

**Special
Certificate In Education
Programme
For
Brunei Education Officers**

1981

INTRODUCTION

In this handbook you will find the structure of your programme the subjects and syllabuses you will be required to study.

Of the six components in your programme you will find in this handbook information on five of them. Information on the other component, namely School Experience and Teaching Practice, will be issued separately.

Information on syllabuses, basic references and modes of assessment have also been included for easy reference. Lecturers may supply more detailed course outlines during their lectures.

SPECIAL CERTIFICATE IN EDUCATION PROGRAMME FOR BRUNEI EDUCATION OFFICERS

DURATION : 1 year

PROGRAMME

COURSE	Medium of Instruction	No. to be taken	Credits*	No. of Hours	Term 1	Term 2	Term 3	Term 4	Assessment
Principles and Practice of Education	Malay	1	6	180	60	60		60	Examination
English (second language)	English	1	4	120	30	30		60	Continuous Assessment
Special Method (Teaching Malay as a second language)	Malay	1	2	60		60			Continuous Assessment
Educational Technology	English	1	1	30	30				Assignment
Physical Education	English	1	1	30	30				progress rating
School Experience and Teaching Practice	Malay	1	5	150			150#		progress rating
TOTAL		6	19	570	150	150	150	120	

* 1 credit = 30 hours

School Experience and Block Teaching Practice

Course Title : Principles and Practice of Education

Course Duration: 180 hours

Medium of Instruction: Malay

Course Objectives:

This compulsory core course in education has the following objectives:

- a) To help students understand the objectives and organization of the education system in Singapore.
- b) To provide students with a balanced approach to the study of the theories, principles and problems in teaching and learning.
- c) To enable students to understand and apply principles and processes of educational measurement and evaluation.
- d) To provide students with a knowledge of a fundamental principles of health education.
- e) To help students understand the basic concepts in guidance and counselling.

Course Content:

The Education System in Singapore

- a) Aims in Education
- b) Educational Policies
 - (i) Language, Mathematics, and Science Policies
 - (ii) Technical and Vocational Education Policies
- c) The Structure of the System
 - (i) Pre-school, Primary, Secondary
- d) The School Curricula
- e) Curriculum and Instructional Materials Development
- f) Extra-curricular Activities in Schools

Philosophy of Education

- a) The Concept of Education
 - (i) The Concept of Education
 - (ii) The Justification of Education

- b) The Content of Education
 - (i) The forms of Knowledge
 - (ii) The Basis of Curriculum Construction
 - (iii) Moral and Religious Instruction in the Curriculum
- c) The Method of Education
 - (i) Teaching and Learning
 - (ii) Principles governing the Interpersonal Relationship between the Teacher and Pupils
 - (iii) Authority, Freedom and Discipline
 - (iv) Punishment and Its Justification

Educational Psychology

- a) Child Development
- b) Moral Development
- c) The Learning Process
- d) Factors influencing Learning
- e) Learning and Individual Differences
- f) The Learning Environment in the School
 - (i) Classroom Interaction and Learning
 - (ii) Discipline and Classroom Management

Sociology Education

- a) The Social Functions of Education
- b) The Social Structure of the School
 - (i) The School as a Formal Organisation
 - (ii) The Class as a Social System
- c) Socialisation
 - (i) The Socialisation Process
 - (ii) Non-school Agencies and Factors affecting Behaviour (including Factors relating to Deviant and Delinquent Behaviour)
 - (iii) School Factors influencing Behaviour
- d) Professionalism and Status of Teachers

Educational Methodology

I Organisational and Instructional Strategies

- a) Planning and Organising for Learning
 - (i) The Curriculum : Educational Aims and Curricular Objectives

- (ii) Designing Teaching and Learning Activities
 - b) Instructional Strategies
 - (i) Instructional Objectives : characteristics and uses
 - (ii) Instruction : Principles and Procedures
- II Educational Measurement and Evaluation
- a) Assessment in the School System in Singapore
 - b) Basic Concepts in Measurement and Evaluation
 - c) The Evaluation of Instruction
 - (i) Interpretation of Test Scores
 - (ii) The Use of Test Results
 - d) Consequences of Testing

Guidance and Counselling

- a) Orientation to Guidance and Counselling in Primary/Secondary Schools: Problems in Class; the Mental Health of Students and Teachers
- b) Basic Concepts of Guidance and Counselling
- c) Some Common Problems: Causes, Identification and Remediation

Assessment

Assessment of student achievement in this course will be by a final examination of two essay papers.

Course Title: Special English as Second Language

Course Duration: 120 hours

Medium of Instruction: English

Course Objectives:

To provide participants with further assistance in developing their ability:-

- a) To understand and interpret authentic oral text in the lecture and discussion context;
- b) To understand and interpret written text on Education;
- c) To express ideas and opinion in English on matters relating to Education simply and directly in speech as well as in writing in generally well-formed utterances;
- d) To read passage aloud with acceptable pronunciation, rhythm intonation and stress, and
- e) To express themselves in general communicative and functional English.

Course Content:

- 1 Listening skills. Practice in comprehending dialogues, lectures and discussions in the language laboratory, live situations and in the lecture room.
- 2 Reading skills. Practice in intensive reading of abstracts from various texts on Education used in the course. Assistance will be given to participants in understanding difficult passages in their textbooks on Education.
- 3 Speaking and Writing Skills. Practice in class in expressing ideas and opinions on matters relating to Education. Particular attention will be paid to their errors in grammar, lexis and pronunciation.
- 4 Reading Aloud. Participants will be given further speech training involving the use of phonetics. They will receive practice in pronunciation, syllabic stress, phrasing, rhythm, intonation, etc.

- 5 General Communicative Skills. Practice in the use of language in common situations. These sessions will be activity-orientated (eg. describing events/persons, things, giving instructions, asking for information, and expressing opinions on topics of current interest).

Assessment:

Continuous Assessment and Progress Rating.

Recommended Texts

- 1 Longman Dictionary of Contemporary English
- 2 Thomson A J & Martinet, AV : A Practical English Grammar
- 3 Heaton, J B : Prepositions & Adverbial Particles
- 4 Ahrens, P : Tense Time Books 1-3

<u>Course Title:</u>	<u>Special Teaching Method - Malay as a Second Language</u>
<u>Course Duration:</u>	60 hours
<u>Medium of Instruction:</u>	Malay
<u>Course Objectives:</u>	To provide students with the knowledge of teaching strategies of Malay as second language at the lower secondary level.

Course Content:

Part I - An introduction to Linguistics:

- 1 a) The Nature of Language
 b) Linguistics and Language Teaching
 c) The relevance of Linguistics
- 2 The organs of Speech
- 3 a) Language Acquisition and Language Learning
 b) First and Second Language Learning
 c) Motivation in Second Language Learning
 d) Language Interference

Part II - Methodology and Teaching Techniques

- 1 Principles of Language Teaching
- 2 Development of theories on Second Language Teaching and Learning:
 - a) Traditional Method/Grammar Translation Method
 - b) Direct Method
 - c) Structural Method/Audio-lingual method
 - d) Eclectic Approach
- 3 Lesson Planning
- 4 Techniques of Teaching
 - a) Oral communication
 - b) Comprehension (oral and written)
 - c) Composition
 - d) Grammar

5 Language Testing

Assessment: Continuous Assessment and Progress Rating

Recommended Texts

- 1 Lado, Robert, Language Teaching, A scientific Approach, New York, McGraw ill, 1964.
- 2 Abdyllah Hassan, Linguistik Am Untuk Guru Bahasa Malay-sia, Fajar Bakti, 1980.
- 3 Prof Taib Osman, Pengajaran Bahasa dan Kesusastraan Melayu DBP, Kuala Lumpur.
- 4 Jupp TC and John Milne, Grided Course in English Compo-sition, Heinemann Educational Books, Singapore.
- 5 Hackett and Williamson, Design for a Composition, New York, USA.

COURSE TITLE : Co-curricular Subject Course -
The Preparation and Use of Instructional
Media Materials

Course Duration : 30 hours (1 Semester)

Medium of Instruction : English

Course Objectives :

1. To provide basic knowledge and skills on the use of instructional media materials and AV equipment.
2. To train the trainees in the skills of preparing instructional media materials for classroom teaching or individualised learning.

Course Content :

The course is designed to equip trainees with the necessary competencies in the use and preparation of instructional media materials. It covers the design, planning, selection, and production of learning resources for classroom use. At the same time, they learn how to operate, and handle audio-visual equipment and other tools and machines that facilitate the use and production of soft ware. As the competency format is adopted for the course, students are given ample opportunities to create and develop materials in workshop sessions of each Module.

Module I	: Communication Principles and Instructional Design
Module II	: Basic Graphic Design
Module III	: Photographic Techniques
Module IV	: Audio Recording
Module V	: Operation and maintenance of AV Equipment
Module VI	: Evaluation/Presentation

Methodology : Lectures cum Demonstrations, tutorials and workshops

Assessment : By assignments as required for each module.

Recommended Texts :

1. Brown, Lewis & Harclerod : Audio Visual Instruction : Materials & Methods. McGraw Hill Comp. New York, 1969.
2. E Dale : AV Methods in Teaching - Holt, Rinehart & Winston. New York. 1969
3. De Kieffer & Cochran : Manual of AV Techniques USA 1967
4. J E Kemp : Planning & Producing Audio visual materials Chandler Publishing Comp. USA 1976.

<u>Course Title</u>	: <u>Physical Education</u>
<u>Course Duration</u>	: 30 hours
<u>Medium of Instruction</u>	: English

1. Course Objectives ;

- 1.1 To enable students to prepare lesson plans, schemes of work, unit syllabi, unit lesson plans and conduct lessons;
- 1.2 To familiarise students with the contents of the PE Syllabi for Singapore schools, the objectives of Physical Education and evaluation procedures.

2. Content

- 2.1 The PE lessons
- 2.2 The Games Lessons
- 2.3 The objectives of Physical Education
- 2.4 Stating Instruction and Performance Objectives
- 2.5 The Unit Lesson Plan
- 2.6 The Unit Syllabus
- 2.7 The PE Syllabi
- 2.8 Preparing Schemes of work
- 2.9 The Process of Evaluation
- 2.10 The PE Lesson - Introductory Activities
- 2.11 The PE Lesson - Compensatory Activities
- 2.12 The PE Lesson in : -
 - a) Track and Field
 - b) Games
 - c) Gymnastics
 - d) Swimming
 - e) Movement and Dance
- 2.13 The Theories of Learning

3. Attire

All students will wear shorts, sports shirt and rubber shoes or training shoes.

4. Assessment

This will be based on attendance, participation and progress rating.