**UNIT IV – CAREER PLANNING IN LIFE SKILLS EDUCATION (6 Hours)**

Introduction-benefits of career planning – guidelines for choosing a career – successful career planning – developing career goals

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## **UNIT V – KNOW THYSELF/SELF DISCOVERY ( 8 Hours)**

Introduction-importance of knowing yourself – process of knowing yourself – exercises to know you.

### **REFERENCES**

- Mangrulkar, Whitman and Posnu, Life Skills Approach to child and Adolescent Healthy Human Development, Washington, Pan American Health Organization (2001)
- Pandey, Yadav & Jain, Skills Development in Adolescence Education. A Training Material New Delhi, NCERT (2003)
- Mize, J and Ladd, G A cognitive social learning Approach to social skills Training with low status pre school children, Development psychology 26(3) 388-397
- Life skills education for children and adolescents in schools. Programme on mental health, Geneva
- [http:// www.ed.gov/offices/OESE/SDFS/lifeskills.htm/](http://www.ed.gov/offices/OESE/SDFS/lifeskills.htm/)



**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM-16**

**CERTIFICATE COURSE - PERSONALITY DEVELOPMENT**

**(2 CREDITS – 32 HOURS)**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. understand the concept of personality and personality development and its significance.
2. identify the concept of attitude and motivation.
3. acquire knowledge of self esteem
4. understand the importance of interpersonal relationship
5. develop various traits required for personality development

**UNIT 1: PERSONALITY DEVELOPMENT (8 Hours)**

The concept personality - Dimensions of personality - Term personality development - Significance.

**The concept of success and failure**

What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure - Do's and Don'ts regarding success and failure.

**UNIT 2: ATTITUDE & MOTIVATION ( 6 Hours)**

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages -

Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude. Concept of motivation - Significance -

Internal and external motives - Importance of self-motivation

- Factors leading to demonization.

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### **UNIT 3: SELF-ESTEEM (6 Hours)**

Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem  
– Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self-esteem.

### **UNIT 4: INTERPERSONAL RELATIONSHIPS (4 Hours)**

Interpersonal relationships - Teaming - Developing positive personality - Analysis of strengths and weaknesses

### **UNIT 5: OTHER ASPECTS OF PERSONALITY DEVELOPMENT (8 Hours)**

Body language - Assertiveness - Problem-solving - Conflict and Stress Management – Decision making skills - Positive and creative thinking - Leadership and qualities of a successful leader  
-Character-building - Team-work - Lateral thinking - Time management - Work ethics – Management of change - Good manners and etiquettes.

## **REFERENCE**

- Shiv Khera (2000), You Can Win - - Macmillan India Limited Publications, Agra
- S. P. Robbins (2002), Organizational Behavior - - Prentice-Hall of India Pvt. Ltd., New Delhi
- Stephen R. Covey (2004), The 8 th Habit from Effectiveness to Greatness - Free press, New York
- John C. Maxwell (2002), The 21 Indispensable Qualities of a Leader – Magna Books
- John C. Maxwell (2002), Developing the Leader within You – Magna Books
- Don R. Marshall (2002), The Four Elements of Successful Management – Magna Books

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM-16**

**CERTIFICATE COURSE - CAPACITY BUILDING**

**(2 Credits – 32 Hours)**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. realize the objectives of women's development
2. identify the role of women in self employment
3. appreciate the role of women as leaders
4. understand the role of education and employment in empowering women

**UNIT I – CAPACITY BUILDING FOR EMPOWERMENT (6 Hours)**

Introduction about the course – Women's studies perspective – objectives of women studies – women's skill – vision for the future –

**UNIT II – WOMEN AND SELF EMPLOYMENT (6 Hours)**

Term and meaning of self employment – capacity building; empowerment, meaning and methods of empowering women- empowerment and leadership behavior of women

**UNIT III – WOMEN & GOVERNANCE AT HOME SOCIETY AND POLITICS ( 6 Hours )**

Functions of women studies centers / cells – develop projects for the centers – list out the impact-current status of women at home, in society and in politics – programmes for capacity building for becoming empowered citizens – agents involved in this process

**UNIT IV – WOMEN IN ACADEMIC LEADERSHIP ( 7 Hours )**

Personal factors – social factors – structural factors – needs of women studies – home – family – institution or working place – society – self esteems – physical needs – Constrains to become a leader.

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## **UNIT V – WOMEN’S EMPLOYMENT (7 Hours)**

Introduction – Empowering Rural Women – Integrated Rural Development Programme (IRDP) – Development of Women & Children in Rural Areas (DWCRA) – Training of Rural Youth for self-employment (TRYSEM)

### **REFERENCES**

- Anil Bhumali, Education Employment and Empowering Women , Serial Publications, New Delhi, 2004
- Anju binder, Women & Human Rights, Mangalam Publishers & Distributors, New Delhi, 2007
- Digumarti Bhaskara Rao, Women’s Education challenges and Advancement, 2005
- Nirmala Sharma, Women & Education – Issues & Approaches, Alpha Publications, 2006
- Sarita Bhandari, Problems of Women’s Education, Arise Publishers & Distributors, New Delhi, 2005
- Usha Sharma B.M.Sharma, Women and Society, Commonwealth Publishers, 1995

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM – 16.**

**COMPUTER SCIENCE CERTIFICATE COURSE**

**( 2 CREDITS – 32 HOURS )**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. recognize the utility of windows xp
2. choose and use the applications of MS office package
3. acquire knowledge on the uses of publications in publisher
4. acquire practical knowledge of surfing.
5. utilize visual basic to create forms, menus, reports, database

**UNIT I – WINDOWS ( 4 Hours , Practical -5 )**

Introduction to windows – purpose, uses

Creation of folders and files

File oriented operations – file creation, modification

Desktop

All the Start menu options

Accessories

**UNIT II – MS OFFICE (2 Hours, Practical -3)**

**File related operations – creation, deletion, printing**

Formatting the text, page alignment

Mail merge, Header footer, page number, draw table, drawing tools

Scan the photo and insert into document

Options available in Tool bar and menu bar

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### **MS Excel - (2 Hours, Practical -3)**

Introduction, uses, functions

Creation of a worksheet

Different types of tool bar and menus – uses

Graphical representation – chart

Arithmetic operations, functions

### **MS Power Point (12 hours)**

Introduction, uses, functions

Preparation of Slides (with sound, animation effects etc)

Designing web pages (tables, chart etc)

### **REFERENCE**

- Mike Lottridge & Vicky Stevens, “Power of Word 2 for Windows”, MIS Press, New York.
- Paul Marchesseault, “Microsoft Publisher 2000”, BPB Publications, New Delhi.
- Peter Gloster, “The Way Word for Windows Works”, Microsoft Press.
- “Teach Yourself – Microsoft Office 2000 in 21 days”, Techmedia, New Delhi.
- “Front Page 2000 for Visual Learners”, Firewall Media, Laxmi Publications Pvt. Ltd. Delhi.

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM – 16**

**CERTIFICATE COURSE - SOFT SKILLS**

**(2 Credits – 32 Hours)**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. Classify the soft skills.
2. determine the ways of effective communication.
3. choose to adapt positive etiquette and manners.
4. employ the guidelines for choosing a career and attending an interview.
5. recognize the importance of Time Management and Stress Management.

**UNIT I - INTRODUCTION OF SOFT SKILLS (6 Hours)**

Soft Skills – Definition, Meaning, Need and importance – Training on soft skills, Types of Soft Skills, Components of Soft Skills, Measuring attitude

**UNIT II – COMMUNICATIVE SKILLS (6 Hours)**

Definition, Need and Interpersonal Skills, Principles of effective communication Importance of Oral Communication – Non- verbal Communication, Barriers, Strategies for effective Communication.

**UNIT III – ETIQUETTE AND MANNERS (7 Hours)**

Introduction – Modern etiquette - benefits of etiquette – Classification of etiquette, Introduction – Manners, practicing good Manners, Professional Manners, getting along with people, Manners to get respect from others, Problem Solving Skills.

**UNIT IV - CARRER PLANNING & INTERVIEW SKILLS (7 Hours)**

Introduction – Benefits of Career Planning, Guidelines for Choosing a career, Developing career goals, Interview – Introduction, How to present well in interview, Tips to make good impression in an interview.

**UNIT V- TIME AND STRESS MANAGEMENT (6 Hours)**

Introduction – Sense of Time Management, features of time, Time Management tips for students, Stress Management – Meaning, Effects of Stress, Kinds of Stress, Stress Management tips.



## REFERENCE

- Alex, K. (2012). Soft Skills – Know yourself & know the world, S.Chand& Company Ltd, New Delhi
- Anjani, K., Sinha, (2016). Empowering Communication Skills, Shipra Publications, Delhi
- Anuradha Ajit, (2009). Soft Skills for Aspiring leaders, Emerald Publishers, Chennai
- Francis Peter, S.J. (2012) .Soft Skills and professional Communication Tata McGraw Hill Education Private Ltd. New Delhi
- Gaurav, N., Meha, Communication Skills, Nangia, S.B. (2014). APH publishing Corporation, New Delhi
- Singh, S.R. (2011). Soft Skills APH publishing Corporation, New Delhi.

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**M.Ed. CERTIFICATE COURSE - SPSS DATA ANALYSIS**

**(2 Credits – 32 Hours)**

**Objectives**

**On completion of this course, the student teacher will be able to**

1. calculate the statistical applications
2. correlate and analysis the data
3. handle data, merge and split files
4. record values of the calculated data
5. plot various types of graphical representation

**UNIT – I INTRODUCTION ABOUT SPSS (6 Hours)**

SPSS- Introduction, main menus, working with data editor, importing and exporting data, comparing means: one or two samples t-tests - basic concepts- mean, median, mode; standard deviation, skewness, kurtosis, t-test

**UNIT – II COMPARING MEANS (6 Hours)**

Comparing means:t-Test, Independent t test, Paired t test , Analysis of Variance-ANOVA-one way, two way, Chi square test, correlation analysis- correlation coefficient

**UNIT – III REGRESSION ANALYSIS (6 Hours)**

Multiple regression-standard, hierarchical regression; factor analysis

**UNIT – IV DATA MANIPULATION (7 Hours)**

Data handling-sorting cases, merging files, splitting files, aggregating cases, recording values

**UNIT – V GRAPHICAL REPRESENTATION (7 Hours)**

Graphical representation-bar, pie, scatter diagram, line graph, stem-leaf graph

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## REFERENCES

- Ajai.S, Gaur, Sanjaya.S Gaur (2009), Statistical Methods for Practice and Research, Sage Publications, New Delhi
- Agarwal .Y.P ( 1986) , Statistical Methods, concepts, Applications and Computations, Sterlinga Publicatios, New Delhi
- Garrett Henry (2005) ,Statistic in Psychology and Education , Vikas, Feffer and Simsons Ltd Bombay