

Faculty of Vocational Studies
Syllabus for
Certificate Course: Early Childhood Care and Education
Session: 2023-24



The Heritage Institution
KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

Scheme of Studies and Examination
Certificate Course –Early Childhood Care and Education
Session: (2023-2024)

Semester I							
Course Code	Course Name	Credits	Total Course Hours	Marks		Examination time in (Hours)	
				Total	Ext.		
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CECM-1281	Child Care	4	200	100	60	40	2+1
Total				100			

PROGRAMME SPECIFIC OUTCOMES OF CERTIFICATE COURSE IN EARLY CHILDHOOD CARE AND EDUCATION

PSO (1) - To gain knowledge about the contribution, attributes role and responsibilities of a Child Caretaker.

PSO (2) - To develop knowledge about the daily care routine preparation and various ADL of children in different age groups.

PSO (3) - To give knowledge about signs of abuse and harassment, accident, injury, pain, and other symptoms of illness.

PSO (4) - To develop awareness regarding physical and nutritional needs of children in various age groups.

PSO (5) - To gain knowledge about the methods to support the child communication

PSO (6)- To enable them to plan activities to enhance their motor skills, reading, writing and counting skills.

PSO (7) – To enable them to handle the distressed child throwing tantrums.

Course Outcomes:

Upon completion of this course students will be able:

CO (1). To enhance the knowledge about the role and responsibilities of a Child Caretaker.

CO (2). To develop the knowledge about the process of diapering, including the hygiene and all cleaning activities.

CO (3). To gain knowledge about how to develop a positive relationship with the children.

CO (4) To develop the knowledge about art of effective communication.

CO (5). To provide detail information about hazards & safety measures in the households.

Certificate Course
Child Care
Session: 2023-2024
COURSE CODE: CECM-1281

Time :3 Hours

Max. Marks:100

Theory:60

Practical:40

Instructions for the Paper Setter

Theory: An objective type question paper will be set for assessment of the candidate with equal weight age from all the units of the syllabus.

Practical: The will be set on spot by the examiner.

Theory	
<ul style="list-style-type: none">Objectives of the program on the Child Caretaker (Non-Clinical)Objectives of the Domestic Workers Sector and workers categorisation of in India.Attributes for a Child CaretakerRole and responsibilities of a Child Caretaker.Daily care routine preparation under the guidance of the parents/ guardians.Performing various ADL of children in different age groups.Importance& process of diapering, including the hygiene.Physical and nutritional needs of children in various age groups.Process of Routine cleaning activities,(sweeping, dusting, mopping, sanitising, well organization etc.)Steps of washing and sanitising the clothes/ sheets.Procedure of cleaning and sterilising different types of utensils, tools and appliances.Ways of toilet training a child.Communication Skills : effective communication with employer, co-workers the family and others.Ethical behaviour, positive outlook and personal integrity.Method of dressing professionally, maintaining personal hygiene and grooming.Gender discrimination, gender equality and various ways of being gender sensitive	<ul style="list-style-type: none">Identify and record the growth milestone (s) achieved by the child.Assist the children to identify and pursue their interests/ hobbies, (such as dancing, painting, music etc.)Ways to help the child to develop positive relationship with other children and adults.Methods to interaction with the child which helps the child feel welcomed and valuedMethods to support the child to communicate and connect with othersMethods to ensure that the child appropriate behaviour according to their stage of growth.Methods to handle the distressed child throwing tantrums.Identify signs of various problemswith development of child and bring them to the attention of parents.Develop a positive relationship with the children.Ways to make the play/ learning area secure and safe both indoors and outdoors.Methods to assess the health, safety and security of the place before, during and at the end of work activities.Ways to carry out periodic review of hygiene, health, safety and security procedures.Teach the child about what is inappropriate touch, bullying, and actions thereof.Ways to identify any signs of abuse and harassment, accident, injury, pain, and other symptoms illness.Methods & importance of maintaining

Practical

- Draw a table classifying the occupations available in Domestic Workers Sector.
- Evaluate case studies outlining the statutory provisions for Domestic Workers in India.
- Demonstrate how to perform different ADL such as bathing, toileting, putting to sleep, etc.
- Demonstrate changing nappy/diaper, washing and keeping the diapers dry and sanitised.
- Prepare a sample meal based on nutritional requirement and age.
- Demonstrate the method to feed/ serve the meal to children and monitor during the feed
- Demonstrate the process of bed-making, as per given instructions regarding age and comfort etc.
- Demonstrate how to clean (sweep, mop and dust), remove stains and smell and sanitize areas of the house.
- Show different ways to wash clothes as per fabric type.
- Demonstrate cleaning and sanitising the utensils/ tools using UV and Electric steriliser.
- Demonstrate operation, maintenance and sanitisation of washing machines, kitchen and cleaning appliances etc.
- Demonstrate how to create environment of positivity through positive/ affectionate actions.
- Demonstrate the ways of seeking help from parents/ other family members/ neighbours/ doctors when required.
- Report on the child's growth and development, and obtain necessary guidance from the children.
- Obtain continuous instructions from the parents/ guardian on nutrition, food and children's activities such as play and hobbies
- Conduct games and activities which will have positive impact on the growth of the child.
- Apply principles of effective communication while interacting with the child and his/ her family.
- Demonstrate the methods of development of the positive relationship with the children.
- Demonstrate the ability to protect and make the child aware of the threats from interaction with undesirable persons to avoid possible harassment, abuse and abduction.
- Implement the procedures to assess the health, safety and security of the work place before starting, during and at the end of work activities.
- How to check all areas of work place for safety and health hazards and remove them, to include electrical hazards and storage of harmful chemicals.
- Maintain first aid kit as per as required and ensure that the contents are replaced prior to the expiry.
- follow the correct procedures to deal with accidents, injuries, signs of illness and other emergencies calmly and safely including reporting to right persons.
- Demonstrate the methods to apply first aid to include the CPR .
- Demonstrate the ways of communicating effectively with employer, his/ her family, co-workers, visitors and guests.
- Demonstrate the ways of dressing/ grooming professionally and maintaining personal hygiene.
- Demonstrate ways of communication that reflects gender and PwD sensitivity.
- Demonstrate ways to support the PwD with their chores or help them as required by them.
- Demonstrate telephone etiquette while taking a call.
- Prepare a sample plan to manage time and workload based on one's personal and professional life.
- Inspect given area for unsafe conditions, hazards and to respond to such conditions.
- Demonstrate responses to different emergency situations.
- Operate different types of fire extinguishers
- Address given medical emergencies through process of ABC and provision of first aid/ evacuation thereof.
- Perform CPR or mouth to mouth respiration.
- Demonstrate ways of conserving energy and material at the workplace.
- Demonstrate how to sort and dispose waste of different categories.

- Demonstrate the ways of disinfecting and keeping the house bugs free.