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Revised: ^{6 months} ~~1 year~~ 2009

Syllabus For
Certificate Course In Computer Teachers
Training Trade

Under G.C.V.T. Pattern



Directorate of Employment & Training

(An ISO-9000:2000 Certified Organization)





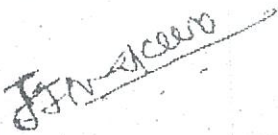

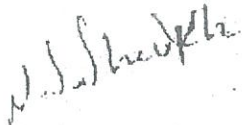

Block No.:1/8, 3 rd Flor, Dr. Jivraj Mehta Bhavan, Old Sachivalaya,
Gandhinagar, Gujarat State.

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IT/COMPUTER FIELD RELATED
TECHNICAL EXPERT OPINION

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**Syllabus for Certificate Course in
Computer Teacher' Training.**

Sr. No.	Week No.	Subject Code	Subject	Topic to teach	Duration in Daily Hours	Duration in Weekly Hours
1	1	1	Theory	Fundamental of Computers, History of Computers, Application of Computers, Fundamental of Computers, History of Computers, Application of Computers	12	2
		2	Practical	Typing Tutor	24	4
		3	Soft Skill	1.13, 1.21, 2.02, 3.01, 5.01, 6.02, 8.01, 11.02	6	1
		Total Hours :			42	7
2	2	1	Theory	Fundamental of Computers Computer Generations, Languages, Fundamental of Computers, Software and its applications Introduction to DOS	12	2
		2	Practical	Typing Tutor	24	4
		3	Soft Skill	1.23, 2.02, 3.02, 4.01, 6.04, 8.03, 11.04, 1.14, 1.22, 2.02, 3.01, 6.03, 8.02, 8.03, 9.01, 11.03, 1.34, 2.07, 3.02, 7.07, 8.12, 10.06, 12	6	1
		Total Hours :			42	7
3	3	1	Theory	Functions of Computer : Input, Processing, Output, Functions of ALU, Control Storage, Internal DOS Commands, Classification of Computers : Home, Micro, Mini, Mainframe, Super Computers, Centralized, Decentralized & Distributed System, Further Internal Dos Commands, Network of Computers, Further Internal DOS Commands	12	2
		2	Practical	Internal DOS Commands	24	4
		3	Soft Skill	1.15, 1.24, 2.03, 3.02, 5.02, 6.04, 8.02, 8.07, 11.05, 1.25, 2.03, 6.04, 8.02, 8.07, 10.01, 11.06	6	1
		Total Hours :			42	7
4	4	1	Theory	Bits, Bytes, Characters, Field, Record, File, Representaion of Data Introduction to External DOS Commands, Binary Number System : Binary Addition and Substraction, Octal Number System, HexaDecimal Number System, External DOS Commands, ASCII & EBCDIC Code Positive versus negative integers, floating point numbers, Further External DOS Commands, Windows Operating System and Its Utility Differential with DOS	12	2
		2	Practical	External DOS Commands, External DOS Commands, Booting with Windows Starting Windows, Using different windows simultaneously, Maximize/ Minimize Windows, Use of Help Features, Exit Windows, Starting an application, Run and Manage multiple applications, Close application	24	4



		3	Soft Skill	1.16 , 1.26 , 2.04 , 6.05 , 8.02 , 8.11 , 8.12 , 8.13 , 10.02 , 11.07 , 2.05 , 6.05 , 8.02 , 8.04 , 8.08 , 10.03 , 11.07	6	1
				Total Hours :	42	7
5	5	1	Theory	Application of Windows, Program Manager, Desktop and Its Icons, Control Panel	12	2
		2	Practical	Delete Groups, Expand compressed directories and files, Open and Manage Multiple Windows, View and Sort files, Save file Manager Settings, Exit File Manager	24	4
		3	Soft Skill		6	1
6	6	1	Theory	File Management through Windows, Windows Accessories	12	2
		2	Practical	Network Places, Control Panel, Add Printer and other devices, Create/ Delete/ Rename Folder, Select Files and Directories Copy, Move, Delete Files/ Directories Disk operation using File Manage, Starting & Using Notepad Type and Edit Text in a document in Note-Pad, Save and Print a document file in Note-pad, Starting and Using Paintbrush	24	4
		3	Soft Skill	1.17 , 1.27 , 2.01 , 3.01 , 6.01 , 7.02 , 8.05 , 10.01 , 1.17 , 4.01 , 5.03 , 6.01 , 8.05 , 9.01 , 11.01 , 1.34 , 2.06 , 3.01 , 7.07 , 8.07 , 10.06 , 12	6	1
				Total Hours :	42	7
7	7	1	Theory	Further Accessories of Windows, Word Processing Package	12	2
		2	Practical	Starting & Using Wordpad, Different types of Calculator, Address Book, Media Player, Sound Recorder, Starting with Word Processing Package MS Word	24	4
		3	Soft Skill	1.18 , 1.27 , 2.02 , 3.01 , 6.02 , 7.02 , 8.06 , 10.03 , 1.18 , 4.02 , 5.03 , 6.02 , 8.06 , 9.02 , 11.02 , 1.33 , 2.04 , 3.02 , 7.07 , 8.06 , 8.14 , 10.06 , 12 , 1.34 , 2.05 , 3.02 , 7.07 , 8.06 , 10.06 , 12	6	1
				Total Hours :	42	7
8	8	1	Theory	Basics of Word Processing, Applications of Different-different types of Tool Bar	12	2
		2	Practical	Text selection, Opening documents and creating documents, Saving documents and quitting documents, Cursor Control, Printing documents, Using the Interface (menu, toolbars), Editing text (copy, delete, move etc.), Finding and Replacing text, Spell check feature/ Auto Correct features, Grammer facility	24	4
		3	Soft Skill	1.19 , 1.27 , 2.04 , 3.02 , 6.03 , 7.03 , 8.02 , 10.03 , 4.02 , 5.04 , 6.03 , 8.09 , 9.02 , 11.03 , 1.33 , 2.02 , 3.01 , 8.1 , 9.06 , 11.07	6	1
				Total Hours :	42	7
		1	Theory	Document Enhancement, Mailmerge Features for Labels and Envelopes Worksheet Basics	12	2



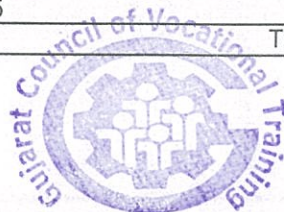
9	9	2	Practical	Adding Borders and shading, headers and footers. Setting up multiple columns, sorting blocks, margins and Hyphenating documents, Creating master document, data source, Mergin documents, Graphics and Using Templates and wizards. Hands on Using Templates and processing in Word Processing under windows	24	4
		3	Soft Skill	1.27 , 1.31 , 2.05 , 3.02 , 6.04 , 7.03 , 8.09 , 10.03 , 1.32 , 4.03 , 5.04 , 6.04 , 8.1 , 9.02 , 11.04 , 1.32 , 2.01 , 3.01 , 7.07 , 8.05 , 8.1 , 10.06	6	1
Total Hours :					42	7
10	10	1	Theory	Introduction to Graphs and Charts, Concept of Database Management System/ Indexing and Lable facility	12	2
		2	Practical	Data entry in cells, enty of numbers, text and formulae, Moving data in a worksheet, Moving arround in a Worksheet, Selecting data range, Using the Interface (Toolbars, Menus), Editing Basics, Working with workbooks., Savings and Qutting, Cell Referencing, Adding/ Formatting Text data with Autoformat. Creating Embedded Chart Using Charty wizard, Sizing and Moving Parts, Updating Charts, Changing Chart types Creating Separate Chart sheet Adding Titles, legends and Gridlines Printing Charts	24	4
		3	Soft Skill	1.27 , 1.33 , 2.06 , 3.01 , 6.05 , 7.04 , 8.1 , 10.04 , 1.34 , 4.03 , 5.05 , 6.05 , 9.03 , 11.05	6	1
Total Hours :					42	7
11	11	1	Theory	Concept of Presentation with PowerPoint	12	2
		2	Practical	Creating Database Files and Structures Editing database files Record Pointer Positioning Features Specific Record Locating Features Indexed Files Using in-built report- generation facility Label facility, Readymade slides Design templates Slide creation Slide Show Animation	24	4
		3	Soft Skill	1.28 , 1.35 , 2.07 , 3.01 , 6.06 , 7.04 , 8.11 , 10.04 , 1.36 , 4.04 , 5.05 , 6.06 , 8.12 , 9.03 , 11.05 , 1.31 , 2.07 , 3.02 , 8.09 , 9.06 , 11.07	6	1
Total Hours :					42	7
Total Hours :					#REF!	#REF!
		1	Theory	Basic Programming Tech. Data capture and validation Problem analysis, evolution using step wise refinement, Introduction to Language and Programming with C	12	2



12	12	2	Practical	Constants, Variables and Data Types Operators and Expression Managing Formatted / Unformatted Input and Output Arrays Decision making and looping User defined functions Structures and Unions Pointers, Decision making and looping User defined functions Structures and Unions Pointers File Management in C	24	4
		3	Soft Skill	1.28 , 1.37 , 2.01 , 3.02 , 6.01 , 7.05 , 8.13 , 10.04, 1.31 , 4.04 , 5.06 , 6.01 , 9.03 , 11.05, 1.32 , 2.06 , 3.02 , 6.06 , 7.06 , 8.05 , 8.09 , 10.06	6	1
Total Hours :					42	7
13	13	1	Theory	Overview of C++ Programming : Introduction to computer based problem solving and strategies implementation issue.,	12	2
		2	Practical	Structure of C++ Programming, Data Type, Data Structure, Constants and Variables Operators : Arithmetic, relation and Logical Control If- Then, For-While	24	4
		3	Soft Skill		6	1
Total Hours :					42	7
14	14	1	Theory	Introduction to Object-Oriented	12	2
		2	Practical	Contrasting OOP with Traditional Procedural Programming Techniques Using Existing Classes, Objects and Object Variables, Static Fields and Methods, Static Fields, Constants. Static Methods, Factory Methods,, The main Method, Method Parameters, Object Construction, Extending Classes, Inheritance Hierarchies, The equals and to String methods, Generic Programming, Array Lists, Object Wrappers, The Class Class	24	4
		3	Soft Skill	1.28 , 1.32 , 2.02 , 3.02 , 6.02 , 7.05 , 8.14 , 10.04, 1.33 , 4.05 , 5.06 , 6.02 , 8.03 , 9.04 , 11.05, 1.31 , 2.05 , 3.01 , 6.06 , 8.07 , 9.06 , 11.07	6	1
Total Hours :					42	7
		1	Theory	Introduction to Object-Oriented Programming,, Control dialogue control, Internet concept Email Lan Wan Man	12	2



15	15	2	Practical	Creating Database, Modify structure, Creating ID from E-mail Webbrowsing, Using different types of browser Creating ID from E-mail, Site searching Web browsing Surfing	24	4
		3	Soft Skill	1.35 , 4.05 , 5.03 , 6.03 , 8.03 , 9.04 , 11.06, 1.28 , 1.34 , 3.01 , 6.03 , 8.03 , 10.04, 1.32 , 2.04 , 3.01 , 6.06 , 7.06 , 8.05 , 8.07 , 10.05	6	1
Total Hours :					42	7
16	16	1	Theory	HTML Utility, Basic Font, Color Background, Oracle DBMS & RDBMS SQL, Trigger, Sub Programmes	12	2
		2	Practical	Listing ordered, Picture size, Row & Columns	24	4
		3	Soft Skill	1.29 , 2.04 , 3.01 , 6.04 , 7.05 , 8.02 , 8.07 , 10.05, 1.36 , 4.02 , 5.04 , 6.04 , 8.07 , 9.04 , 11.06	6	1
Total Hours :					42	7
17	17	1	Theory	JAVA, Fundamental, Loop Class object, Pagemaker, type Element, Utilities	12	2
		2	Practical	Data Definition Language Data Control Language Data Manipulation Language with Option Procedure and function, Statement keyword Casting Decision structure	24	4
		3	Soft Skill	1.29 , 2.05 , 3.02 , 6.05 , 7.05 , 8.02 , 8.12 , 10.05, 1.37 , 3.02 , 4.03 , 6.05 , 8.14 , 9.05 , 11.06 , 11.06, 1.31 , 2.02 , 3.02 , 6.06 , 8.07 , 9.05 , 11.07	6	1
Total Hours :					42	7
18	18	1	Theory		12	2
		2	Practical	Make visiting card Cover marriage card Symbols	24	4
		3	Soft Skill		6	1
Total Hours :					42	7
19	19	1	Theory	Corel draw Text, Edit, View, Layout, Bitmap. Photoshop Bitmap, Image, Layer	12	2
		2	Practical	Transformation, group, break artistic media	24	4
		3	Soft Skill		6	1
Total Hours :					42	7
20	20	1	Theory		12	2
		2	Practical	Make Photo mixing Background setting B/W to Color etc.	24	4
		3	Soft Skill	1.29 , 2.06 , 3.01 , 6.05 , 7.06 , 8.02 , 8.03 , 10.05, 1.31 , 2.07 , 3.01 , 6.06 , 8.03 , 9.05, 1.32 , 2.01 , 3.02 , 6.06 , 7.06 , 8.02 , 8.03 , 10.05	6	1
Total Hours :					42	7



21	21	1	Practical	Industrial Attachment		42	7
					Total Hours :	42	7
22	22	1	Practical	Industrial Attachment		42	7
					Total Hours :	42	7
23	23	1	Practical	Industrial Attachment		42	7
					Total Hours :	42	7
24	24	1	Practical	Industrial Attachment		42	7
					Total Hours :	42	7



**List of Tools & Equipments for Certificate Course in
Computer Teacher's Training**

<u>Sr. No.</u>	<u>Description of Tools</u>	<u>Qty</u>
1	Server with Multimedia Facility	01 No
2	Compute Latest version with lan	10 Nos.
3	Scanner- latest version	01 No
4	Printer - Laser	01 No
5	printer - DMP 132 Columns	01 No
6	Lan Accessories	01 Set
7	Internet Connection	01 No
8	A.C.	02 Nos.
9	Web Camera	01 No
10	Vaccume Cleaner	01 No
11	Computer Table	11 Nos.
12	Printer Table	02 Nos.
13	Revolving chair	13 Nos.
14	Class Room Cahir	20 Nos.
15	UPS 5 KVA	01 No
16	Voltage Stabilizer for each computer	01 Each
17	Steel cupboard	01 No
18	White board	02 Nos.
19	Instructor chair	02 Nos.
20	Office Table	02 Nos.
21	DVD Writer	01 No
22	Latest version softwares for 20 users like MS Office, Oracle, Java, C, C++, VB, Tally, Corel draw, Pagemaker, Photoshop, Logo, Flash, TataEx	01 Set



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
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



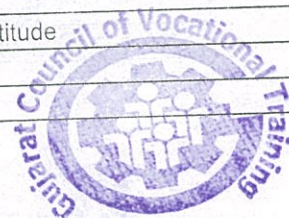
Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
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
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



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
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
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



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
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
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 etiquette
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



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
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 etiquette
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 tones and moods, How to express yourself efficiently with pronouns
25	1.34	Elementary / Pre-Intermediate
25	3.01	The basic problem-solving element
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



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
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
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	Professional wardrobe to increase 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	Professional wardrobe to increase 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

Syllabus of Life (Soft) Skill

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



Syllabus of Life (Soft) Skill

Week	Topic No.	Name of Topic
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
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

