

Syllabus for Software Programming

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
1	1	1	Foundation Course in Mathematics	1. Basic of Addition / Subtraction / Multiplication and Division 2. Simple Formulas of Mathematics 3. Use of Log table 4. Number Systems 5. Real Number representation	18	3	
		2	Theory	INTRODUCTION TO COMPUTER, HISTORY OF COMPUTER- ATTRIBUTE TO THE PAST- GENERATIONS OF COMPUTER TYPES OF COMPUTERS -MICRO COMPUTER- MINI COMPUTER- MAINFRAMES-SUPER COMPUTER APPLICATIONS OF COMPUTERS ADVANTAGES OF COMPUTERS	6	1	
		3	Practical	BASIC COMPUTER ORGANIZATION- INPUT DEVICES-MEMORY-PROCESSOR-OUTPUT DEVICES UNITS OF MEMORY TYPES OF MEMORY	6	1	
		4	Soft Skill		12	2	1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01
Total Hours :					42	7	
2	2	1	Foundation Course in Mathematics	1. Sets 2. Algebraic equations 3. Fundamental of Trigonometry 4 Matrix 5. Integration and Derivatives	18	3	
		2	Theory	Concepts of an Operating System, Types of Operating System, Functions of an Operating System, Understanding Disk Organization, , Role of Config.sys	6	1	
		3	Practical	DOS Internal Commands, DOS External Commands, DOS Device Descriptors, Importance of MS-DOS. SYS; COMMAND.COM , , Dos wildcards (*,?)	6	1	
		4	Soft Skill		12	2	1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02
Total Hours :					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
3	3	1	Foundation Course in Engg. Drawing	Unit-1 : Drawing Instruments - Simple introduction about isometric view &	18	3	
		2	Theory	WINDOWS'98 UNDERSTANDING WINDOWS MAXIMIZING/MINIMIZING WINDOWS MOVING/CLOSING/ENLARGING WINDOWS USING SYSTEM MENU WINDOWS TOOLBAR , Introduction to windows NT 4.0	6	1	
		3	Practical	INSTALLED APPLICATION/UNINSTALL APPLICATION WINDOWS SETUP PAGE PAINT WORDPAD NOTEPAD CALCULATOR , DOS Internal Commands, DOS External Commands, DOS Device Descriptors	6	1	
		4	Soft Skill		12	2	1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03
Total Hours :					42	7	
4	4	1	Foundation Course in Engg. Drawing	Unit-3 : Conventions - Drawing of conventional symbols of Lines, breaks & different substances e.g. Iron, Brass etc. 2½(2) Unit-4 : Orthographic Projection	18	3	
		2	Theory	Installing windows NT Server 4.0 Window NT workstation 4.0 Basics, Windows NT Server 4.0 Basics	6	1	
		3	Practical	• MENU BAR• TOOLBOX • CONTROL PALETTE	6	1	
		4	Soft Skill		12	2	1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04
Total Hours :					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
5	5	1	Foundation Course in Electronics	Basic electrical Rules of OHM, Kirchof, Ferade, Rules for electric (Register, Capacitor and Inductors) Series and Parallel Circuits Use of Magnetism and electro magnate Structure of atom Semiconductor Theory & P-N junction Diode (H-12) Energy levels,	18	3	
		2	Theory	MENU BAR INTRODUCTION	6	1	
		3	Practical	• FILE MENU• EDIT MENU• LAYOUT MENU• TYPE MENU• ELEMENT MEN• UTILITIES MENU• VIEW MENU• WINDOW MENU	6	1	
		4	Soft Skill		12	2	1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05
Total Hours :					42	7	
6	6	1	Foundation Course in Electronics	2.Commonly used semiconductor : - Germanium, Silicon. Intrinsic semiconductor, Extrinsic semiconductors. P-type and N-type semiconductors. PN junction. Formation of PN junction. Forward and reverse	18	3	
		2	Theory	Intro. to Internet	6	1	
		3	Practical	Uses & Advantage of Internet	6	1	
		4	Soft Skill		12	2	1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06
Total Hours :					42	7	
7	7	1	Foundation Course in Electronics & Digital Electronics	4. Filter circuits (H-05) Necessity and types of filter. Circuit diagram, operating principle and output waveforms of series inductor, shunt capacitor, chock input (LC) & capacitor (PI) filters Digital Electronics :	18	3	
		2	Theory	MS-FrontPage 2000	6	1	
		3	Practical	Creating a Site, Working with Frames, Altering Images, Adding DHTML and Othar Media, , Managing a Site, Othar Timesavers and New Features	6	1	
		4	Soft Skill		12	2	1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07
Total Hours :					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
8	8	1	Foundation Course in Digital Electronics	6.Latches, Buffers & Drivers 7. Parallel Interfaces 8. Serial Interfaces 9. Input Devices 10. Logic Families	18	3	
		2	Theory	MS-FrontPage 2000	6	1	
		3	Practical	create a Website in Frontpage	6	1	
		4	Soft Skill		12	2	2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07
Total Hours :					42	7	
9	9	1	Theory	Intro to Ms-office , Ms-Word	12	2	
		2	Practical	Install Ms-Office, Ms-Word Start	18	3	
		3	Soft Skill		12	2	1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01
Total Hours :					42	7	
10	10	1	Theory	MeNU BAR INTRODUCTION & Command	12	2	
		2	Practical	File, Edit, View, Insert Menubar Command	18	3	
		3	Soft Skill		12	2	1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01
Total Hours :					42	7	
11	11	1	Theory	MeNU BAR INTRODUCTION & Command	12	2	
		2	Practical	Format, Tools, Table, Window, Help Menu Command	18	3	
		3	Soft Skill		12	2	1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03
Total Hours :					42	7	
12	12	1	Theory	Intro. To Oracle 8.0 DBA	12	2	
		2	Practical	Install a Oracle 8.0	18	3	
		3	Soft Skill		12	2	1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02
Total Hours :					42	7	
2					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
13	13	1	Theory	Tools of Oracle	12	2	
		2	Practical	uses of Oracle Tools in Table	18	3	
		3	Soft Skill		12	2	1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
Total Hours :					42	7	
14	14	1	Theory	DML & TCL Command	12	2	
		2	Practical	Use of DML & TCL Command(Insert,Select,Update,Delete)	18	3	
		3	Soft Skill		12	2	4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
Total Hours :					42	7	
15	15	1	Theory	Database Management	12	2	
		3	Practical	Create a Forms in Oracle DBMS	18	3	
		4	Soft Skill		12	2	1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
2					42	7	
16	16	1	Theory	Oracle Forms	12	2	
		2	Practical	Create a Forms/Reports in Oracle DBMS	18	3	
		3	Soft Skill		12	2	1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
2					42	7	
17	17	1	Theory	Javascript Breakup	12	2	
		2	Practical	Javascript Breakup Operators,Functions,Objects	18	3	
		3	Soft Skill		12	2	1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04
2					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
18	18	1	Theory	VBScript Breakup	12	2	
		2	Practical	VBScript Breakup <script> Tag,Objects,Linking	18	3	
		3	Soft Skill		12	2	1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
Total Hours :					42	7	
19	19	1	Theory	Advanced Java 2.0	12	2	
		2	Practical	Intro. To Java 2.0 & Install a Java 2.0	18	3	
		3	Soft Skill		12	2	1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04
2					42	7	
20	20	1	Theory	Fundamental Programming Structure in Java	12	2	
		2	Practical	Comments, Data Types,Integers, The Boolean Type,Variables,The Character Type,Constants,Strings	18	3	
		3	Soft Skill		12	2	1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05
Total Hours :					42	7	
21	21	1	Theory	Objects & Classes in Java	12	2	
		3	Practical	Intro to OOP & Relationship between Classes,Using Existing Classes,Use Multiple source File	18	3	
		4	Soft Skill		12	2	1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04
2					42	7	
22	22	1	Theory	Interface & Inner class in Java	12	2	
		2	Practical	Properties of Interface,Object Cloning, Inner Classes, Local & Static Inner Classes	18	3	
		3	Soft Skill		12	2	1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05
Total Hours :					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
23	23	1	Theory	Graphics Programming	12	2	
		2	Practical	Intro.to Swing, Create Frame	18	3	
		3	Soft Skill		12	2	1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04
Total Hours :					42	7	
24	24	1	Theory	User Interface Components with Swing	12	2	
		2	Practical	Border Layout, Panels, text input, Text Fields	18	3	
		3	Soft Skill		12	2	1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05
Total Hours :					42	7	
25	25	1	Theory	Applets in Java 2.0	12	2	
		2	Practical	Applets in Java 2.0 Basics	18	3	
		3	Soft Skill		12	2	1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04
Total Hours :					42	7	
26	26	1	Theory	Exceptions & Debugging in Java	12	2	
		2	Practical	Dealing with errors & Debugging	18	3	
		3	Soft Skill		12	2	1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06
Total Hours :					42	7	
27	27	1	Theory	Java Swing	12	2	
		2	Practical	Intro to Swing	18	3	
		3	Soft Skill		12	2	1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05
Total Hours :					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
28	28	1	Theory	Intro to Ms-Excel	12	2	
		2	Practical	Ms-Excel Menu Command, File, Edit, View, Insert Menu	18	3	
		3	Soft Skill		12	2	1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06
Total Hours :					42	7	
29	29	1	Theory	Ms-Excel Menu Command	12	2	
		2	Practical	Format, Tools, Data, Window, Help Menu Command	18	3	
		3	Soft Skill		12	2	1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05
Total Hours :					42	7	
30	30	1	Theory	E-mail Intro.	12	2	
		2	Practical	Create E-mail, Send E-mail, Chatting	18	3	
		3	Soft Skill		12	2	1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06
Total Hours :					42	7	
31	31	1	Theory	Cutting Edge Technology	12	2	
		2	Practical	Latest Information of the Current Software/Hardware	18	3	
		3	Soft Skill		12	2	1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05
Total Hours :					42	7	
32	32	1	Theory	Intro to Ms-office & PowerPoint	12	2	
		2	Practical	Install Ms-Office, Menu Command	18	3	
		3	Soft Skill		12	2	1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05
Total Hours :					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
33	33	1	Theory	Intro to C Programming	12	2	
		2	Practical	Overview of C Program, history, Operators	18	3	
		3	Soft Skill		12	2	1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05
Total Hours :					42	7	
34	34	1	Theory	C Functions	12	2	
		2	Practical	Create a Program in C Language	18	3	
		3	Soft Skill		12	2	1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07
Total Hours :					42	7	
35	35	1	Theory	Use Looping in C	12	2	
		2	Practical	Create a Program in C Language Using Looping	18	3	
		3	Soft Skill		12	2	1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05
Total Hours :					42	7	
36	36	1	Theory	Search Engine Intro.	12	2	
		2	Practical	Uses of Search Engine Google	18	3	
		3	Soft Skill		12	2	1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07
Total Hours :					42	7	
37	37	2	Theory	Intro to C++ Programming Language	12	2	
		3	Practical	Starting with C++, What is C++	18	3	
		4	Soft Skill		12	2	1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06
Total Hours :					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
38	38	1	Theory	Functions in C++	12	2	
		2	Practical	Class & Objects in C++, C++ Streams, Work with Files	18	3	
		3	Soft Skill		12	2	1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07
Total Hours :					42	7	
39	39	1	Theory	Create a Website in Frontpage	12	2	
		2	Practical	How to Create a Website in Frontpage	18	3	
		3	Soft Skill		12	2	1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06
Total Hours :					42	7	
40	40	1	Theory	Linux 7.0 Foundation & Advanced Topics	12	2	
		2	Practical	Introduction & Installing Linux 7.0, use Red Hat Linux 7.0	18	3	
		3	Soft Skill		12	2	1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07
Total Hours :					42	7	
41	41	1	Theory	Database Management, Security, Backup in All Software	12	2	
		2	Practical	Uses of Database Management, Security, Backup in All Software	18	3	
		3	Soft Skill		12	2	1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12
Total Hours :					42	7	
42	42	1	Theory	General Programming Language Techniques	12	2	
		2	Practical	General Programming Language Techniques	18	3	
		3	Soft Skill		12	2	1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12
2					42	7	

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours	Soft Skill Topics
43	43	1	Theory	Intro.to Hardware	12	2	
		2	Practical	Assemble the Computer	18	3	
		3	Soft Skill		12	2	1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12
Total Hours :					42	7	
44	44	1	Theory	Hardwae	12	2	
		2	Practical	Assemble the Computer	18	3	
		3	Soft Skill		12	2	1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12
2					42	7	
45	45	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
2					42	7	
46	46	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
Total Hours :					42	7	
47	47	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
2					42	7	
48	48	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
Total Hours :					42	7	
49	49	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
Total Hours :					42	7	
50	50	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
Total Hours :					42	7	
51	51	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
Total Hours :					42	7	
52	52	1	Theory	Industrial Attachment	0	0	
		2	Practical	Industrial Attachment	42	7	
		3	Soft Skill	Industrial Attachment	0	0	
5					42	7	

Syllabus for Foundation Course

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours
1	1	1	Foundation Course in Mathematics	1. Basic of Addition / Subtraction / Multiplication and Division 2. Simple Formulas of Mathematics 3. Use of Log table 4. Number Systems 5. Real Number representation	15	3
2	2	1	Foundation Course in Mathematics	1. Sets 2. Algebraic equations 3. Fundamental of Trigonometry 4 Matrix 5. Integration and Derivatives	15	3
3	3	1	Foundation Course in Engg. Drawing	Unit-1 : Drawing Instruments - Simple introduction about isometric view &	15	3
4	4	1	Foundation Course in Engg. Drawing	Unit-3 : Conventions - Drawing of conventional symbols of Lines, breaks & different substances e.g. Iron, Brass etc. 2½(2) Unit-4 : Orthographic Projection	15	3
5	5	1	Foundation Course in Electronics	Basic electrical Rules of OHM, Kirchof, Ferade, Rules for electric (Register, Capacitor and Inductors) Series and Parallel Circuits Use of Magnetism and electro magnate Structure of atom Semiconductor Theory & P-N junction Diode (H-12) Energy levels,	15	3
6	6	1	Foundation Course in Electronics	2.Commonly used semiconductor : - Germanium, Silicon. Intrinsic semiconductor, Extrinsic semiconductors. P-type and N-type semiconductors. PN junction. Formation of PN junction. Forward and reverse	15	3

Sr. No.	Week No.	Subject Code	Subject of Syllabus	Details of Teaching Topics	Duration in Weekly Hours	Duration in Daily Hours
7	7	1	Foundation Course in Electronics	4. Filter circuits (H-05) Necessity and types of filter. Circuit diagram, operating principle and output waveforms of series inductor, shunt capacitor, chock input (LC) & capacitor (PI) filters Digital Electronics :	15	3
8	8	1	Foundation Course in Electronics & Digital Electronics	6.Latches, Buffers & Drivers 7. Parallel Interfaces 8. Serial Interfaces 9. Input Devices 10. Logic Families	15	3
Total Hours					120	24

Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
1	1.11	Articles, Numbers
1	1.12	Prepositions, Phrasal
1	2.01	Barrier to communication and method to over come
1	3.01	The basic problem-solving element
1	6.01	What is Motivation?
1	7.01	What is Self Esteem? (Self-concept, Self Esteem, Self-ideal)
1	8.02	Use of Internet
1	11.01	Benefits of Team Work, The Team Function
1		1.11 , 1.12 , 2.01 , 3.01 , 6.01 , 7.01 , 8.02 , 11.01
2	1.13	Pronouns
2	1.21	Art of conversation & listening
2	2.02	Channel of communication formal / informal
2	3.01	The basic problem-solving element
2	5.01	What is Self-Confidence?
2	6.02	Motivation & Hygiene Factors
2	8.01	Windows Operating System
2	11.02	Team Leader responsibilities
2		1.13 , 1.21 , 2.02 , 3.01 , 5.01 , 6.02 , 8.01 , 11.02
3	1.14	Modal verbs,
3	1.22	Verbal & Non verbal communication, Vocabulary & Word building
3	2.02	Channel of communication formal / informal
3	3.01	The basic problem-solving element
3	6.03	The Tree need for motivation
3	8.02	Use of Internet
3	8.03	Toolbars & Menu bars features in WORD
3	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
3	11.03	Planning for effective teamwork
3		1.14 , 1.22 , 2.02 , 3.01 , 6.03 , 8.02 , 8.03 , 9.01 , 11.03
4	1.23	How to pronounce English word and phrases, spell, count and tell time, How to greet and address people appropriately
4	2.02	Channel of communication formal / informal
4	3.02	Request-Response-Result
4	4.01	Environmental Health and Safety
4	6.04	Intrinsic Vs Extrinsic Motivation
4	8.03	Toolbars & Menu bars features in WORD
4	11.04	Techniques for teamwork
4		1.23 , 2.02 , 3.02 , 4.01 , 6.04 , 8.03 , 11.04
5	1.15	If-Conditional Sentences,
5	1.24	How to talk about family. How to ask and answer simple equations, How to form positive negative statement in the present, future & simple
5	2.03	Body language
5	3.02	Request-Response-Result
5	5.02	What Causes a Lack of Self-Confidence
5	6.04	Intrinsic Vs Extrinsic Motivation

Week	Topic No.	Name of Topic
5	8.02	Use of Internet
5	8.07	Toolbars & Menu bars features in EXCEL
5	11.05	Working as a team, Typical team difficulties
5		1.15 , 1.24 , 2.03 , 3.02 , 5.02 , 6.04 , 8.02 , 8.07 , 11.05
6	1.25	Practice pronouncing the Letters, Vowels, Vowel Combination, Consonants, Consonants combination
6	2.03	Body language
6	6.04	Intrinsic Vs Extrinsic Motivation
6	8.02	Use of Internet
6	8.07	Toolbars & Menu bars features in EXCEL
6	10.01	Self Introduction and types of manners, The importance of the first impression
6	11.06	Responsibilities of Team members
6		1.25 , 2.03 , 6.04 , 8.02 , 8.07 , 10.01 , 11.06
7	1.16	Adverb / Adjective,
7	1.26	Basic Vocabulary Numbers, Time, Calendar, Colors.
7	2.04	Voice modulation
7	6.05	Problem with Motivation
7	8.02	Use of Internet
7	8.11	Main point of Presentation.
7	8.12	Slide Layouts & Slide Design
7	8.13	Different Slide View
7	10.02	Improving Business Etiquette, Basic of Business etiquette
7	11.07	Typical Team Skills needed & Team Leader's Role
7		1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07
8	2.05	Smile and its philosophy
8	6.05	Problem with Motivation
8	8.02	Use of Internet
8	8.04	Creating document, Non-document files.
8	8.08	Entering & Editing Worksheet , Different view of Worksheet
8	10.03	Business Etiquette and electronics communication.
8	11.07	Typical Team Skills needed & Team Leader's Role.
8		2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07
9	1.17	Reported Speech,
9	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations.
9	2.01	Barrier to communication and method to over come
9	3.01	The basic problem-solving element
9	6.01	What is Motivation?
9	7.02	Real Self Esteem
9	8.05	Book marks, Hyperlinks, Creating brochures
9	10.01	Self Introduction and types of manners, The importance of the first impression
9		1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01
10	1.17	Reported Speech
10	4.01	Environmental Health and Safety
10	5.03	Tips for Increasing Self-Confidence-1
10	6.01	What is Motivation?
10	8.05	Book marks, Hyperlinks, Creating brochures

Week	Topic No.	Name of Topic
10	9.01	Global Environmental Issues, Ecological Communities, Humans and the Environment
10	11.01	Benefits of Team Work, The Team Function
10		1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01
11	1.18	Passives,
11	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
11	2.02	Channel of communication formal / informal
11	3.01	The basic problem-solving element
11	6.02	Motivation & Hygiene Factors
11	7.02	Real Self Esteem
11	8.06	Creating templates, tables, Formation the text, Mail Merge
11	10.03	Business Etiquette and electronics communication
11		1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03
12	1.18	Passives
12	4.02	Key workplace safety issues-1
12	5.03	Tips for Increasing Self-Confidence-1
12	6.02	Motivation & Hygiene Factors
12	8.06	Creating templates, tables, Formation the text, Mail Merge
12	9.02	Geographical Analysis and Techniques
12	11.02	Team Leader responsibilities
12		1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02
13	1.19	Message wrting.
13	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
13	2.04	Voice modulation
13	3.02	Request-Response-Result
13	6.03	The Tree need for motivation
13	7.03	How is self-concept build & destroyed
13	8.02	Use of Internet
13	10.03	Business Etiquette and electronics communication
13		1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03
14	4.02	Key workplace safety issues-1
14	5.04	Tips for Increasing Self-Confidence-2
14	6.03	The Tree need for motivation
14	8.09	Creating worksheets with Insert Different things
14	9.02	Geographical Analysis and Techniques
14	11.03	Planning for effective teamwork
14		4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03
15	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
15	1.31	Direct and Indirect Speech
15	2.05	Smile and its philosophy
15	3.02	Request-Response-Result
15	6.04	Intrinsic Vs Extrinsic Motivation

Week	Topic No.	Name of Topic
15	7.03	How is self-concept build & destroyed
15	8.09	Creating worksheets with Insert Different things
15	10.03	Business Etiquette and electronics communication
15		1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03
16	1.32	Supplementary reading and answering the questions
16	4.03	Key workplace safety issues-2
16	5.04	Tips for Increasing Self-Confidence-2
16	6.04	Intrinsic Vs Extrinsic Motivation
16	8.1	Creating worksheet with Mathematical formula & Graphs
16	9.02	Geographical Analysis and Techniques
16	11.04	Techniques for teamwork
16		1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04
17	1.27	How to obtain goods and services, How to obtain goods and services in emergency situations
17	1.33	Multiple-Choice Questions
17	2.06	Manners and etiquette, Attitude and aptitude
17	3.01	The basic problem-solving element
17	6.05	Problem with Motivation
17	7.04	Tips for building Self Esteem
17	8.1	Creating worksheet with Mathematical formula & Graphs
17	10.04	Office etiquette
17		1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04
18	1.34	Elementary / Pre-Intermediate
18	4.03	Key workplace safety issues-2
18	5.05	Things To Remember When Improving Self-Confidence
18	6.05	Problem with Motivation
18	9.03	Environment, Economy and Society in World
18	11.05	Working as a team, Typical team difficulties
18		1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05
19	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
19	1.35	Mini-stories with cloze exercises
19	2.07	Group discussion
19	3.01	The basic problem-solving element
19	6.06	Reflection Questions
19	7.04	Tips for building Self Esteem
19	8.11	Main point of Presentation
19	10.04	Office etiquette
19		1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04
20	1.36	Speed reading exercises
20	4.04	Safety Engineering
20	5.05	Things To Remember When Improving Self-Confidence
20	6.06	Reflection Questions

Week	Topic No.	Name of Topic
20	8.12	Slide Layouts & Slide Design
20	9.03	Environment, Economy and Society in World
20	11.05	Working as a team, Typical team difficulties
20		1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05
21	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
21	1.37	Extensive reading
21	2.01	Barrier to communication and method to over come
21	3.02	Request-Response-Result
21	6.01	What is Motivation?
21	7.05	How do values and morals fit into feeling good about yourself?
21	8.13	Different Slide View
21	10.04	Office etiqutte
21		1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04
22	1.31	Direct and Indirect Speech
22	4.04	Safety Engineering
22	5.06	Assumptions That Hinder Self-Confidence
22	6.01	What is Motivation?
22	9.03	Environment, Economy and Society in World
22	11.05	Working as a team, Typical team difficulties
22		1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05
23	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
23	1.32	Supplementary reading and answering the questions
23	2.02	Channel of communication formal / informal
23	3.02	Request-Response-Result
23	6.02	Motivation & Hygiene Factors
23	7.05	How do values and morals fit into feeling good about yourself?
23	8.14	Inserting Different Things
23	10.04	Office etiqutte
23		1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04
24	1.33	Multiple-Choice Questions
24	4.05	Tasks & Rules for Construction & Carpentry Safety
24	5.06	Assumptions That Hinder Self-Confidence
24	6.02	Motivation & Hygiene Factors
24	8.03	Toolbars & Menu bars features in WORD
24	9.04	Habitat Conservation and Management Planning
24	11.05	Working as a team, Typical team difficulties
24		1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05
25	1.28	How to express yourself in different tonts and moods, How to express yourself efficiently with pronouns
25	1.34	Elementary / Pre-Intermediate
25	3.01	The basic problem-solving element

Week	Topic No.	Name of Topic
25	6.03	The Tree need for motivation
25	8.03	Toolbars & Menu bars features in WORD
25	10.04	Office etiquette
25		1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04
26	1.35	Mini-stories with cloze exercises
26	4.05	Tasks & Rules for Construction & Carpentry Safety
26	5.03	Tips for Increasing Self-Confidence-1
26	6.03	The Tree need for motivation
26	8.03	Toolbars & Menu bars features in WORD
26	9.04	Habitat Conservation and Management Planning
26	11.06	Responsibilities of Team members
26		1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06
27	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
27	2.04	Voice modulation
27	3.01	The basic problem-solving element.
27	6.04	Intrinsic Vs Extrinsic Motivation
27	7.05	How do values and morals fit into feeling good about yourself?
27	8.02	Use of Internet
27	8.07	Toolbars & Menu bars features in EXCEL
27	10.05	Professional wardrobe to increase business
27		1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05
28	1.36	Speed reading exercises
28	4.02	Key workplace safety issues-1
28	5.04	Tips for Increasing Self-Confidence-2
28	6.04	Intrinsic Vs Extrinsic Motivation
28	8.07	Toolbars & Menu bars features in EXCEL
28	9.04	Habitat Conservation and Management Planning
28	11.06	Responsibilities of Team members
28		1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06
29	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
29	2.05	Smile and its philosophy
29	3.02	Request-Response-Result
29	6.05	Problem with Motivation
29	7.05	How do values and morals fit into feeling good about yourself?
29	8.02	Use of Internet
29	8.12	Slide Layouts & Slide Design
29	10.05	Professional wardrobe to increase business
29		1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05
30	1.37	Extensive reading
30	3.02	Request-Response-Result
30	4.03	Key workplace safety issues-2

Week	Topic No.	Name of Topic
30	6.05	Problem with Motivation
30	8.14	Inserting Different Things
30	9.05	Environmental Processes. Globalization in the Contemporary World
30	11.06	Responsibilities of Team members
30	11.06	Responsibilities of Team members
30		1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06
31	1.29	How to narrate a sequence of events, How to express conjecture, options and emotions.
31	2.06	Manners and etiquette, Attitude and aptitude
31	3.01	The basic problem-solving element.
31	6.05	Problem with Motivation
31	7.06	Who has contributed to your self esteem?
31	8.02	Use of Internet
31	8.03	Toolbars & Menu bars features in WORD
31	10.05	Professiional wardrobe to increse business
31		1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05
32	1.31	Direct and Indirect Speech
32	2.07	Group discussion
32	3.01	The basic problem-solving element
32	6.06	Reflection Questions
32	8.03	Toolbars & Menu bars features in WORD
32	9.05	Environmental Processes. Globalization in the Contemporary World.
32		1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05
33	1.32	Supplementary reading and answering the questions
33	2.01	Barrier to communication and method to over come
33	3.02	Request-Response-Result
33	6.06	Reflection Questions
33	7.06	Who has contributed to your self esteem?
33	8.02	Use of Internet
33	8.03	Toolbars & Menu bars features in WORD
33	10.05	Professiional wardrobe to increse business
33		1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05
34	1.31	Direct and Indirect Speech
34	2.02	Channel of communication formal / informal
34	3.02	Request-Response-Result
34	6.06	Reflection Questions
34	8.07	Toolbars & Menu bars features in EXCEL
34	9.05	Environmental Processes. Globalization in the Contemporary World
34	11.07	Typical Team Skills needed & Team Leader's Role
34		1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07

Week	Topic No.	Name of Topic
35	1.32	Supplementary reading and answering the questions

Week	Topic No.	Name of Topic
35	2.04	Voice modulation
35	3.01	The basic problem-solving element.
35	6.06	Reflection Questions
35	7.06	Who has contributed to your self esteem?
35	8.05	Book marks, Hyperlinks, Creating brochures
35	8.07	Toolbars & Menu bars features in EXCEL
35	10.05	Professiional wardrobe to increase business
35		1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05
36	1.31	Direct and Indirect Speech
36	2.05	Smile and its philosophy
36	3.01	The basic problem-solving element.
36	6.06	Reflection Questions
36	8.07	Toolbars & Menu bars features in EXCEL
36	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
36	11.07	Typical Team Skills needed & Team Leader's Role
36		1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07
37	1.32	Supplementary reading and answering the questions
37	2.06	Manners and etiquette, Attitude and aptitude
37	3.02	Request-Response-Result
37	6.06	Reflection Questions
37	7.06	Who has contributed to your self esteem?
37	8.05	Book marks, Hyperlinks, Creating brochures
37	8.09	Creating worksheets with Insert Different things
37	10.06	Meeting etiquette, Creativity & Problem Solving
37		1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06
38	1.31	Direct and Indirect Speech
38	2.07	Group discussion
38	3.02	Request-Response-Result
38	8.09	Creating worksheets with Insert Different things
38	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
38	11.07	Typical Team Skills needed & Team Leader's Role
38		1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07
39	1.32	Supplementary reading and answering the questions
39	2.01	Barrier to communication and method to over come
39	3.01	The basic problem-solving element
39	7.07	Self-Concept Circle & Advantages of Good Self Esteem
39	8.05	Book marks, Hyperlinks, Creating brochures
39	8.1	Creating worksheet with Mathematical formula & Graphs
39	10.06	Meeting etiquette, Creativity & Problem Solving
39		1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06
40	1.33	Multiple-Choice Questions

Week	Topic No.	Name of Topic
40	2.02	Channel of communication formal / informal
40	3.01	The basic problem-solving element.
40	8.1	Creating worksheet with Mathematical formula & Graphs
40	9.06	Environmental Management and Business Strategy, Hydrogeology and Pollution
40	11.07	Typical Team Skills needed & Team Leader's Role
40		1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07
41	1.33	Multiple-Choice Questions
41	2.04	Voice modulation
41	3.02	Request-Response-Result
41	7.07	Self-Concept Circle & Advantages of Good Self Esteem
41	8.06	Creating templates, tables, Formation the text, Mail Merge
41	8.14	Inserting Different Things
41	10.06	Meeting etiquette, Creativity & Problem Solving
41	12	Preparation of Curriculum Vitae
41		1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12
42	1.34	Elementary / Pre-Intermediate
42	2.05	Smile and its philosophy
42	3.02	Request-Response-Result
42	7.07	Self-Concept Circle & Advantages of Good Self Esteem
42	8.06	Creating templates, tables, Formation the text, Mail Merge
42	10.06	Meeting etiquette, Creativity & Problem Solving
42	12	Preparation of Curriculum Vitae
42		1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12
43	1.34	Elementary / Pre-Intermediate
43	2.06	Manners and etiquette, Attitude and aptitude
43	3.01	The basic problem-solving element.
43	7.07	Self-Concept Circle & Advantages of Good Self Esteem
43	8.07	Toolbars & Menu bars features in EXCEL
43	10.06	Meeting etiquette, Creativity & Problem Solving
43	12	Preparation of Curriculum Vitae
43		1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12
44	1.34	Elementary / Pre-Intermediate
44	2.07	Group discussion
44	3.02	Request-Response-Result
44	7.07	Self-Concept Circle & Advantages of Good Self Esteem
44	8.12	Slide Layouts & Slide Design
44	10.06	Meeting etiquette, Creativity & Problem Solving
44	12	Preparation of Curriculum Vitae
44		1.34 , 2.07 , 3.02 , 7.07 , 8.12 , 10.06 , 12