



# **RAMBHA**

## **COLLEGE OF EDUCATION**

**AFFILIATED TO KOLHAN UNIVERSITY,  
CHAIBASA & JAC RANCHI, RECOGNISED  
BY NCTE NEW DELHI**

**VALUE ADDED**

**COURSES**



## TOPIC: COMPUTER MS OFFICE

**Date: 21 July 2022 – 22 March 2023**

Objectives: Students will be able to learn about the MS office.

### **Course content:**

1. Microsoft word
2. MS power point
3. MS Excel
4. MS Access
5. Internet

**Duration : 6 Month**

Learning Activities:

1. Approach expository and practice lecture and practical classes .
2. Media practice on computer.

Assignment : prepare a ppt. on MS office.

## TOPIC: YOGA

**Date: 21 May – 21 June 2023**

Objectives: Students will be able to learn about the utility of yoga in daily life.

### **Course content:**

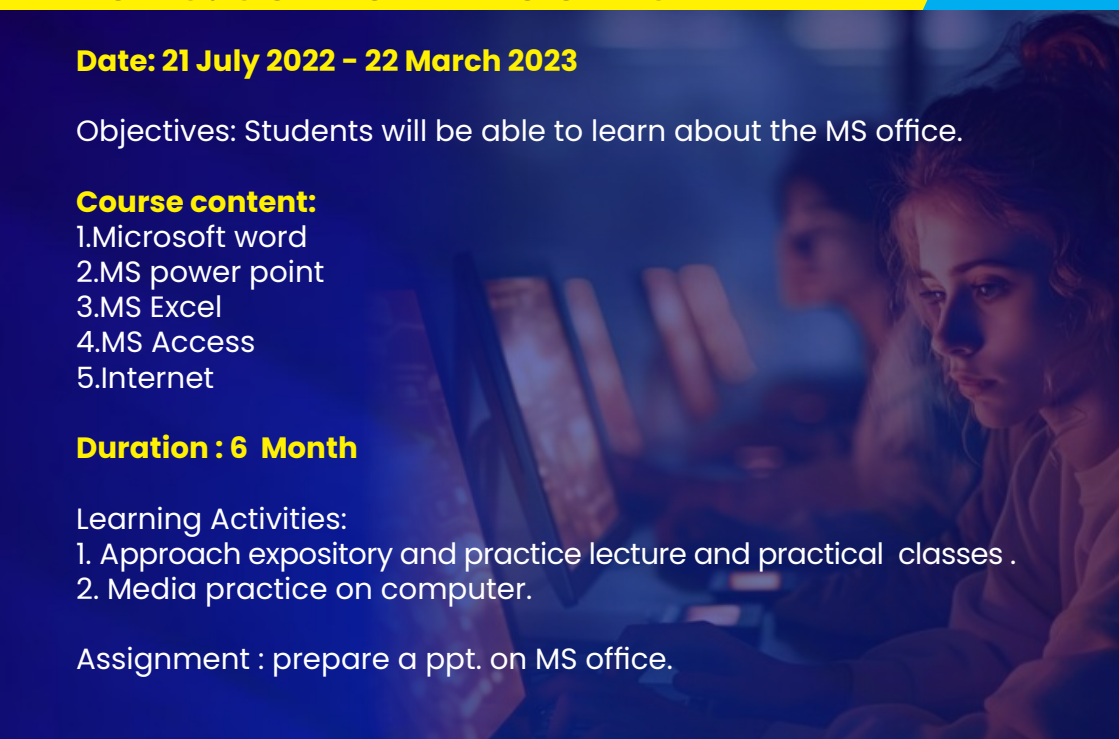
1. Physical poses
2. Concentration
3. Exercise
4. Proper diet
5. Meditation

**Duration: 3 Month**

Learning activities:

1. Physical classes

Assignment : Prepare a report on Yoga.



## TOPIC: SOFT SKILL PERSONAL DEVELOPMENT

**Date: 13 march 2023 – 18 March 2023**

Objectives: Students will be able to learn the development of oneself.

### **Course content:**

1. What is personal development .
2. Why this is necessary.
3. Ways of personal development.
4. Skills of personal development.

### **Duration:35 hours**

Learning activities:

1. Self satisfaction.
2. Faithness of self.
3. Must be a good listener.

Assignments: Write the merits and ways of personal development.



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**Campus@ Gitilata, Tata Hata Main Road, Jamshedpur, Jharkhand**