

PROGRAMME GUIDE



IGNOU



Certificate Programme in Spanish Language



AVE

Aula virtual de Español
Spanish Virtual Classroom

School of Foreign Languages

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi - 110068.



PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN SPANISH LANGUAGE

INDIRA GANDHI NATIONAL OPEN UNIVERSITY



In collaboration with

INSTITUTO CERVANTES



AVE
Aula virtual de Español
Spanish Virtual Classroom



NEW DELHI

MAIDAN GARHI, NEW DELHI 110068



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ABOUT THE UNIVERSITY

Indira Gandhi National Open University, the largest mega University in the democratic world, was established by an Act of Indian Parliament in 1985, and started offering academic programmes in 1987 with 4528 students. Today, it serves the educational aspirations of about 1.8 million students in 35 countries, including India, through 20 schools of studies and a network of 65 Regional Centres, 7 Sub- Regional Centres, and more than 1639 Study Centres. Tele-learning Centres, and around 47 Overseas Centres.

The University offers 140 Certificate, Diploma, Degree and Doctoral programmes comprising around 1100 courses, through a strength of 358 faculty members and academic staff at the headquarters and Regional Centres and about 33,000 Counsellors drawn from conventional institutions of higher learning, professionals from various organizations and bodies, among others. The University is mandated to:

- a) Widen access by offering high quality innovative and need-based programmes at different levels, especially to the disadvantaged segments of society at affordable cost; and
- b) Promote, coordinate and regulate the standards of education offered through open and distance learning in the country.

Special Features

IGNOU has certain unique features:

- National jurisdiction Flexible admission rules
- Need-based academic programmes at affordable costs
- Diversified learner groups
- Modular programmes and credit system
- Rigorous course development mechanisms
- Multi-lingual instructional packages
- Flexibility in terms of place and duration of study
- Use of latest information and communication technologies for blended learning
- An effective and integrated student support services network Resource sharing, collaboration and networking with State Open Universities and Distance Education/correspondence Course institutions.

1. ABOUT THE INSTITUTO CERVANTES

The Instituto Cervantes, founded in 1991 under the auspices of the Spanish Foreign Ministry, is a public institution dedicated to the teaching of Spanish and to bring the knowledge of the culture of Spanish speaking countries to the rest of the world. With the centres in four continents, the Instituto Cervantes is the largest, world-wide organization committed to teaching of Spanish. The Centro Virtual, or Cervantes Virtual Centre, the Instituto's flagship on the internet, not only provides abundant information on the Spanish language and the culture of Spanish speaking countries, but also makes available a wide variety of activities and reference works for the teaching and learning of Spanish. The Instituto Cervantes, for the Spanish Ministry of Education and Culture, issues and grants the Diplomas in Spanish as a Foreign Language (DELE), official diplomas which accredit levels of competence in Spanish language. The Instituto Cervantes also publishes and holds these examinations.

2. ABOUT THE PROGRAMME

IGNOU and Instituto Cervantes are launching for the first time a completely online course for foreign languages



What is the AVE: Aula Virtual de Español (Spanish Virtual Classroom)

The Instituto Cervantes' Spanish Virtual Classroom is an Internet-based educational infrastructure set up to provide Spanish courses.

On AVE courses students:

- Learn to express themselves properly in Spanish in a variety of situations.
- Study all aspects of the Spanish language: grammar, vocabulary, phonetics, spelling...

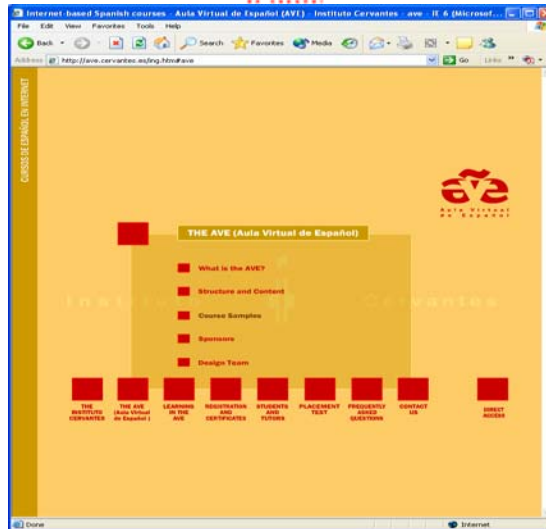
Discover the broad, socio cultural reality of the Spanish-speaking world in all its richness and diversity.

The availability of text, sound and images in multimedia products provides students with examples of language in real contexts. Students can also practise course content on their own, in attractively presented, interactive exercises.

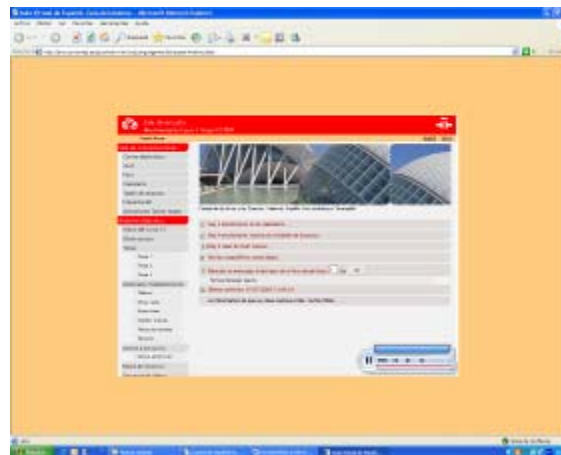
- The following resources are available to students:
 - Interactive, multimedia course materials: video, recorder, audiotape, games...
 - Communication tools: E-mail for sending text, sound and images, chat, forums, audio conferencing...
 - A personal tutor to guide and advice students provide them with reinforcement or motivational exercises and evaluate their work.
 - A collaborative, distance study group made up of a maximum of fourteen students.

■ Course Samples

Before the students decide to register for the Spanish Virtual Classroom, they can browse the course materials. If they want to see a general, eight minute course sample, they have to click on <http://ave.cervantes.es> and click on the option of AVE demo in English. This is a tutorial for operating the programme. The student is strongly advised to go through this demo in English



Course Sample



■ Structure and Content of the AVE Courses

Levels, Courses and Lessons

Spanish Virtual Classroom offer different types of course. Among there the A1,A2 B1,B2 and C1 of the Instituto Cervantes curriculum: Each of the levels require between 120 and 150 hours' work under ideal conditions, but may require more depending upon the different requirements of each student. On completing Proficiency Level, students should have acquired the communicative abilities of native speakers of Spanish. In keeping with a simple, easy-to-follow structure which allows students to complete learning units in short periods of study time, the levels are sub-divided into courses, which are further broken down into lessons.



Curricular content by levels and courses

Instituto Cervantes' curriculum has been designed in alignment with the "Common European Framework of Reference for Languages (CEFR)". The CEFR was published by the Council of Europe in 2001 and was meant to set the standards for language teaching and learning across European countries. The *Instituto Cervantes*, faithful to the principles set by the CEFR, has yet

challenged itself in going beyond the European borders. As a result, the *Instituto Cervantes* will be implementing the recently published curriculum ("*Plan Curricular del Instituto Cervantes*") in all of its centres around the world, including the one in New Delhi. In doing so, it will also cater to the particular needs of its prospective students

- **Beginner Level** : Course A1 (Lessons 1, 2, 3), A2, A3, A4. Every individual lesson having 10 work sessions each.

Reading Comprehension: By the time they have finished the level, students should be able to understand short, simple texts on specific, topical themes (personal and business letters and common signs and advertisements ...) and be able to find specific information in simple, everyday material.

Writing: At this level, students compose brief, simple texts on familiar, everyday topics, such as postcards, letters, messages and forms, with short, basic sentences, using the most usual connectors to construct sentences for the purposes of writing stories or description.

Listening Comprehension: Students will acquire the competence to follow conversations and simple, normal discussions in everyday language and to understand everyday issues in the media (television, radio...) and everyday messages and exchanges, such as directions to places.

The *Basic-A* level courses are all intended for students with no previous or just a very basic knowledge of Spanish. Upon satisfactory completion of all A1 sublevels: A1.1, A1.2, A1.3 (90 hours altogether), you will then move on to the next A2 level, which is in turn divided into two sublevels: A2.1 and A2.2. The total of A level is 120 hours in total.

SYLLABUS FOR IGNOU BASED ON AVE LESSONS

The Spanish online course is organized into 3 modules of 4 credits each adding to a total of 12 credits. Each module is further divided into various sub-themes. The entire course content (modules, themes, and subthemes) is available online.

The minimum number of hours required is 360, the breakdown of which is as follows:

Course: 120, Consultancy: 4 hours weekly= 40(* time to be determined by the tutor and the group), Assessment: 80, Complementary material: 70, Value added additional material: 50 hours.

- Spanish language I: Making contacts
- Spanish language II: Family friends and mates.
- Spanish language III: Food and eating habits.

FEES: The fee is Rs.2000/- and the registration fee is Rs.100/-

Once the student is enrolled, his user name and password will be provided within a fortnight on line by IGNOU.

The equipment requirements are:

- Processor: Pentium III 800 Mhz
- Memory: 256 Mb. RAM
- Available Disk Space: 300Mb
- Connection: modem CABLE/DSL/ISDN Graphics Card:32 Mb memory
- Browser: Internet Explorer 5.5 or higher, Netscape version 7.1, Mozilla version1.4 or higher
- Sound Card: 16 bits o higher
- Microphone: Standard

- Loud-Speakers/Headphones: Standard
- Operating System: Windows2000 or XP
- Internet Connection: Cable or Digital Telephone Service
- Electronic Mail Client: Standard Electronic Mail Client (POP3 or IMAP), preferably Outlook Express 5.5 or higher, or Netscape Messenger 7.
- For further information visit: <http://www.ave.cervantes.es>

Each lesson has three automatic tests that assess performance on material already covered, and four exercises corrected by tutors. An automatic assessment system that collects data on completed exercises and to which students have access whenever required.

Group Exercises

Each lesson includes at least three communicative exercises to be done with course companions and the tutor, as well as an 'End of Lesson Task', in which students put all the course content they have learned to use into practice.

Graphic Adventure



Lessons end with an optional episode of an ongoing interactive graphic story in which students develop their communication skills in play form.

Supplementary Materials

Allow students to consult and practise specific linguistic items: grammar, vocabulary, phonetics, spelling...

Cultural Content

One of the main aims of the AVE courses is to educate students about the culture of Spanish-speaking countries. By incorporating materials from different socio cultural sources, such as the press, literature, cinema, music and others, the courses provide a realistic reflection of Hispanic culture and society in all their rich variety.

■ The Study Room

This is the work place and meeting point for students with the same group and tutor.

The Open Classroom

This is the space where students can communicate with their peers with the same level of Spanish.

■ Instituto Cervantes methodology

Our teachers are Spanish natives with **vast experience in teaching Spanish** as a foreign language and have received special training according to the latest teaching methods. They are constantly updating themselves by taking refresher courses in foreign language teaching.

Instituto Cervantes courses are held in Spanish, and so the students are encouraged to speak the language from the very first day of class. Therefore, we expect from the learners a high degree of interaction with their classmates as well as with the teacher himself.

We strongly believe that in order to learn a foreign language the students have to be exposed to the target culture as well. Thus, the classes are also aimed at **raising awareness of** the distinguishing cultural aspects not only relating to Spain, but also on a larger scale, to **every Spanish-speaking country**. Additionally, **Instituto Cervantes** takes into account the learner's



cultural identity so as to foster intercultural understanding among all the students present in the classroom.

■ Courses Mode

Spanish Virtual Classroom course is offered in online/distance. Thanks to the Internet, students can learn Spanish without having to attend class in person. They still participate actively, working together with group companions, and receive their tutor's assessment and support. Furthermore, all kinds of students of Spanish can use the interactive material of the AVE in the multimedia classroom for practice and revision.

■ AVE Students

Spanish Virtual Classroom courses are aimed at people interested in Hispanic culture and in learning or improving their Spanish.

The AVE allows those who love the Spanish language and the cultural wealth of the Hispanic world to join an international community, which is constantly growing. By using the different AVE communication spaces, students can practise Spanish and share experiences with their peers from different countries.

■ AVE Tutors: Profile

AVE Tutors:

- These are specialists in the Teaching of Spanish as a Foreign Language, with experience in using multimedia resources and distance teaching.
- They have been selected and trained by the Instituto Cervantes or by other institutions offering the courses.
- They have completed a special training course designed by the Instituto Cervantes to prepare them for Spanish Virtual Classroom courses.

Functions

Communication with tutors is an essential part of Spanish Virtual Classroom courses.

Our tutors:

- Run courses and, as such, are responsible for them. They shape the learning process, setting norms and coordinating the work of group members.
- Carry out continuous assessment of students' work and give guidance and advice to the students on how to improve their output.
- Create exercises tailored to the individual needs of the members of each group and put students in touch with each other.
- Personalize the course, shaping the teaching to the students' needs,

■ Instituto Cervantes complementary services to the learning/ teaching of Spanish

Centro Virtual Cervantes (CVC):

The Instituto Cervantes' **Virtual Centre** offers **free online resources** for teachers and students as well as extensive databases of supplementary material comprising Hispanic culture, literature and arts. For further information visit: <http://cvc.cervantes.es>

RADIOCERVANTES. ES



CERVANTESTV.ES



Diplomas de español como lengua extranjera (DELE):



DELE is **the only officially accredited qualification** issued by the Spanish Ministry of Education which is **internationally recognised**. DELE is held usually twice a year and delivered at 4 different levels: A1, *Inicial*, *Intermedio* and *Superior*.

For further information visit: <http://diplomas.cervantes.es>

■ Frequently Asked Questions

- **Which software programmes do I need?**

With the new version of the **AVE** programme the student does not need any additional software to set up their computers to be able to access the **AVE** courses.

If students require technical help to do this or have any problems, they can contact the centre at <http://incidencias.ave@cervantes.es>

- **Is technical assistance provided?**

For any technical assistance the student may write to incidencias.ave@cervantes.es.

- **How many levels are there?**

The Spanish courses are organized into four levels: Beginner, Intermediate, Advanced and Proficiency. By the time students have finished Proficiency, they should be able to express themselves as well as native speakers of Spanish. They will also have a good grounding in the culture of the Hispanic world. Each level has four courses

- **What if I don't know any Spanish?**

Beginner Level course materials have been designed for students who have no prior knowledge of Spanish. At this level, students can opt to read instructions and explanations in their own language using the translation bottom that appears on the screen. They can also decide whether to use Spanish or English when contacting their tutor.

- **What if I do know some Spanish?**

The AVE offers courses at all levels of Spanish. The placement test will place you in the right course for your abilities.

- **How will I work?**

The AVE employs an independent, flexible style of learning in which students set their own work pace and the amount of time they can spend on the course. Thanks to the multimedia resources, learning is dynamic. Internet communication tools have made the development of communicative teaching, in which the student actively participates, easy to achieve.

- **What kind of Spanish is taught?**

Although we have opted primarily to teach the Spanish of educated speakers from Spain, the main varieties of the language from Spain and Latin America, as well as information on their origins, are all used in Spanish Virtual Classroom courses. This approach allows students to become familiar with the broad diversity of the Spanish language.

- **What is the teaching material like?**

The course materials are varied in kind, in the manner in which they are presented and in the way in which students interact with them. They have an easy-to-follow navigational structure and combine games, texts, recorded material, animations and video sequences in an attractive and dynamic way.

As well as specifically created course material, students have access to authentic Spanish language resources from the cinema, literature, the media and the Internet itself. The courses even have a section in which students are guided through Net routes of interest for their studies.

- **Will I really learn to communicate in Spanish?**

The course objective is to help students develop the ability to communicate in Spanish. Apart from working independently with interactive materials, in each lesson students do a series of exercises in which they have to express themselves in Spanish with their group companions and tutor, This is done in two ways: in a time-delayed manner, by e-mailing texts, images and sound files, and in real time, via chat and audio conferencing through the IGNOU network.

- **What schedule do the courses follow?**

There are no pre-set schedules. Each centre will offer those which best suit the needs and preferences of its students. If a student is able to finish a module on or before time deemed necessary by the tutor, he/she will be advised to proceed to the next one; but in case a student is not able to do so, he/she will be given further guidance and assistance through audio conferencing by the tutor.

- **And what about timetable?**

For the independent work, students decide on their own timetables. Distance communication with tutors and other students is primarily time-delayed. You are, however, free to set up real time contact through chat sessions as well as audio conferencing with tutors and other students by prior arrangement. Where necessary, tutors will assist you in this and put students in touch with each other.

- **How long will it take me to do each course?**

The time you take to do the courses will depend on the study pace you set for yourself, subject to the centre's approval, from the time you receive your password is **six months**. The course material is organized into thirty work sessions of approximately an hour each, though the time spent on each session will vary from student to student.

The degree of autonomy students have on these courses is particularly helpful for people with awkward timetables. Nonetheless, as regards the time they can devote to the course, students undertake a personal commitment and it is important to abide by this so that group communicative exercises with other students and the tutor work well. Tutors will liaise with their students to maintain the group work pace.

- **Will I get a certificate?**

Registered students who successfully complete all the exercises will receive a **course completion certificate**.

Students who wish to obtain an official qualification verifying their language abilities can sit the examinations for the Diploma in Spanish as a Foreign Language **Diplomas de Español como Lengua Extranjera**. Currently these take place every year in August (Kolkata), New Delhi and Bangalore (May) New Delhi and Pune (November). Anybody can test their level of Spanish language on the web page <http://diplomas.cervantes.es/Candidatos/modulosdeexamen> where sample papers (in interactive mode) of earlier examinations are provided.

■ LINKS

For general information: <http://ave.cervantes.es>
To access the AVE course: <http://ave2.cvc.cervantes.es>
Contacts in New Delhi: tutoravedelhi@cervantes.es
Address: **Instituto Cervantes**, 48, Hanuman Road, 110001.
Tel. 43681900/02, Fax: 43580297
School of Humanities, IGNOU, Maidan Garhi,
New Delhi 110068

4 SCHEME OF STUDENT ASSESSMENT AND EVALUATION

The evaluation for Certificate Course in Spanish Language consists of two parts:

1. Continuous Assessment.
2. Term-end Examination.

1. Continuous assessment:

The course has a constant inbuilt online evaluation. Each lesson has three automatic tests that assess performance on material already covered, and four exercises corrected by tutors. Each lesson includes at least three communicative exercises to be done with course companions and the tutor, as well as an End Lesson Task, in which students put all the course content they have learned to use into practice.

The student will have to pass in course 1 to be able to join course 2.

The weightage given to continuous assessment will be 50%.

Registered students who successfully complete and pass in all the exercises will receive a **course completion certificate** provided by the AVE system.

2. Term-end Examination

ATTENTION: It is mandatory for the student to clear the continuous assessment before appearing for the Term End Examination.



Scheme of Examination: Online term end examination will be of 3 hours duration to be conducted by IGNOU in proctored environment in identified examination centres. The modalities will be specified on the website.

The weightage would be 50%. It will be an integrated test of all the skills.

Listening and Comprehension: 30%, Grammar and Vocabulary: 20%, Writing: 25%, Reading: 25%.

To clear the course the students have to clear 50% of the continuous assessment and 50% of the final exam.

Final pass grade is 50%.

Examination Fee: Rs.150/-

Examination Date Sheet: To be conveyed online.

Examination Form: Filling up of examination form is compulsory for taking term-end examination. It will be available on IGNOU website.

The Examination fee can be paid online, through credit card, bank draft or cash. It is advisable to pay either through credit card or cash in any Axis Bank Branch. For cash payments the student will require a challan. This can be printed after submission of registration form.

Those who are paying through Demand Draft, must also enclose the DD along with the certificates. The student will be registered and provided Enrollment number only after verification of the certificates. Attested copies of your certificates must be sent to the following address: Prof. Renu Bhardwaj, Director - School of Humanities, Block F, IGNOU, Maidan Garhi, New Delhi 110068 within 15 days for their due verification or the course will be deactivated.

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, and payable at Delhi.

The examination form filled after due dates or without late fee, wherever applicable, shall be rejected.

Eligibility for Examination

Before taking examination's student should meet the following conditions:

- i) Complete the continuous assessment
- ii) Submitted the examination form along with prescribed fees.

Scheme of Awarding Divisions

As already indicated a student has to obtain minimum 50% marks in each component of the assessment i.e. continuous assessment and term-end examination in each course. Overall scheme of awarding Division is as follows:

Distinction	75% and above
I Division	60% to 74.9%
II Division/pass	50% to 59.9%
Unsuccessful	Below 50, %

Refund of Fees

Fee once paid will not be refunded under any circumstances whatsoever.

5. ADDRESSES FOR ALL QUERIES

You may contact the following for matters related to the programme:

Administrative & Academic Matters	Prof.Renu Bhardwaj: profrenu@gmail.com
For Technical & Accessibility Assistance	AVE Incidencias: incidencias.ave@cervantes.es
For General Information:	http://ave.cervantes.es
Contacts in New Delhi:	http:// tutoravedelhi@cervantes.es
To Access The AVE Course	http://ave2.cvc.cervantes.es
Tutor	tutoravedelhi@cervantes.es