NCTE Code No- ERCAPP1413 (B.Ed.)
ERCAPP2465 (D.El.Ed)

9771432727 (Secretary)
7766919645 (Principal)

BHUVAN MALTI College of Education

NCTE Approved, ISO Certified 9001:2015,UGC Recognized under section 2(f) & NAAC Accreditated with Grade B+

(Affiliated to Aryabhatta Knowledge University & Bihar School Examination Board, Patna)

Vill- Basatpur Bada Tola, Po- Rupdih, Chhatauni Dhaka -Road , Motihari East Champaran Bihar-845401

Established-2012

🌐 www.bmttc.in

✉ info@bmttc.in

Ref. No………………..

Date:………………

VALUE ADDED COURSE

Computer Skill Development Course

About the Course:-

Skill development can be defined as proficiency that is acquired or developed through training or experience. It strengthens the ability of individuals to adapt to changing market demands and help benefit from innovation and entrepreneurial activities

Aims &Objective:-

. Keeping the above in mind the skill development committee, Bhuvan Malti Teachers Training College has planned to offer a skill development course in computer basics for the students.

Skill development in computer education course provides literacy in information technology for the students.

Course learning outcomes focus on skill development related to basic computer operations and information technology.

After completing the course, the individual is apologies work with the basic features of word & excel like create a new document, display documents using various views, work effectively with features that affect the page layout of your document, identify the different components of the excel worksheet, enter text and formulas in to an excel spreadsheet use the print function to create a printable copy of data stored on an excel spreadsheet, viewing information on internet (the web), creating emails, sending & managing mails etc.

Course Duration:

The duration of the course is 35 hours

(theory: 20hrs + practical 15hrs)

Eligibility

First year B.Ed. Students /Teachers of Bhuvan Malti College of Education

Fee:-

Free of cost

Syllabus:

- ➢ **KNOWING COMPUTER**
- ➢ **OPERATING COMPUTER USING GUI BASED**
- ➢ **UNDERSTANDING WORD PROCESSING**

Computer skill development Course Course Learning Outcome (CLO):-

After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc.

Attendance Policy:

Attendance is taken every class session. To appear in the certification exam, each student must ensure a minimum 75% attendance.