

**BHUVAN MALTI TEACHERS' TRAINING  
COLLEGE**

**45 Hours Certificate Course**



**Computer Skill Development  
Course**

***Course Code- BMTTCCSD22***

**Start From- 07/07/2022 to  
31/08/2022**

***Trainer***  
***Mr. Manindra Pratap Singh***  
***Asst. Proff.(ICT)***

***Under Guidance of***  
***Dr. P.R.Prabhat***  
***Principal***

# BHUVAN MALTI COLLEG OF EDUCATION, MOTIHARI

Recognized by NCTE

Affiliated to Aryabhata Knowledge University, Patna

## VALUE ADDED COURSE & SELF STUDY COURSE

FREE

### *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 45 hours (theory: 30hrs  
+ practical 15hrs)*

**Eligibility**

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

**Fee:-Free of cost**

**Syllabus:**

1. **KNOWING COMPUTER**
2. **OPERATING COMPUTER USING  
GUI BASED**
3. **UNDERSTANDING WORD  
PROCESSING**

**Timing**

*Theory Session (02:51 Pm - 03:51 Pm)*

*Practical Session (02:51 Pm - 04:30 Pm)*

**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.*

# BHUVAN MALTI TEACHERS' TRAINING COLLEGE



***45 Hours Certificate  
Course***

## ***English Speaking & Efficiency Course***

***Course Code- BMTTCESEC22***

***Start From- 01/11/2022 to  
30/12/2022***

***Trainer  
Priti Kumari  
Asst. Proff.(English)***

***Under Guidance of  
Dr. P.R.Prabhat  
Principal***

# BHUVAN MALTI TEACHERS' TRAINING COLLEGE

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**VALUE ADDED COURSE & SELF STUDY COURSE  
ON**

**FREE**

## **English Speaking & Efficiency Course**

### ***About the Course:-***

*Ability to be comfortable with English in use while reading and listening .Ability to use receptive skills through reading and listening to acquire good exposure to language and literature. Ability to write and speak good English in all situations. Students should develop style in speech and writing and manipulate the tools of language for effective communication. The course should provide exposure to the learners in Good Prose texts and Poems and expose the learners to value-based ideas.*

### **Aims & Objectives of the Course:**

- 1. Ability to be comfortable with English in use while reading and listening.*
- 2. Ability to use receptive skills through reading and listening to acquire good exposure to language and literature.*
- 3. Ability to write and speak good English in all situations. Students should develop style in speech and writing and manipulate the tools of language for effective communication.*
- 4. The course should provide exposure to the learners in Good Prose texts and Poems and expose the learners to value based ideas.*
- 5. Students should enhance their language skills especially in the areas of grammar and pronunciation.*
- 6. Students can read and understand any text in English listening to the inputs given by the teacher in the classroom.*
- 7. Students imbibe the rules of language unconsciously and tune to deduce language structure and usage.*

**Syllabus:**

- 1: *Introduction English Speaking*
- 2: *Nonverbal Communication*
- 3: *Voice and Delivery*
- 4: *Basic Conversational Skills*
- 5: *Appearing in Interviews and*
- 6: *Making and Assessing Presentations*

**Eligibility**

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

**Fee:- Free of cost**

**Course Duration:**

**The duration of the course is 45 hours  
(theory: 30hrs + practical. 15hrs)**

**Timing**

**Theory Session (02:51 Pm - 03:51 Pm)**

**Practical Session (02:51 Pm - 04:30 Pm)**

**English Speaking & Efficiency Course Learning**

**Outcome(CLO):-**

*It would be helpful to distinguish the word from other parts of speech and help to identify the function of the word in the sentence. It is important to use correct word form in written sentences so that readers and listeners can clearly follow the intended*

**Attendance Policy:**

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

**BHUVAN MALTI TEACHERS' TRAINING COLLEGE**

**45 Hours Certificate Course**

***Mental Stress Management and Yoga  
Course***

**Course Code- BMTTCMSMYC22**

**Start From- 01/09/2022 to 30/10/2022**

***Trainer***

***Miss. Kumari Rupam***

***Asst. Proff.(Yoga)***

***Under Guidance of***

***Dr. P.R.Prabhat***

***Principal***

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VALUE ADDED COURSE & SELF STUDY  
COURSE  
ON

FREE

## **Mental Stress Management and Yoga**

### *Aims & Objectives of the course :*

*The activity portion of the class will introduce and implement physiological, cognitive and behavioral stress management techniques and exercise programming. Describe different types of stressors. Identify the psycho-physiological indicators of excessive stress. Analyze the models of stress. Describe the mind-body connection. Understand the different thought streams which contribute to either a stressful or vital life. Identify the contributing factors to the stress response. Compare the differences between stress, anxiety, and arousal. Describe the many types of coping responses to stress. Describe the many somatic, behavioral, and cognitive stress management techniques. Explain the importance of exercise in combating the effects of stress. Actively engage in physiological, behavioral, and cognitive interventions throughout the semester. Apply theoretical concepts to one's own experience to understand stress and its impact on health and our lives (experiential learning). Participate in interactive and dynamic classroom activities (active learning). Accept perspectives and experiences of all students in the class (divergent thinking). Foster an environment of self-directed learning (individual responsibility and self-challenge)*



*About the Course:-Instruction on the effects of stress as it relates to work, sports and academics; coping strategies are discussed and applied through physical conditioning interventions. The nature of stress, determinant causes, and the physiological and psychological reactions to stress are addressed in the lecture portion of the course.*

**Syllabus:** *Main Contents Coverage*

- 1. History and Development of Yoga*
- 2.Hatha Yoga Texts*
- 3.Diet and Nutrition*
- 4.Therapeutic Yoga*

**Course Duration:**

*The duration of the course is 45 hours (theory: 30hrs + practical. 15hrs)*

**Timing**

*Theory Session (02:50 Pm - 03:50 Pm)*

*Practical Session (03:50 Pm - 04:30 Pm)*

**Eligibility**

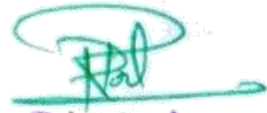
*First-year B.Ed. Students /Teachers of Bhuvan Malti Teachers Training College.*

**Course Learning Outcome:-**

- 1) Ideas on how to keep your body healthy*
- 2) Impact of yoga on daily life*
- 3) Pranayama practices and effects in daily life*
- 4) Understanding how Yogasana or Pranayama helps us to create the right lifestyle*

**Attendance Policy:**

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



Principal  
Bhuvan Maiti College of Education  
Motihari