DASHRATH PRASAD RAMNANDAN PANDEY B.ED. COLLEGE

CERTIFICATE/VALUE ADDED COURSE

- Yoga and Education
- Computer Fundamental
- Spoken English
- Personality Development
- MS Office

OPEN ADMISSION

WHERE KIDS CAN EXPLORE & GROW TOGETHER

WE OFFER :

▷ Homework Help
▷ Reading & Writing
▷ Langauge Skills
▷ Improved test scores
▷ Study Groups
▷ & more

✉ dprpbed@gmail.com
🌐 info@dprpbedcollege.co.in
📍 Village - Chitragopi, P.O - Padrawa, Ps - Jamhor, Dist - Aurangabad, Bihar - 824121

CALL TODAY   +91-9031043319

DASHRATH PRASAD RAMNANDAN PANDEY B.Ed. COLLEGE

ESTD.: 2010

Recognised by ERC-NCTE, Bhubaneshwar Govt. of India (New Delhi)
Affiliated to Magadh University (Bodhgaya) & B.S.E.B (Patna)
Vill : Chitragopi, P.O. : Padrawan, P.S. : Jamhor, (A.N. Road), Distt.- Aurangabad, 824121
Fax No.: 06186-292275, E-mail Id : dprpbed@gmail.com, website : dprpbedcollege.co.in
Mob.: 94314 17084, 99558 01653

Ref.: ....

Date : ....

A CERTIFICATE COURSE ON
COMPUTER APPLICATION

(Duration – 3 Months)
About the Course:

The aim of the course is to make students comfortable in understanding the fundamentals of computer, its working and applications. In modern time, the use of computers has revolutionized our day to day life. The use of internet for research and study is at the forefront. Thus knowing the application of computer and internet for study is far reaching.

Objectives:

- To enhance the students ability to use computers
- To make them comfortable in communication through e-mails
- To make them comfortable in searching study materials online Syllabus:

Unit -I Introduction to Computer

1.1 Computer - Definition & structure
1.2 Hardware About the Course:

- Input devices - Key Board, Mouse, Scanner, Microphone, Digital camera.
- Output devices - Monitor, Printer, Speaker, Screen image projector
- Storage devices - Hard Disk, CD & DVD, Mass Storage Device (Pen drive)

1.3 Software

- Operating System - Concept and function.
- Application Software (It uses in Education)
- Word Processors 2) Presentation 3) Spread sheet
- Viruses & its Management

Unit II Intranet and Internet

2.1 Concept, need & importance
2.2 Facilities available for Communication - E-mail, chat, online conferencing, (Audio-video), e-Library, websites, Blog, wiki, Internet forum, News Groups.
2.3 Search Engines - Concept and uses.
2.4 Legal & Ethical issues - copyright, hacking

Course Outcomes:

- Ability to use computers comfortably
- Understands the fundamentals of computer
- Increased communication skill via e-mail
- Internet surfing for study materials

Co-ordinator

Principal
D.P.R.P. BEd College
Chitragopi, Aurangabad (Bihar)

Ref.: .... Date : ....

(YOGA CERTIFICATE COURSE)

(COURSE CONTENTS)

(Duration – 3 Months)

1. Surya Nasmaskar

2. Asana-Uttanpadasan, Halasan, Pawanmuktasan, Makrasan, Bhujangasan Shaslabhasan, Dhanurasan,Ardha-Mastsyendrasan, Janushirasan,Supta-Vajrasan, Chakrasan, Tadasa, Uktatasan, Padamsan,Gomukhasan, Vajrasan, Pashchimottasan, Sarvangasan, Matsyasan.

3. Pranayam 15 Nadi-Shodhan, Surya, Bhedi Ujjayi,Shitkari,Sheetali, Bhastrika, Bhramri.

4. Shat-Karma(Cleansing process)

   Jal-Neti,Sutra Neti,Kunjal, Trataka,Kapalbhati

5. Mudra 05 Mahamudra, Mahabandha, Viparitkarani,Shambhri,Kaki

6. Bandh 05 Jalandhar-Bandh,Mool Bandh, Uiddiyan-Bhandh

7. Dhyan (Meditation): "OM" recitation

8. Viva

9. Practical work

Co-ordinator

Principal
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A CERTIFICATE COURSE ON
APPLICATIONS OF MS.OFFICE

(Duration – 3 Months)
About the Course:

The aim of the course is to make students comfortable in understanding the applications of MS.OFFICE, it's working. In modern time, the use of computers has revolutionized our day to day life. The use of internet for research and study is at the forefront. Thus knowing the application of computer and internet for study is far reaching.

Objectives:
- To enhance the students ability to use the applications of MS. OFFICE
- To make them comfortable in communication through e-mails
- To make them comfortable in searching study materials online

COURSE CONTENT:
Unit - I Introduction to Computer
1.1 Computer - Definition & structure
1.2 The applications of MS.OFFICE:
    MS Word
    Ms.PPT
    Ms. Excel
1.3. Usefulness of MS office to teachers

Unit - II Intranet and Internet
2.1 Concept, need & importance
2.2 Facilities available for Communication - E-mail, chat, online conferencing, (Audio-video), e-Library, websites, Blog, wiki, Internet forum, News Groups.
2.3 Search Engines - Concept and uses.
2.4 Legal & Ethical issues - copyright, hacking
Course Outcomes:
- Ability to applications of MS Office comfortably
- Able to make excellent PPTs
- Increased communication skill via e-mail ,Internet surfing for study materials

Dubey
Co-ordinator

Principal
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(ENGLISH SPOKEN CERTIFICATE COURSE)

(COURSE CONTENT)

DURATION- 3 MONTHS

- ➢ Introduction
- ➢ Personality Development
- ➢ Vocabulary
- ➢ Grammar-
- ➢ Parts of Speech
- ➢ Tense
- ➢ Voice
- ➢ Common Error
- ➢ Conversation
- ➢ Debate

R.K. Pandey
Co-ordinator

Principal
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A CERTIFICATE COURSE ON
PERSONALITY DEVELOPMENT

(Duration – 3 Months)
About the Course:

Personality development course is crucial to the lasting success of every organization And society. It's essential to invest in your people to develop expertise and prepare the Next generation of leaders. One goal of Personality development program is to create leaders with a broader vision of the nation. While a person may shine as a potential leader in a current role, a well-rounded knowledge of the entire job is needed to succeed in a high-level leadership position.

Objectives:

1. To develop personality of students.
2. To be more proactive about self-development
3. Take more control of one's career
4. use it as a motivational tool for goal achievement

Course Outcome:

1. Working with Others: Being more sensitive to others, handling conflict in a constructive manner, developing better relationships.
2. Personal Life: Making changes in one's personal life, primarily in the areas of balance and health.

Syllabus:

UNIT I: SELF ANALYSIS

SWOT Analysis, Who am I, Attributes, Importance of self confidence

UNIT-II: LEADERSHIP

Skills for a good leader, Assessment of leadership skills

UNIT-III: STRESS MANAGEMENT

Causes of stress and its impact, How to manage stress, stress busters

UNIT-IV: DECISION MAKING

Importance and necessity of Decision making, Process of Decision making, factors impacted on Decision making

UNIT-V: PROBLEM SOLVING AND POSITIVE THINKING

Steps of Problem solving, Method of Problem solving, thinking Process, Importance of Positive Thinking.

S. Singh
Co-ordinator

Principal
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Chitragopi, Aurangabad (Bihar)

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