

**SKVV : SYLLABUS FOR TRADE IN VOCATION TRAINING CERTIFICATE PROGRAM**

**DURATION: SIX MONTHS      TRADE : PRE/PREP SCHOOL MANAGEMENT ASSISTANT**

**FIRST SEMESTER**

Course Code No.	Trade Practical	Trade Theory
VTC PSMA-101	a) Familiarization with the Institute. b) Types of work done by the trainees in the institute c) Importance of tools and equipment used in the trade. d) Introduction to safety and general precaution to be observed by the trainees.	a) Introduction to the institute. b) An orientation programme on the course and related job opportunities by the industry expert / instructor. c) Usage of equipment. d) General & safety precautions.
VTC PSMA-102	a) Familiarizing the trainees with the development of a child. b) Various factors and concepts affecting the child development c) Aesthetic Need of a Child d) Housekeeping training	a) Introduction to child development and its concept: <ul style="list-style-type: none"> <li>- Growth and development maturation and learning,</li> <li>- Genetic factors in development,</li> <li>- Environmental factors in development,</li>   <li>- Individual differences</li>   <li>- Stages of development &amp; the tasks,</li>   <li>- Needs of Children,</li>   <li>- Holistic approach.</li> </ul> b) Emphasis on educating child to finish routine c) Emphasis on child care in school, their hygiene and cleanliness including class room and surroundings d) Drawing and painting, creating structures, pretend play and using props during games
VTC PSMA-103	a) Weighing and taking measurement of the child (Anthropometrics) & recording the same. b) Observing the motor development and motor skill of gross and finer muscles, indoor play activities, blocks, beads, Puzzles and toys etc. c) Outdoor equipment like swings, jungle gyms, merry-go-round, slide, tricycles, sand and waterplay. d) Organizing drama, storytelling, action songs, role-plays and language games. e) Home visits – visiting schedules, interviewing parents and writing reports of individual child study f) Selecting special children and doing a	a) Major aspects of child development, physical, motor, socio-emotional, cognitive, language, moral and aesthetic development, physical and motor development. b) Principles of development: meaning and significance of motor development, gross and fine muscle, factors influencing motor development, eye-hand co-ordination. c) Significance and principles of language development, vocabulary and pronunciations, language skills, listening & speaking, readiness for reading & writing, factor affecting language development and speech defects. d) Methods and techniques of child study: Observation of child’s development, physical, social, emotional and intellectual development, interviews of parents &

	detailed study of his/her physical and motor development.	parents of special children, their case studies & reports.
VTC PSMA-104	<p>a) Observing social development of children:</p> <ul style="list-style-type: none"> <li>- Recording observations</li> <li>- Promoting desirable social behaviors,</li> <li>- Cooperation, co-ordination &amp; sharing.</li> <li>- Observing children with socioemotional problems and recording their observations.</li> </ul>	<p>a) Social development: Pattern of social development, its forms and the forms affecting it.</p> <p>b) Social and emotional behavior problems like temper tantrums, bed wetting &amp; thumb sucking etc.</p> <p>c) Unsocial behavior, lying, stealing, destructive behavior &amp; anti-social behavior</p> <p>d) Helping children in socio-emotional problems causing symptoms and ways of prevention and its treatment, reward and punishment.</p> <p>e) The role of teachers, school, family and the Community</p>
VTC PSMA-105	<p>a) Exercising different types of indoor and outdoor activities and games.</p> <p>b) Walking and balancing exercises, hopping, skipping, running, tri-cycling, scooter and motor driving, simple games, circle games, hide and seek, dancing and Rhythmic exercises.</p>	<p>a) Play: Nature and significance for learning and development, types of play and play activities</p>
VTC PSMA-106	<p>a) Observing children's emotional development and writing observation, reports, developing feelings of belongingness – celebrating birthdays &amp; festivals.</p>	<p>a) Characteristics of children of all stages from conception to pre-adolescence.</p> <p>b) Emotional development: Pattern of emotional development and characteristics of childhood emotions like - fear, anger, jealousy, joy, curiosity etc. and factors affecting them.</p>
VTC PSMA-107	<p>a) Use of Bandage, napkins, ice packs etc.</p> <p>b) Knowledge of Important services &amp; telephone numbers</p>	<p>a) First Aid practical for use of common first aid medicines and products.</p> <p>b) Ability to render help and seek help when necessary</p>
VTC PSMA-108	<p>On the job Training (OJT) (4 weeks)</p> <p>Note: - During OJT student have to maintain a log book on daily basis indicating activities performed during the day which shall also be countersigned by the section / department supervisor</p>	
VTC PSMA-109	<p>a) Setting up &amp; Knowledge of operation of Electrical appliances used in general</p>	<p>a) Operation and setting up of:</p> <ul style="list-style-type: none"> <li>- Computer</li> <li>- Mike</li> <li>- Smart Board</li> <li>- CD Player</li> <li>- Digital TV</li> <li>- Music System</li> <li>- Photo copier machine etc.</li> </ul>

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**SEMESTER: SECOND**

Course Code No.	Trade Practical	Trade Theory
VTC PSMA-201	<p>a) Observing and identifying special children, mentally retarded, gifted, orthopedic ally handicapped children and suggesting activities for their Rehabilitation.</p> <p>b) Conducting a survey of community for establishing the center and preparing a Report.</p> <p>c) Visit and study of different programme of nursery schools in the community.</p> <p>d) Preparing a list of equipment used in preschools.</p>	<p>a) Exceptional/ Special children: Identification of special children like mentally retarded, gifted and physically handicapped children, their needs and dealing with them.</p> <p>b) Significance of early childhood education, need and importance.</p> <p>c) Aims and objectives of Pre-schools.</p> <p>d) Techniques of community survey with special reference to selection and location of pre-school centers.</p> <p>e) Essential components of establishing the building/center.</p> <p>f) Planning of budget, resources and mobilization of finances, physical set up of pre-schools building, location, classrooms, ventilation equipment, indoor and outdoor staff selection, duties etc.</p>
VTC PSMA-202	<p>a) Serving of Meals:</p>	<p>a) Meal Planning</p> <ul style="list-style-type: none"> <li>- Flameless like salads, fruits, milk &amp; milk products</li> <li>- With Flame- main meals</li> </ul> <p>b) Serving with hygiene</p>

<p>VTC PSMA-203</p>	<p>a) Preparing aids for concept and language s for concept and language development:</p> <ul style="list-style-type: none"> <li>- Flash cards,</li> <li>- Charts,</li> <li>- Soft toys</li> <li>- Puppets.</li> </ul> <p>b) Preparing specimen activities for cognitive development:</p> <ul style="list-style-type: none"> <li>- Cloth pieces of different textures,</li> <li>- Games for identifying and discriminating different smells,</li> <li>- Testing different food items like sweet, sour, bitter, pungent, salty and taste-less.</li> </ul> <p>c) Exposure to variety of objects in the environment having different columns, Shapes and sizes, number, time, space</p> <p>d) Attractive displays inside and outside the classroom:</p> <ul style="list-style-type: none"> <li>- Plants</li> <li>- Flower arrangement,</li> <li>- Music and rhythmic Activities.</li> <li>- Prepare songs, games, number</li> </ul>	<p>a) Cognitive development: Meaning of cognitive development, memory, thinking, reasoning and problem solving. Importance of concepts and concept formation, Common concepts like space, time, number, color, size &amp; shape and living &amp; non-living things</p> <p>b) Significance of language development and importance of its concepts.</p> <p>c) Development of creativity and aesthetic sense: Pattern of development of creativity and learning appreciation of beauty and aesthetic appreciation in drawing and painting.</p>
<p>VTC PSMA-204</p>	<p>a) Preparation of simple toys and teaching aids for 6 months to 3 years and 3-5 Years age groups.</p> <p>b) Organizing a parent teacher association and listing components of parent education on: Acquainting parents about school activities</p> <p>c) Imparting knowledge to parents about child growth and development, child care etc.</p> <p>d) Acquainting parents about the resources and agencies for child welfare</p> <p>e) Guiding mothers about their proper nutrition during pre-natal and post-natal periods</p> <p>f) Exchange and share experiences of parents by home visits and observing their living and conducting interviews with the parents, involvement of parents in community activities like fairs, exhibitions, festival celebrations, demonstrations and holding competitions.</p>	<p>a) Pre-school activities – significance and their procedures: Indoor activities – story telling, language games, music, science free play and nature study, rhymes, creative art activities, health inspection &amp; block-play.</p> <p>b) Outdoor activities – swings and jungle gym. Water play, clay modeling, sand play, field trips, slide, see-saw etc. routine activities like spreading of napkins during snack break, using of washrooms.</p> <p>c) Agencies of education and their classified formulae and informal agencies and its role in proper development of the child.</p> <p>d) Need and importance of parent education and its programme, methods and its contents.</p>
<p>VTC PSMA-205</p>	<p>a) Data Handling</p>	<p>b) Type of stocks:</p> <ul style="list-style-type: none"> <li>- Eatables</li> <li>- Tools &amp; Equipment</li> <li>- Stacking of items in the store etc.</li> </ul>

VTC PSMA-206	<p>a) Preparing short term and long term plans:</p> <ul style="list-style-type: none"> <li>- Daily Plans</li> <li>- Weekly Plans</li> <li>- Monthly Plans</li> <li>- Quarterly Plans</li> <li>- Annual Plans</li> </ul> <p>b) Compilation and preparation of:</p> <ul style="list-style-type: none"> <li>- Progress report</li> <li>- Observation schedule</li> <li>- Questionnaire for family background</li> <li>- Attendance register</li> <li>- Stock register</li> <li>- Cashbook</li> <li>- Teacher's diary</li> </ul> <p>c) Planning and organizing community activities.</p> <p>d) Exhibition of audio-visual aids on nutrition, childcare and early childhood education.</p> <p>e) Demonstration on weaning foods, nutritious recipes, childcare practices.</p> <p>) Organizing competitions for community/ families like baby shows, toy making and storytelling</p> <p>g) National and cultural festivals.</p>	<p>a) History and progress of pre-school education. Pre-school curriculum, programme planning, implementation and evaluation, maintenance of records: admission register, fee register, stock register, school fund, PTA fund and accounts, attendance register, progress reports, teacher's diary, qualifications, job requirements and duties of different cadre of workers and their training.</p> <p>b) Supervision of pre-school center.</p> <p>c) Role of family and the community in education of children and smooth functioning of pre-school</p> <p>d) Community and parent education programmes.</p> <p>e) Care components of national integration, national anthem, national bird and national animal etc.</p>
VTC PSMA-207	<p>On the job Training (OJT) (4 weeks)</p> <p>Note: - During OJT student have to maintain a log book on daily basis indicating activities performed during the day and which shall also be countersigned by the section / department supervisor.</p>	
VTC PSMA-208	<p>a) Verbal Skills</p> <ul style="list-style-type: none"> <li>- Narration of Stories</li> <li>- Singing Rhymes</li> <li>- Ability to convince children</li> </ul>	<p>a) Communication skills development</p>
VTC PSMA-209	<p>a) Basic knowledge of Fire Fighting</p>	<p>a) Types of Fire</p> <p>b) Extinguishers Used for different types of Fire</p> <p>c) Its Operating Procedure</p> <p>d) Knowledge of FF Equipment Locations with their Types in the premises</p>
VTC PSMA-210	<p>a) Types of Disaster</p> <ul style="list-style-type: none"> <li>- Natural</li> <li>- Man Made</li> </ul>	<p>a) Basic Disaster management knowledge</p>