

## 40 DAY CURRICULUM FOR FINISHING SCHOOL TRAINING-2019-20

### 1. Communication Skills

Topics	Key Concepts	Hour
Importance of English Language – job scenario	Communication skills – English – mushrooming of MNCs – Global jobs – importance of global skills – English as a cosmopolitan language	1
Role of LSRW Skills in Language Acquisition	Receptive Skills – Productive Skills – All Languages have equal level of difficulty – Sources of acquiring language – role of community etc. – Productive skills – speaking and writing – formal and informal contexts etc. -Practice in speech	1
Tense – Language	Time and Language – Functions of the verb in English – Tense and verb – Do time and tense mean the same? Forms of the verb and forms of tense etc. -Practice in speech	1
Present and Past Simple	Structure and meaning of present – difference between present in the vernacular language and English – form of verb and tense – comparison and contrast with past etc. -Practice in speech	2
Simple and continuous tenses	The structure of simple and types – the continuous types – meaning and uses – comparison and contrast - Practice in speech	2
Present and past perfects	The structure and meaning of perfects – contrast with simples and continuous tenses – various types of perfect tenses and uses - Practice in speech	2
Present perfect continuous	The structure and meaning of the perfect continuous tenses – the various kinds of perfect continuous tenses and their comparison and contrast-Practice in speech	2
The future simple and various ways	The concept of future in English and the difference with the future concept in native Language –absence of definite structure for future– Idea of future and various	2

	ways of expressing future-Practice in speech	
Articles	Absence of Articles in native language – definition and use of articles – types and meaning	1
Prepositions	Concept of prepositions in English and native tongue – types of preps – meaning and common errors-Practice in speech	1
Auxiliary verbs (will, shall, can, may, must)	Concept of aux. verbs in English – the difference between the usual verbs and aux. verbs – the force and meaning they add – types of auxiliary verbs -Practice in speech	2
Negatives& questions (wh, auxiliary & q. tags)	Technique of negation and interrogation – Various tenses and the art of making neg. and questions – question tags – difference between question and tags - Practice in speech	3
PRACTICE SESSIONS	Oral Practice on all the chapters handled till now and putting grammar to use.	1
PASSIVE VOICE – SIMPLE, CONTINUOUS AND PERFECT TENSES	Tenses – rules of voice – transformation – imperatives and interrogatives – the use of passive voice in connected speech and writing – The advantages of passive voice over the active one – Link between the tense and voice – Oral practice and language games to practice voice.	2
DIRECT AND INDIRECT SPEECH – DECLARATIVE, IMPERATIVE& INTERROGATIVES	Tense, - Rules of direct and indirect speech – transformation – imperative and interrogatives – use of Indirect speech – role of punctuation in direct speech – difference between direct and indirect speech in the impact made on the listener .	2
P R A C T I C E SESSIONS	Oral and Written practice of structures of tenses – voice, speech, questions and, answers etc.	1
SENTENCE PATTERNS	Basic sentence patterns – meaning – practice – preparation of model sentences and revision	2

VOCABULARY (SYN-ANT; SUBSTITUTION; CONFUSING PAIRS)	Necessity of vocabulary in speech and writing- discussion of words, their origin – related words, their synonyms and antonyms, substitutions and confusing pairs – their usage and creating situations for use of vocabulary – written practice and oral drill.	2
P R A C T I C E SESSIONS	Oral and Written practice of new vocabulary taught – language games to reinforce the content	1
SELF INTRODUCTION	Self introduction – points to highlights – manner of presentation – Do's and don'ts – steps to substantiate the various aspects presented in self introduction.	2
GD & JAM	Group Discussions- purpose – assessment points – clues for success in GD – JAM – how to speak non-stop at JAM – what to speak and how to speak – gap fillers – developing concepts	2
INTERVIEWING - FREQUENTLY ASKED INTERVIEW QUESTIONS	Interview questions – etiquette – body language – how to understand a question and answer it – misleading questions- how are you assessed at an interview – types of interviews etc.	2
P R A C T I C E SESSIONS	Over all Revision of all the topics dealt with – the written and the oral – the contexts where each to be used – some of the do's and don'ts regarding the use of each topic – their role in making communication effective and fruitful.	3
	Total	<b>40</b>

## 2. Soft Skills

Sl. No.	Topics	Key Concepts	Hour
1.	Soft skills – an over view	Soft skills – definition – difference with hard skills – use at work places – homes – larger world – types of soft skills – how each helps make life useful, professional and successful.	1
2.	Know yourself - SWOT	Making a firsthand assessment of one’s personality – one’s attitude – mindset – tastes – dislikes – evaluation of the past and present – SWOT analysis – matching suitability for jobs etc.	1
3.	Goal setting	Definition of Goal, the short and long run goals – splitting the goal into achievable chunks – checking one’s performance periodically – challenging while meeting goals – steps to overcome – case studies	2
4.	Positive attitude	Definition of Positive Attitude - need for positive attitude in life and profession – requirements or positive attitude – case studies of great people like Abraham Lincoln who displayed positive attitude.	2
5.	Body language	Body language – how body postures are interpreted in the community – how body reveals our inner side – how to regulate the negative body language – some bad body languages – measures to correct them.	1
6.	Interpersonal skills	Definition of IPS – the need for IPS – Troubles one encounters due to the absence of the IPS – the need for IPS in professional climate – The advantage of mastering IPS – Challenges – Case Studies	2
7.	Time management	How to manage time – how to manage oneself to manage time – the rewards of time management – the problems – punctuality – discipline – hints that facilitate time management – examples from life	2
8.	Presentation skills	Presentations – personal life and professional career – use of technology in presentation – how to gear up one’s personality to match presentation skills – Body language – voice – accent – fluency etc.	2

9.	Jam activities	Just a Minute Activity – usual topics – steps to stuff topics – how to bring in a number of relevant issues into JAM – keeping the ball rolling – teaching mind mapping for jam – language – thought coordination.	1
10.	Team dynamics	Team work – need for cooperative efforts – composition of teams - team work in family – community and professional climate – advantages and problems of working in a team – steps to overcome	2
11.	Group discussions	Group Discussion – purpose – how it is assessed – time constraints – language – knowledge – presentation skills – interpersonal skills – fluency – soft skills – do’s and don’ts in a GD.	2
12.	Etiquette of e-mail, telephone and SMS	e-mails – language – contexts – some of the useful vocabulary – do’s and don’ts – difference between normal talking and talking on phone – do’s and don’ts – useful vocabulary – SMS do’s and don’ts	1
13.	Preparation for exam	Practice and revision of all the topics above	2
		Total	<b>20</b>

### 3. Arithmetic

Sl. No.	Topics	Hour
1	BODMAS Rule	1
2	Fractions & Decimals	1
3	Problems on Fraction & Decimals	1
4	Algebraic formulae	1
5	Divisibility Rules	1
6	LCM & HCF	1
7	Ratios & Proportions	1
8	Ratios & Proportions	1
9	Percentages	1
10	Problems on Percentages	1
11	Profit & Loss	1
12	Partnership	1
13	Data Analysis	1
14	Problems on Data Analysis	1
15	Data Interpretation	1
16	Problems on data interpretation	1
17	Simple Interest	1
18	Compound Interest	1
19	Average	1
20	Problems on Averages	1
21	Problems on Ages	1
22	Time & Distance	1
23	Time & Work	1
24	Problems on trains	1
25	Permutations and Combinations	1
26	Permutations and Combinations	1
27	Probability	1

28	Problems on Probability	1
29	Problems on Areas	1
30	Problems on volume	1
31	Problems on surface area	1
32	Number Series	1
33	Number Analogy	1
34	Odd man out	1
35	Coding & Decoding	1
36	Blood Relations	1
37	Ranking & Time sequence test	1
38	Mathematical operations	1
39	Seating arrangement	1
40	Clocks & Calendars	1
	Total	<b>40</b>

## 4. Computer & Technical Skills

(For Non- Computers Students)

Hour 1	What is computer, Features of computer, Computer Generations, Types of Computers
Hour 2	Input/ Output Devices, Computer's Memory, Computer Software, Windows : Windows desktop, Start Menu, Working with Windows
Hour 3	Word Basics: Components of MS-Word, File Menu: New, Save, Page Setup, Print preview, Selecting Text and Graphics
Hour4	Practice Session
Hour5	Home Menu: Undo/ Redo, Cut, Copy and Paste, Find/ Replace Formatting options, bullets, numbering, alignments etc.
Hour6	Practice Session

Hour7	Insert Menu: Headers and Footers, Page numbers, Text box, Equation Editor, Symbols
Hour8	Practice Session
Hour9	Insert Pictures, Clip arts, Auto shapes, smart art, and Word Art. Hyperlinks, objects etc.
Hour10	Practice Session
Hour11	Insert Tables, insert rows/columns, merge rows/columns, split table, column and row, Alignments, row height and column width, Table styles.
Hour12	Practice Session
Hour13	Page layout Menu: Page setup – orientation, size, margins, columns, page breaks, water mark, page colour, page borders.
Hour14	Practice Session
Hour15	Mailings menu: creating and sending mails through Mail Merge concept. <b>Printers</b> word document letters.
Hour16	Introduction to Ms-Excel, Excel Components, Entering Data, Working with Cells, Formatting cells.
Hour17	Practice Session
Hour18	Insert Menu: insert Charts (line, bar, column, pie, etc.), insert Pictures, Clip arts, Auto shapes, smart art, and Word Art. Header and footer, Hyperlinks, objects etc.
Hour19	Practice Session
Hour20	Formulas menu: working with various functions and Data menu. Filter, sorting, text validations, what if analysis.
Hour21	Practice Session
Hour22	Introduction to Ms-Power Point, basics, Ready- Made slide layout Themes, insert new slide, and duplicate slides, slide views. Creating a presentation: using auto content wizard, design template And blank presentation



Hour23	Practice Session
Hour24	Insert Menu: insert Pictures, Clip arts, Auto shapes, smart art, charts, tables& Word Art. Header and footer, Hyperlinks, object etc. Animations, Slide Transition, slide show. <b>Scanners</b> photos.
Hour25	Practice Session
Hour26	Ms-Access Basics, Components, Data Types in MS-Access Database Creation - Table Creation.
Hour27	Practice Session
Hour28	Forms, Query, Reports creation.
Hour29	Introduction to networks, Internet, Web Site, Web Browser, Search Engine, On-line Forms Rail Journey, On-line Shopping using FlipKart, Using Electronic Mail(Email), Social Media, Google Drives.
Hour30	Practice Session

## 5. Computer & Technical Skills

(For Computers Students)

<b>Programming Fundamentals</b>		
Hour 1	Introduction to programming	<b>Objectives:</b> 1. To introduce basic programming concepts to students 2. To introduce functions, array and string concepts to students 3. To introduce Sorting and Searching
Hour 2	Functions	
Hour 3	Arrays and Strings	
Hour 4	Searching Techniques	
Hour 5	Sorting Techniques	
<b>Database Concepts</b>		
Hour 6	Data Processing, Basic DBMS Concepts	<b>Objectives:</b> 1. To introduce basic RDBMS

Hour 7	ER Model	concepts 2. To create familiarity with SQL 3. To introduce the concept of transaction processing
Hour 8	Extended ER Model	
Hour 9	Relational model, Constraints	
Hour 10	Functional Dependency	
Hour 11	Normalization, De-Normalization	
Hour 12	DDL, DML, Aggregate functions	
Hour 13	Group By, Views	
Hour 14	Concept of index	
Hour 15	Transaction processing concepts	
<b>Operating System Concepts</b>		
Hour 16	Basic OS Concepts	<b>Objectives:</b> 1. To introduce basic operating system concepts like process management, deadlocks, memory, I/O and file management.
Hour 17	Processes and Process Management	
Hour 18	Threads and Concurrency	
Hour 19	Process Scheduling	
Hour 20	Inter-Process Communication	
Hour 21	Process Synchronization	
Hour 22	Deadlocks	
Hour 23	Memory Management	
Hour 24	I/O Management	
Hour 25	File System	
<b>Software Engineering Concepts</b>		
Hour 26	Basics of Software Engineering	<b>Objectives:</b> 1. To introduce basic Software Engineering concepts
Hour 27	Software Development Lifecycle Models	
Hour 28	SRS	
Hour 29	Design	
Hour 30	Testing	

## 6. General Studies

Hour 1	Events of national and international importance
Hour 2	Current affairs- international, national and regional
Hour 3	General Science and its applications to the day to day life Contemporary Developments in Science & Technology and Information Technology
Hour4	Social- economic and political history of modern India with emphases on Indian national movement.
Hour5	Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives
Hour6	Economic development in India since independence
Hour7	Physical geography of India sub-continent
Hour8	Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster
Hour9	Sustainable Development and Environmental Protection
Hour10	AP REORGANISATION ACT, 2014 on AP and the arbitrariness of certain provisions

## 6. HVPE

Hour 1	Understanding the need, basic guidelines, content and process for Value Education
Hour 2	Self Exploration–what is it? - its content and process; 'Natural Acceptance' and Experiential Validation- as the mechanism for self exploration
Hour 3	Continuous Happiness and Prosperity- A look at basic Human Aspirations
Hour4	Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
Hour5	Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
Hour6	Method to fulfill the above human aspirations: understanding and living in harmony at various levels
Hour7	Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
Hour8	Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha
Hour9	Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
Hour10	Understanding the characteristics and activities of 'I' and harmony in 'I'