

BU-COMMUNITY COLLEGE CONSULTANCY CENTRE

REVISED SYLLABUS – 2021-22

FOR

DIPLOMA IN CHILDCARE AND CRECHE MANAGEMENT



BHARATHIAR UNIVERSITY

COIMBATORE-641046

BHARATHIAR UNIVERSITY: COIMBATORE

**DIPLOMA IN CHILDCARE AND CRECHE MANAGEMENT
(Community College)**

(for the candidates admitted from the academic year 2021-22 onwards)

Minimum qualification for admission to **Diploma in Childcare and Crèche Management** is class X passed.

SCHEME OF EXAMINATIONS

S.No	Title of the Course	Credits	Maximum Marks
1.	Communicative Skills	4	100
2.	Child Growth and Development	4	100
3.	Crèche Management	4	100
4.	Life Skills and Personality Development	4	100
5.	Child Play and Prodigy	4	100
6.	Child Play and Prodigy – Teaching Practice	4	100
7.	Child Nutrition and Health	4	100
8.	Internship/Project	4	100
	Total	32	800

Question paper Pattern

Section A: (10 x 2=20 Marks)

Answer ALL the questions

Section B : (5 x 6 = 30 Marks)

Answer ALL the questions either (a) or (b)

Section C : (5 x 10 = 50)

Answer ALL the questions either (a) or (b)

Practical Paper Evaluation Pattern

Demonstration – 50 marks

Report – 50 marks

PAPER I
COMMUNICATIVE SKILLS

Objective		
To enable the students understand the communicative skills		
Unit:1		
Reading Comprehension - Grammar (Basic English)-exercises- Tenses		
Unit:2		
Listening comprehension - Conversation Passage.		
Unit:3		
Writing Skills-Prepositions-verb forms - Naming words and Genders.		
Unit:4		
Introduction to Computers-components-basic operations-characteristics-operating system-working with windows.		
Unit:5		
Word Basics: Word window -Formatting options, Using Spread Sheet: Basics of Spreadsheet; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet. Internet Basics: Browsing www - Mail ID creation and usage.		
Reference Books		
1	Bridge Course for Freshers: D.E Benet, Garnet Fernandez	
2	Microsoft Office2007: GaryB.Shelly, Thomas J.Cashman, Misty E-Vermaat	
3	Fundamentals of Computing and Programming: Meena VijayaBharathi	

PAPER II
CHILD GROWTH AND DEVELOPMENT

Objective		
To enable the students understand the wholesome growth of a child		
Unit:1		
Meaning and Definition of Child-importance of child development- factors influencing growth and development. Stages of child development- Developmental milestones (0-6 years).		
Unit:2		
Role of family in child development - Factors influencing child's personality - Early stimulation - Activities for physical, motor, cognitive, psychological and language development (0-6 years).		
Unit:3		
Meaning of Health and Nutrition- Functions of Food-Major and minor nutrients-Balanced diet, Recommended dietary allowance (0-6year). Breast feeding and its importance- weaning and supplementary feeding.		
Unit:4		
Common behavioral problems, psychological problems: Bed wetting thumb sucking - temper tantrums, telling lies ,stealing, fears, jealousy and rivalry, rocking and head banging, nail biting, destructiveness , shy and timid.		
Unit:5		
Emotional Development: Meaning-pattern-characteristics of children's emotions-emotional balance and control. Socialization and personality-play, types, pattern and importance.		
Reference Books		
1	Infant and Child Care : Dr.Subhash C Arya , Vikas Publishing House Pvt Ltd.	
2	Handbook for Anganwadi Workers published by National Institute of Public cooperation and Child Development New Delhi .	
3	Early Childhood Education Programme : Venita Kaul., Department of Pre-school and Elementary Education., National Council of Educational Research and Training,1991. Sri Aurobindo Marg,New Delhi-110 016.	
4	Hurlock, E. B. (2005). Child development. New Delhi: Tata Mc.Graw Hill.	
5	Hurlock, E. B. (2005). Child growth and development. New York: Tata Mc.Graw Hill.	
6	Santrock, J. W. (2006). Child Development. New Delhi: Tata Mc.Graw Hill.	
7	Devadass, R. P., & Jaya, S. (2003). A textbook on child development, India: Macmillan.	
8	Child Development: Elizabeth. B. Hurlock, (2004),Mc Graw Hill.	

9	Hurlock, E. B. (2006). Developmental Psychology – A life span approach. New Delhi: Tata Mc.Graw Hill.
10	Berk, L. E. (2000). Childhood to adolescence. London: Mc.Graw Hill.
11	Nutrition for Mother and Child published by National Institute of Nutrition Indian Council of Medical Research, Hyderabad.

PAPER III
CRECHE MANAGEMENT

Objective		
To familiarize the students with the significance of managing the crèche		
Unit:1		
Framing of Preschool curriculum and types of curriculum. Location, site, layout and building-arrangement of room, ventilation and lighting.		
Unit:2		
Maintenance: building-store, furniture, toys and equipment. Provision for safe drinking water, sanitary facilities and safety measures		
Unit:3		
Maintenance of Records: Need and importance of records-types of records-admission, progress, financial, equipment, correspondence, sickness of child and immunization.		
Unit:4		
Playground, play equipment - types, criteria for selection- safety aspects-indoor and outdoor games. Planning time frame for each activity.		
Unit:5		
Maintenance and Registers - Attendance, stock, accounts, staff profile, services for children and daily diary. Activities for children: Audio-visual aid for children and its importance.		
Reference Books		
1	Ax line, V.M. (1964). Dibs in search of self. New York: Ballentine books 754	
2	Clarke, P. (2001). Teaching & learning: the culture of pedagogy. New York: Sage	
3	Thomson, C.L., Holmberg, M.C., Baer, D.M., Hodges, W. L., and Moore, S.G. (1978). An Experimental Analysis of Some Procedures to Teach Priming and Reinforcement Skills to Preschool Teachers. Monographs of the Society for Research in Child Development. 43 (4), pp 1-86.	
4	Jaya, N., & Jayapoorani. N. (2004). Participation in a nursery school – Laboratory manual for students. Coimbatore: Saradalaya.	
5	Tileston, D.W. (2005). Training Manual for Every Teacher, Chennai: Sage.	
6	TN Forces and IAPE, (2000). Pre- school Curriculum, Activity based developmentally appropriate curriculum for preschoolers. Chennai	

PAPER IV**LIFE SKILLS AND PERSONALITY DEVELOPMENT**

Objective		
To enable the students understand themselves and enrich their positive thinking		
Unit:1		
Personality: Meaning and concept, self-Concept, self-esteem, self-acceptance, self-actualization and personality development.		
Unit:2		
Positive Thinking: Meaning and concept-positive attitude-right attitude development-decision making process.		
Unit:3		
Goal Setting: Meaning and Definition-importance of goals-dreams and goals-Obstacles to set the goals-Different types of goals - Time management.		
Unit:4		
Decision making and problem solving -concept, principles, strategies.		
Unit:5		
Stress Management: Sources-symptoms- types-personality factors and stress-reducing techniques.		
Reference Books		
1	We Shall Overcome, A Textbook on Life Coping Skills: Dr.Xavier Alphonse S.J., ICRDCE Publication, Chennai, 2011.	
2	Child Development: Elizabeth. B. Hurlock, (2004),Mc Graw Hill.	
3	Hurlock, E. B. (2006). Personality development. New Delhi: Tata Mc.Graw Hill.	

PAPER V
PRACTICAL I
CHILD PLAY AND PRODIGY

Reach Destination	
1	Crow walk
2	Frog walk
3	Tortoise walk
4	Peacock walk
5	Elephant walk
6	Sky walk
7	Camel walk
8	Crane walk
9	Monkey walk
10	Reverse walk
11	Nondi
12	Left and right brain activation 8
13	Jump with balloon inside the knee
Sit and Do	
1	Rabbit Breath
2	Snake Breath
3	Balloon Breath
4	Cat Sound
5	Dog Sound
6	Lions Sound
7	Mimicry any animal sound
8	Hip Rotation
9	Tolasana
10	Chopping wood
11	Pulling Rope
12	Floor swimming
13	Tall Rotation
14	Cycling
15	Butterfly
16	Rock and Roll
17	Sit & Stand

PAPER VI
PRACTICAL II
CHILD PLAY AND PRODIGY - Teaching Practice

Child play and Prodigy - Teaching Practice

PAPER VII
PRACTICAL III
CHILD NUTRITION AND HEALTH

1	Planning, preparation and nutritional evaluation of diets in relation to activity
2	Planning and preparation of a balanced diet for a pregnant woman.
3	Planning and preparation of a balanced diet for a lactating woman.
4	Preparation of weaning foods.
5	Planning and preparation of a balanced diet for pre-school child.

PAPER VIII
INTERNSHIP

Students need to undergo practical training in any hospital /crèche for a duration of twelve days to familiarize with the child habits, based on the training they need to submit their reports covering any of the theoretical aspects.	
Project	
1	Scrutinizing the layout of Creche and Preschool
2	Organization chart for Creche and Preschool.
3	Case study of a child-Socio-economic profile, Demographic details, Maintaining an activity dairy, Diet-meal pattern, health status.
4	Planning activities for children based on the curriculum of the preschool
5	Preparation of First Aid Box
6	Preparation and Maintaining a health record file
7	Meal planning – a) Planning cyclic menu for a preschool and crèche, b) Planning supplementary foods for children
8	Collection of different records and registers to be maintained in a preschool and crèche.
9	Analyzing the availability and suitability of play materials