

**G.C.University**

**Faisalabad**



**Scheme of Study  
&  
Course Outlines**

**B. Ed.**

**Department of Education  
G.C.University Faisalabad**

**Objectives**

After completion of the course, the students will be able to:

- understand the meanings, elements, and types of education
- analyze the foundations of education in philo-psycho-socio perspectives
- understand and evaluate the system of education in Pakistan

**Contents****Part-I Meanings and Foundations of Education****1. Introduction**

- 1.1. Meanings of education
- 1.2. Scope of education
- 1.3. Types of education
  - 1.3.1. Formal
  - 1.3.2. Non-formal
  - 1.3.3. Informal
- 1.4. Elements of Educational Process
  - 1.4.1. Aims
  - 1.4.2. Curriculum
  - 1.4.3. Pedagogy
  - 1.4.4. Evaluation

**2. Foundations of Education**

- 2.1. Philosophical
  - 2.1.1. Meaning and Scope of Educational Philosophy
  - 2.1.2. Areas of Educational Philosophy
    - 2.1.2.1. Epistemology
    - 2.1.2.2. Ontology
    - 2.1.2.3. Axiology
  - 2.1.3. Educational Philosophies
    - 2.1.3.1. Perennialism
    - 2.1.3.2. Essentialism
    - 2.1.3.3. Progressivism
    - 2.1.3.4. Islamic
- 2.2. Psychological
  - 2.2.1. Meaning and Scope of Educational Psychology
  - 2.2.2. Role of Psychology in:
    - 2.2.2.1. Curriculum
    - 2.2.2.2. Pedagogy
    - 2.2.2.3. Evaluation
- 2.3. Sociological
  - 2.3.1. Explaining Educational Sociology: Meaning and Scope
  - 2.3.2. Sociological roles in education
    - 2.3.2.1. Conservative
    - 2.3.2.2. Critical
    - 2.3.2.3. Creative

## **Part-II Education in Pakistan: Historical Perspective**

### **3. Education in the Sub-continent: Pre-independence Reports**

- 3.1. Charter Act
- 3.2. Lord Macaulay Report
- 3.3. Wood Despatch
- 3.4. Wiliam Hunter Commission Report
- 3.5. Calcutta University Commission Report
- 3.6. Dr. Zakir Hussain Report

### **4. Muslim Education Movements: Pre-Independence**

- 4.1. Deoband
- 4.2. Aligarh
- 4.3. Anjamane Himayat-e-Islam
- 4.4. Nadwatul Ullema
- 4.5. Jamia Millia Islamia

### **5. Education in Pakistan**

- 5.1. First Education Conference 1947
- 5.2. Commission on National Education 1959
- 5.3. The New Education Policy 1969-70
- 5.4. The Educational Policy 1972-80
- 5.5. National Educational Policy 1979
- 5.6. National Education Policy 1992
- 5.7. National Education Policy 1998-2010

### **Suggested Readings:\**

- Allama Iqbal Open University (2002). Foundations of Education. Code : 6500. Islamabad. Allama Iqbal Open University
- Allama Iqbal Open University. (2002). Education in Pakistan. Code : 6500. Islamabad. Allama Iqbal Open University
- Anjam Rehmani, Dr. (2006). *Pakistan Main Taleem* (in Urdu). Lahore: Pakistan Writers Cooperative Society.
- Farooq, R.A. (1993). Education System in Pakistan. Islamabad: Asia society for promotion of Innovation and reform in education
- Ornstein, A.C. and Levine, D.U. (1995). *An Introduction to the Foundations of Education*: Boston: Houghton Mifflin Company.
- Shahid, SM. (2002). Taleem Ki bunaadain. Lahore: Majeed Book Depot
- Shahid, SM. (2001). Philosophy of Education. Lahore: Majeed Book Depot
- Chandr, S.S. (2002). **Philosophy of education**. New Delhi: ATLANTIC.
- Chandra, S.S. (2002). **Sociology of education**. New Delhi: ATLANTIC
- Rashid, M. (Compiler) (2000). **Allied material of foundations of education**. Islamabad: AIOU Press

## **BED502 English Language Communication Skills**

### **Objectives**

After completing the course, the students will be able to:

- Develop all the four basic language skills effectively (listening, speaking, reading and writing).
- Exploit literary text for building proficiency in English language as target language.
- Use authentic material for the purpose of communication.
- Develop fluency in the use of English as a foreign language
- Develop accuracy in the use of English as a foreign language.
- Develop linguistic and communicative competence.

### **Contents**

#### **1. Phonetics and Phonology**

- 1.1. Introduction
- 1.2. Vowel sounds
- 1.3. Consonant sounds
- 1.4. Phonetic symbols / script
- 1.5. Transcription practice

#### **2. Listening Skills**

- 2.1. Global listening
- 2.2. Discrete listening
- 2.3. Activities based on authentic material
- 2.4. Activities based on literary text

#### **3. Speaking Skills**

- 3.1. Stress and intonation
- 3.2. Dialogues formation and practice based on authentic material
- 3.3. Dialogues formation and practice based on literary text
- 3.4. Class-activities for developing speaking skills
- 3.5. Short speeches
- 3.6. Gap activities
- 3.7. Role play
- 3.8. Discussions

#### **4. Reading Skills**

- 4.1. Reading comprehension
- 4.2. By skimming
- 4.3. By scanning
- 4.4. Reading speed
- 4.5. Faulty reading habits
- 4.6. Strategies to enhance reading speed
- 4.7. Activities to develop reading based on authentic material
- 4.8. Activities to develop reading based on literary text

## **5. Writing Skills**

5.1. Mechanics of writing

5.2. Stages of writing

5.2.1. controlled

5.2.2. guided

5.2.3. free

5.3. Composition

5.4. Descriptive writing

5.5. Narrative writing

5.6. Expository writing

5.7. Production based on authentic material and literary text and literary text terms

### **Suggested Readings:**

McDonough, J. and Shaw, C. (1993). **Materials and Methods in ELT**. Oxford:  
Blackwell.

Michael, W. (1997). **Study skills in English**. London: OUP

Elliot, L. S. (1994). **Contemporary Vocabulary**. London: OUP

## **BED 503**

## **Methods of Teaching**

### **Objectives**

After completing the course, the students will:

- understand the importance of the efficient teaching methodology in the overall teaching learning process.
- appreciate the characteristics of various innovative methods of teachings.
- understand various theories of teaching.
- select/develop the model of effective teaching in local context.

### **Content**

#### **1. The Concept, Features, Planning and Principles of Teaching**

- 1.1. Concept of teaching
- 1.2. Principles of teaching
- 1.3. Features of teaching
- 1.4. Planning of teaching

#### **2. Introduction to Teaching Strategies**

- 2.1. Meaning and concept of tactics, strategies, techniques, and methods.
- 2.2. Determining a strategy for instruction
- 2.3. Criteria for determining strategy

#### **3. General Methods of Teaching**

- 3.1. Lecture method
- 3.2. Recitation method
- 3.3. Discussion method
- 3.4. Demonstration method
- 3.5. Heuristic method
- 3.6. Project method
- 3.7. Activity method
- 3.8. Problem solving method
- 3.9. Inductive method
- 3.10. Deductive method
- 3.11. Drill method
- 3.12. Question answer method
- 3.13. Group differentiated method

#### **4. Innovative Methods of Teaching**

- 4.1. Micro-teaching
- 4.2. Simulation method
- 4.3. Programmed instruction
- 4.4. Computer assisted instruction
- 4.5. Team-teaching
- 4.6. Peer-tutoring
- 4.7. Individualized instruction
- 4.8. Cooperative learning
- 4.9. Tele conference
- 4.10. Role play/Simulations

## **5. The Principles of Selection of Methods**

- 5.1. Factors which determine the method to be used
- 5.2. Principles of selecting appropriate method

## **6. Lesson Planning**

- 6.1. Introduction to lesson planning
- 6.2. Approaches to lesson planning
- 6.3. Types of lesson planning
- 6.4. Evaluation of lesson planning

### **Suggested Readings:**

Ornstein, A.C. (1991). *Strategies for Effective Teaching*. Harper Collins

Richard, V. (2001). *Handbook of Research on Teaching*. Washington DC: American Educational Research Association.

Smith, B.O. (1983). *Elements of Teaching*. New York: Columbia Teacher's College Press.

**Objectives:**

At the end of this course, the students will be able to:

- ❖ Explain computer system and information technology
- ❖ Differentiate among different types of computers
- ❖ Exhibit capabilities of using computer in education
- ❖ Prepare draft, C.Vs and reports by using M.S. Word 2007
- ❖ Design classroom presentations and plan their lessons
- ❖ Use internet, e-mail and intranet for educational purposes
- ❖ Equip themselves with computer skills according to the market demands
- ❖ Develop practical capabilities required in using computers
- ❖ Produce computer literate human capital
- ❖ Apply computer in analyzing and presenting research data

**Unit 1: Introduction to computer**

- 1.1 Definition of computer & Information Technology
- 1.2 Information Processing Cycle
- 1.3 Difference between electronic and electrical devices
- 1.4 Difference between data and information
- 1.5 Characteristics of Information
- 1.6 Characteristics of Computer
- 1.7 History of Computer
- 1.8 Types of computer (PC, Workstation, Minicomputer, Mainframe, Super Computer)

**Unit 2: Software & Hardware Basics**

- 2.1 What are software & Hardware?
- 2.2 Types of software: Application Software and System Software
- 2.3 Operating System and Utility Programs
- 2.4 Features of Microsoft Windows XP
- 2.5 Difference between Disk Operating System (DOS) and Windows XP
- 2.6 Introduction to Word Processing, Spreadsheet, Presentation Program & Database
- 2.7 Input Devices, Output Devices, Processing Devices, Primary and Secondary Storage Devices (RAM, Registers, Cache Memory, ROM, Hard Disk, USB, CD/DVD Disk)
- 2.8 Data Cable, Ports, power Supply, Buses, Motherboard, Slots & System Configuration
- 2.9 Installing New Hardware (Printer, Scanner etc)

**Unit 3: Introduction to Widows XP**

- 3.1 Introduction to Graphical User Interface (GUI)
  - 3.2 Shutdown & Restart Computer
  - 3.3 Components of Widows XP (Desktop, Taskbar, Start button, Menus, Icons, My Computer, My Document, My Briefcase, Recycle Bin, Widows, Dialogue Boxes etc.)
  - 3.4 Introduction to Accessories (Notepad, Word Pad, Calculator, Media Player etc)
- Difference between copy and paste
- 3.5 Installing Widows and Application Software



3.6 File Management

3.7 Customize Desktop (Wallpaper, Screen Resolution, Appearance etc)

#### **Unit 4: Basics of Microsoft Word 2007**

4.1 Start M.S. Word, Minimize, Maximize and Restore M.S. Word Document

4.2 Create, Save, Close, Open & Rename M.S Word Document

4.3 Introduction to different bars (Title Bar, Status Bar, Tool Bar, Menu Bar)

4.4 Editing and Formatting of M.S Word Document

4.5 Inserting Tables, Columns, Clip Art, Word Art, Boxes, Shapes, Objects, Pictures

4.6 Zoom, Different Page Views, Line Spacing and Text Alignment, & Case Change

4.7 Copy and Pasting Text and object data, Drag & Drop, Ruler

4.8 Use of Spell Check, Dictionary and other different tools

#### **Unit 5: Microsoft Word 2007 Advance**

5.1 Navigation Techniques

5.2 Selection Techniques

5.3 Using Find & Replace, Headings, Paragraph Mark, Bullets and Numbering

5.4 Inserting Page Borders, Header & Footer, Hyperlink, Water Mark, Page Background, Comments, Bookmark

5.5 Using Indents, Creating Content List by using indents

5.6 Page Setup (Margins, Gutter, Page Orientation, Page Size etc

5.7 Widow Break up (Split), Change Case

5.8 Printing M.S. Word Document

#### **Unit 6: Network & Internet Basics**

6.1 Concept of Network and Networking, Server & Client (Node)

6.2 Types of Network, Differentiate between Internet and Intranet

6.3 Network Devices (Modem, Network Interface Card, Router, Networking Switch)

6.4 Advantages of Network

6.5 Definitions of Internet, Web Browser, Website, Webpage, File Transfer Protocol (FTP), Hypertext Transfer Protocol (HTTP)

6.6 Web Browsing and Internet Surfing

6.7 E-Mail Creation and E-mail Management

6.8 Use of Internet in Education

#### **Unit 7: Microsoft Power Point 2007**

7.1 Introduction to M.S PowerPoint

7.2 Starting , Saving, Closing & Opening PowerPoint

7.3 Identify different tools on Title Bar, Status Bar, Tool Bar

7.4 Slide Design & Layout

7.5 Editing and Formatting of M.S Power Point Slides

7.6 Navigation & Selection Techniques

7.7 Insert, copy, delete slides

7.8 Inserting text boxes, shapes, picture, clip art, movie, audio song etc on slides

7.9 Using Animation and Transition

7.10 Print hand out and notes

#### **Unit 8: Microsoft Excel 2007**

8.1 Create, Save, Close, Open & Rename Workbook

8.2 Components of Workbook

8.3 Resize Rows and Columns

8.4 Using basic computation in M.S. Excel by using point methods and function method, Mouse Method

8.5 Editing and Formatting Text and Other objects in M.S. Excel

8.6 Navigation & Selection Techniques

8.7 Inserting rows, columns, charts, chart styles, Day and Time, Text Boxes, Slide Number, Header & Footer

8.8 Using functions, Sort, Filter, Header & Footer, Find & Replace, Format Painter, if statement and if else if statement and Format Cell

8.9 Renaming worksheet names, Page Setup & Printing Excel sheets

### **Unit 9 Computer in Education**

9.1 Simulation and Computer Games

9.2 Using online and offline Tutorial, Courseware

9.3 Multimedia in classroom environment

9.4 Data Collection and Data Analysis

9.5 E-Books, E-Databases, E-Journals, E-Newspapers

9.6 Computer Assisted Instruction (CAI)

9.7 Computer Assisted Learning (CAL)

9.8 Content Management System (CMS)

9.9 Creating backup of document on internet & Downloading different types of files from internet

## **BED 505 Teaching Profession and Educational Law**

### **Objectives**

After completion of the course, the students will be able to:

- display an understanding of teaching profession as unique, definite, and essential social service
- bring about change in behavior and attitudes towards successful teaching-learning process
- recognize it a mark of learned profession which emphasizes both duties and rights
- consider that without extensive education there is no respected profession
- develop, on the whole, a firm commitment that teaching profession is responsible for the quality of its unique, definite, and essential social service and for the enforcement of standards in the continuous performance of the teachers

### **Contents**

#### **1. Teaching Profession: An Introduction**

- 1.1. Education
- 1.2. Teaching
- 1.3. Profession
- 1.4. Teaching profession
- 1.5. Segments of teaching profession

#### **2. Characteristics of Teaching Profession**

- 2.1. Characteristics of a profession
- 2.2. Characteristics of teaching profession

#### **3. Teaching Profession: Responsibilities**

- 3.1. Professional responsibilities
- 3.2. Ways for fulfillment of responsibilities

#### **4. Duties and Right of Teachers**

#### **5. Characteristic of a Good Teacher**

#### **6. Teacher's Role as a**

- 6.1. Scholar
- 6.2. Practitioner
- 6.3. Researcher

#### **7. Professional Organizations**

- 7.1. Purposes
- 7.2. Activities

7.3. Types

7.4. Professional teacher organizations in Pakistan, USA and UK

## **8. Professional Code of Ethics**

8.1. Defining code of ethics

8.2. Purposes of a code of ethics

8.3. Principles for preparing a code of ethics

8.4. Development of teachers' code of education

## **9. Teacher Education in National Context**

9.1. Different programmes of teacher education

9.2. Teacher education institutions

9.3. Aims of the University of Sargodha

9.4. Teacher at various levels

## **10. Various Laws, Rules and Regulations in Pakistani Educational Institutions**

10.1. Leave rules

10.2. Pension rules

10.3. Civil services rules

10.4. Registration and recognition of privately managed institutions

10.5. Financial rules

10.6. Group insurance and advances

10.7. TA and DA rules

10.8. Registers, forms and other records in educational institutions

10.9. Some examples of Legal problems in Educational Institutions

### **Suggested Readings:**

Combs Arthur W., and Others (1994). *The Professional Preparation of Teachers*. Boston: Allyn and Bacon Inc.

Good, Biddle, and Brophy (1995). *Teachers Make a Difference*. New York: Holt, Rinehart and Winston

Govt. of Punjab ( ) Hand Book of Circulars

Richy W. Robert (2000). *Planning for Teaching: An Introduction to Education*. New York: McGraw Hill Book Company

Singh, Y.K and Nath, R.(2005). *Teacher Education*. New Delhi: A B H Publishing corporation

Venkataiah, N. (2007). *Moral Education*. New Delhi: A P H Publishing Corporation