

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
1	1	Theory	<ul style="list-style-type: none"> <li>•Scope of the COPA trade.</li> <li>•Safety rules and safety signs.</li> <li>•Types and working of fire extinguishers.</li> </ul>	Visit COPA Lab. of the institutes and locate the electrical connections with computer system setup. .Identifying safety symbols and hazard identification. .Practice safe methods of fire fighting in case of electrical fire. Use of fire extinguisher
	2	Theory	Introduction to Computer components •Introduction to computer system. Concepts of Hardware and Software.	Identify computer peripherals and internal components of a disassembled desktop computer.
	3	Theory	<ul style="list-style-type: none"> <li>•Function of motherboard components and various processors.</li> </ul>	Assemble components of desktop computer.
	4	Theory	Various Input/ Output devices in use and their features.	
	5	ES	Behavioural Skill-Creating a focused and responsible learning environment-Chart paper Activity.	Assemble components of desktop computer.
	6	ES	Self-awareness and confidence building, display professionalism at the institute and work place	

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
2	1	Theory	•Function of motherboard	Using Windows Operating System
	2	Theory	components and various processors.	Practice on Windows interface and navigating windows.Practice on managing files and folders using removable drives.
	3	Theory	Various Input/ Output devices in use and their features.	Customize the desktop settings and manage user accounts.
	4	Theory	Various Input/ Output devices in use and their features.	View system properties and control panel details. Work with keyboard shortcut commands. Print and scan document using different commands.
	5	ES	Increased Social initiations relationships and networks . Acceptance of peers from different cultures and social groups and work with them . Collaboration with team to priroritise the common goal and compromise individual prirorities.	
	6	ES	Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time.	

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
3	1	Theory	Computer basics and Software Installation	Computer basics and Software Installation View the BIOS settings and their modifications. .Install Windows operating system.
	2	Theory	<ul style="list-style-type: none"> <li>•Introduction to the booting process.</li> <li>•Introduction to various types of memories and their features.</li> </ul>	Formatharddiskandcreate partition. Identify and rectify common hardware and software issues during OS installation.
	3	Theory	<ul style="list-style-type: none"> <li>•Basic Hardware and software issues and their solutions.</li> </ul>	.Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc. Configure Bluetooth and wi-fi settings.
	4	Theory	<ul style="list-style-type: none"> <li>•Usage of Application software and Antivirus.</li> </ul>	Install Drivers for printer, scanner, webcam and DVD etc.
	5	ES	Adopting best practices and aspire to follow success stories of individual for personal development.	Burn data, video and audio files on CD/DVD using application software.
	6	ES	English literacy:-Importance of learning english	

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
4	1	Theory	Introduction to DOS Command Line Interface & Linux Operating Systems	DOS Command Line Interface & Linux Operating Systems Use basic DOS commands for directory listing.
	2	Theory	•Introduction to basic DOS Internal and External Commands.	Manage files and folders using DOS commands.
	3	Theory	•Introduction to basic DOS Internal and External Commands.	Install Linux operating system.
	4	Theory	<b>Monthly Test th</b>	Install necessary application software for Linux i.e. Office Package, PDF Reader, Media Player etc
	5	ES	<b>Monthly Test ES</b>	Use Basic Linux commands for directory listing, file and folder management, password etc.
	6	ES	Different naming words, word used for replacing names, action words, describing people, place and their use.	<b>Monthly Test Practical</b>

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
5	1	Theory	•Introduction to Open Source Software.	Use the Linux graphical user interface for file and folder management, exploring the system etc
	2	Theory	•Introduction to Linux Operating System features, structure, files and processes.	Customize desktop settings and manage user accounts in Linux.
	3	Theory	Basic Linux commands.	View system properties and manage system setting in Linux .
	4	Theory	Basic Linux commands.	
	5	ES	Introduction to punctuation-comma, full stop, question mark.	
	6	ES	Singular plural	

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
6	1	Theory	Word Processing Software	Using Word Processing Software Open MS Word and familiarise with basic word components.
	2	Theory		Practice creating, saving and renaming of word documents.
	3	Theory	•Introduction to the various applications in MS office.	Edit document using basic formatting tools.
	4	Theory		
	5	ES	Change of tense-simple present, past; present, past progressive	Practice Inserting and formatting tables and other objects.
	6	ES	Construction of simple sentences-kinds of sentences	

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical	
7	1	Theory		Work with Page layout settings and printing documents.	
	2	Theory		•Introduction to Word features, Office button, toolbars.	Use templates, autocorrect tools, and record and execute a macro.
	3	Theory			Use Mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label & Envelop printing using Mail Merge
	4	Theory	•Creating, saving and formatting and printing documents using Word.		
	5	ES	Usege of appropriate words to express themselves	Use Table of Context, Indexing, Hyperlink, Bookmark, Comment, equation , symbols, citation, cross- reference, footnote, translate, synonyms, thesaurus, spell check & grammer, compare etc.	
	6	ES	Greetings & self indroduction		

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Week	Day	Subject	Theory	Practical
8	1	Theory	•Working with objects,	Practice Typing using open source typing tutor.
	2	Theory	macro, mail merge,	
	3	Theory	templates and other tools in Word.	
	4	Theory	<b>Monthly Test TH</b>	Practice of using shortcut keys and use Open Office as word processor.
	5	ES	<b>Monthly Test ES</b>	
	6	ES	Asking & self indtroduction	<b>Monthly Test Practical</b>

Total Week Hrs : 42 ,

Theory : 8 Hrs ,

Practical : 30 hrs ,

ES : 4 Hrs



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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
9	1	Theory	Spread Sheet Application •Introduction to Excel	Using Spread Sheet Application
	2	Theory		Open MS Excel and familiarise with basic application components. (
	3	Theory	features and Data Types.	Practice creating, saving and
	4	Theory		
	5	ES	Asking & responding to question	formatting excel spread sheets.
	6	ES	Sharing information with others	

Total Week Hrs : 42 ,

Theory : 8 Hrs ,

Practical : 30 hrs ,

ES : 4 Hrs

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
10	1	Theory	•Cell referencing and linking Sheets.	Use absolute and relative referencing, linking sheets, conditional formatting etc.
	2	Theory		
	3	Theory		
	4	Theory	•Introduction to various functions in all categories of Excel.	Practice Excel functions of all major categories i.e. Financial, Logical, Text, date & time, Lookup, Math, Statistical etc.
	5	ES	Formal and informal communication	Use various data types in Excel, sorting, filtering and validating data.
	6	ES	Speak and provide information about workplace	Create and format various static and dynamic charts.

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
11	1	Theory	•Concepts of sorting, filtering and validating data.	Practice Importing & exporting excel data.
	2	Theory		Perform data analysis using “what if” tools and Pivot Table and record and execute a macro.
	3	Theory	•Analyzing data using charts, data tables, pivot tables, goal seek and scenarios	Modify Excel page setup and printing and use open office as Spreadsheet application.
	4	Theory		Execute simple projects using Excel & Word.
	5	ES	Discussions on current happenings. Self, Work, Environment	
	6	ES	Simple writing skills	

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
12	1	Theory	Image editing, Presentations	Image editing and creating Presentations
	2	Theory	•Introduction to Open Office.	Use Windows Paint or image editing software like Open Office Draw, GIMP, IrfanView or a similar tool.
	3	Theory	•Introduction to the properties and editing of images.	Perform Image editing using open source applications.
	4	Theory		
	5	ES	Communication Skills:-Interview Skill/Confidence Building	Open power point presentation and familiarise with basic application components
	6	ES	Professionalism and display of same at the institute and work place	

Total Week Hrs : 42 ,

Theory : 8 Hrs ,

Practical : 30 hrs ,

ES : 4 Hrs

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
13	1	Theory	<ul style="list-style-type: none"> <li>•Introduction to different formats of images and their uses.</li> </ul>	Create Slide shows, Insert picture and theme.
	2	Theory	<ul style="list-style-type: none"> <li>•Introduction to Power Point and its advantages.</li> </ul>	Add new slide, format text, link with word and excel documents.
	3	Theory	<ul style="list-style-type: none"> <li>•Creating Slide Shows.</li> <li>•Fine tuning the presentation and good presentation technique.</li> </ul>	Practiceanimatingslide transitions and objects. .Create slide shows by inserting audio & video and synchronise with presentation.
	4	Theory	<b>Quarterly Test TH</b>	Modify slide page setup and print the slides.
	5	ES	<b>Quarterly Test ES</b>	57.Create a simple presentation project using open office.
	6	ES	Understand the usage of appropriate words to express themselves communicate effectively on telephone.	<b>Quarterly Test Practical</b>

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
14	1	Theory	Database Management Systems	Database Management with MS Access
	2	Theory	•Concepts of Data and Databases.	.Create database and design a simple tables in Access.
	3	Theory	•Overview of popular databases, RDBMS, OODB and NOSQL.	Practice enforcing integrity constraints and modify properties of tables and fields.
	4	Theory	<b>Parents instructor meeting: 2 hrs</b>	Create relationships and join tables.
	5	ES	Manage personal hygiene and presentation positive body language:adopt and use it appropriately to build a positive impression	Create and format Forms
	6	ES	Different spatial zones: Understanding and need to maintain it, create safe zones for communication	

Total Week Hrs : 42 ,

Theory : 8 Hrs ,

Practical : 30 hrs ,

ES : 4 Hrs

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
15	1	Theory	<ul style="list-style-type: none"> <li>•Rules for designing good tables. Integrity rules and constraints in a table.</li> </ul>	Create simple queries with various criteria and calculations
	2	Theory	<ul style="list-style-type: none"> <li>•Relationships in tables.</li> <li>•Introduction to various types of Queries and their uses.</li> </ul>	
	3	Theory	<ul style="list-style-type: none"> <li>•<b>Designing Access Reports and Forms.</b></li> </ul>	Create Simple update, append, make table, delete and crosstab queries.
	4	Theory	<ul style="list-style-type: none"> <li>•Introduction to macros, designer objects controls, their properties and behaviour.</li> </ul>	Modify form design with controls, macros and events. (
	5	ES	Maintainig appropriate eye-contact in building trust and confidence	Import and export data to and from Access and create and format various types of reports
	6	ES	Impact of touch in a formal environment. Acceptable and unacceptable touch.	Compress and Encrypt databases.

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Week	Day	Subject	Theory	Practical
16	1	Theory	Networking Concepts	Configuring and using Network View Network connections
	2	Theory	<ul style="list-style-type: none"> <li>•Introduction to Computer Networks, Necessity and Advantages.</li> </ul>	Connect a computer to a network and share Devices i.e. Printers, files, folders and drives.
	3	Theory	<ul style="list-style-type: none"> <li>•Client Server and peer to Peer networking concepts.</li> </ul>	Work with various Network devices, connectors and cables. Create straight and cross cable and punch a UTP cable in the patch socket and test the connectivity.
	4	Theory	<ul style="list-style-type: none"> <li>•Concept of Proxy Server and proxy firewall server.</li> </ul>	Practice IP Addressing and Subnet masking for IPV4/ IPV6 and pinging to test networks.
	5	ES	Time mangagement and planning skills interview skills its phases & ways to crack interview	Configure Hub and Switch.
	6	ES	Handing setbacks/rejection and recover from it with an action plan.	Set up and configure wired and wireless LAN in a Computer Lab within at least three computers. Use patch panel & I/O Box for wired LAN and installing & configuring Internet connection in a single PC and in a LAN.



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Week	Day	Subject	Theory	Practical
17	1	Theory	<ul style="list-style-type: none"> <li>•Concept of DHCP Server.</li> <li>•Network topologies. Introduction to LAN, WAN and MAN.</li> </ul>	Set up a proxy server/ DHCP Server with firewall.
	2	Theory	<ul style="list-style-type: none"> <li>•Network components, viz. Modem, Hub, Switch, Router, Bridge, Gateway etc.</li> <li>•Network Cables, Wireless networks and Blue Tooth technology.</li> <li>•Concept of ISO - OSI 7 Layer Model.</li> </ul>	Set up a proxy server/ DHCP Server with firewall.
	3	Theory	<ul style="list-style-type: none"> <li>•Overview of various Network protocols Viz. TCP/IP, FTP, Telnet etc.</li> <li>•Concept of Logical and Physical Addresses, Subnetting and Classes of Networks.</li> </ul>	.Set up video conferencing using open source software.
	4	Theory	<b>Monthly Test TH</b>	
	5	ES	<b>Monthly Test ES</b>	
	6	ES	Developing strong professional contract/network to gain support in learning process and career as a whole	<b>Monthly Test Practical</b>

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Week	Day	Subject	Theory	Practical
18	1	Theory	Internet Concepts	Browse the Internet for information (use at least 3 popular browsers). Create and use e-mail for communication with attachment, priority setting, address book.
	2	Theory	<ul style="list-style-type: none"> <li>•Introduction to www, Concept of Internet, Web Browsers, internet servers and search engines.</li> </ul>	Communicate with text, video chatting and social networki Use online dictionary, translation software, storage space, share files with e-mail links, download manager, download & upload YouTube files, google map & earth etc. Update windows & other software.
	3	Theory	<ul style="list-style-type: none"> <li>•Concepts of Domain naming Systems and E mail communication.</li> </ul>	80.Configure Outlook, mail service in mobile phones. Use tools like Skype, Google+ etc.
	4	Theory	<ul style="list-style-type: none"> <li>•Introduction to video chatting tools and Social Networking concepts.</li> </ul>	81.Browser setting for Bookmark, cookies, favourites and pop ups,
	5	ES	Literacy:- Indtroduction to computers and its applications hardware and peripherals, srtating and shutting down of computer, basic ofn computer networks.	default website, trusted site, restricted site, content, history
	6	ES	Basics of Operating System, Types of operating systems, user interface of widows OS/ latest create, copy move and delete files and folders, use of external memory like pen drive, CD,DVD etc, introduction toinbuilt windows apps, tools and features.	advanced setup.

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Week	Day	Subject	Theory	Practical
19	1	Theory	Web Design Concepts	Designing Static Web Pages Practice with basic HTML elements (e.g. head, title, body), tag and attributes. (
	2	Theory	•Concepts of Static and Dynamic Web pages.	Design simple web page with text, paragraph and line break using HTML tags
	3	Theory		84.Format text, change background colour and insert pictures in web page.
	4	Theory		Design simple web page with tables and lists.
	5	ES	Basic operating of word processing, creating, opening and closing documents, use of shortcuts, creating and editing of text, formatting the text	Use marquees, hyperlinks and mailto link in designing web pages.
	6	ES	Creating simple documents like resum, letter writing, job application etc., printing document	Create frames, add style and design layout

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
20	1	Theory	•Introduction to HTML and various tags in HTML.	Create frames, add style and design layout
	2	Theory	•Concepts of different controls used in Web Pages.	Insert text box, check box and combo box in web page.
	3	Theory		Design web page using password field, submit button, reset button and radio button etc.
	4	Theory	•Concepts of CSS and applying CSS to HTML.	
	5	ES	Basic of excel worksheet and its importance creating simple worksheets adding and average function, printing of simple excel sheet.	Design a web page adding flash file, audio and video files.
	6	ES	Indroduction to world wide web. (www) usefull websides web browser-usege, search engine etc. Using popular sites like bharat skills, skill traing related govt. portals, nokari.com, and other job portals.	

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Week	Day	Subject	Theory	Practical
21	1	Theory	<ul style="list-style-type: none"> <li>•Introduction to open source CMS viz, Joomla, Word press etc. and Web authoring tools viz.</li> </ul>	Design web page with forms and form controls using HTML tags.
	2	Theory		Create web page using Cascading Style Sheet (CSS).
	3	Theory	Kompozer, Front Page etc. <ul style="list-style-type: none"> <li>•Concept of good web page designing techniques.</li> </ul>	
	4	Theory	<b>Monthly Test TH</b>	Use WYSIWYG (Kompozer) web design tools to design and edit web pages with various styles.
	5	ES	<b>Monthly Test ES</b>	
	6	ES	Cits Applications , apprenticeship portal (naps), resize images, singing up, online fund transfer, using UPI gateway	<b>Monthly Test Practical</b>

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Week	Day	Subject	Theory	Practical
22	1	Theory	Project Work Guideline	Industrial Visit/Project work
	2	Theory	Revision	. Create a simple web site of at least 5 web pages which will include Images, tables, charts, lists and hyperlink on any topic like Student Information System, Book Store, and Organisations etc
	3	Theory		Setup and configure a LAN using at least 3 computers connected with wire and 3 computers connected with wireless and secure it.)
	4	Theory	Networking Concepts	Practice with basic elements of JavaScript.
	5	ES	Creating and using an email account like gmail, and any other, usages of cc and bcc, attaching documents checking email and composing email	Embed JavaScript in HTML to display information in web pages, documentation and formatting of HTML source code.
	6	ES	Scanning QR/AR code, sharing best practices and downloading trade Related videos using Wi-Fi, fund Transfer through app like BHIM.	

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Week	Day	Subject	Theory	Practical
23	1	Theory	<ul style="list-style-type: none"> <li>• Introduction to Programming and Scripting Languages.</li> </ul>	Use JavaScript Variables, Data types, Constants and Operators
	2	Theory	<ul style="list-style-type: none"> <li>• Introduction to JavaScript and its application for the web.</li> </ul>	Use Control statements and Loops in JavaScript.
	3	Theory	<ul style="list-style-type: none"> <li>• <b>Introduction to Web Servers and their features.</b></li> </ul>	Practice with switch case, loop controls and Errors in JavaScript.
	4	Theory	<ul style="list-style-type: none"> <li>• JavaScript Basics – Data types, Variables, Constants and Conversion between data types.</li> </ul>	Practice with Arrays in JavaScript page.
	5	ES	Entrepreneur skills:- Need of becoming entrepreneur	Practice with functions in JavaScript web page
	6	ES	Ways to becoming a good entrepreneur	

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
24	1	Theory	<ul style="list-style-type: none"> <li>• Arithmetic, Comparison, Logical Operators in JavaScript. Operator precedence.</li> <li>• Program Control Statements and loops in JavaScript.</li> </ul>	Practice with String, Math and Date functions in JavaScript.
	2	Theory	<ul style="list-style-type: none"> <li>• Arrays in JavaScript – concepts, types and usage.</li> <li>• The String data type in JavaScript. Introduction to String, Math and Date.</li> </ul>	
	3	Theory	<ul style="list-style-type: none"> <li>• <b>Introduction to Functions in JavaScript.</b></li> <li>• <b>Built in JavaScript functions overview.</b></li> </ul>	Use online tool or open source software to develop and edit web pages containing Titles, different font sizes and colours, frames, lists, tables, images, image map, controls, CSS, forms, hyperlinks etc., use web template to create a web page of various styles.
	4	Theory	<ul style="list-style-type: none"> <li>• Concepts of Pop Up boxes in JavaScript.</li> <li>• Introduction to the Document Object Model.</li> <li>• Concepts of using Animation and multimedia files in JavaScript.</li> </ul>	
	5	ES	Enabling environment available to become an entrepreneur	
	6	ES	Different Govt. institutions/schemes promoting entrepreneur viz., Gramin bank, PMMY-MUDRA loan, DIC, SIDA SISI, NSIC, SIDO.	



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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical	
25	1	Theory	Introduction to VBA, Features and Applications. • Introduction to VBA features and applications.	Practice with basic functions of VBA Editor	
	2	Theory	• Properties, events and methods associated with the Button, Check Box, Label, Combo Box, Group	Use form controls like buttons, Check boxes, Labels, Combo Box, Group Box, List Box, Option Button, Scroll Bar and Spin button.	
	3	Theory	• Properties, events and methods associated with the Button, Check Box, Label, Combo Box, Group	Modify object properties in VBA program. Write simple programs involving VBA Data types, Variables, Operators and Constants.	
	4	Theory	• Properties, events and methods associated with the Button, Check Box, Label, Combo Box, Group	Create Message boxes and Input boxes in VBA. Work with conditional statements like if, Else-if, and Select.	
	5	ES		Day to day monitoring mechanism for maintaing an enterprise.	
	6	ES		Different Government shcems supporting entrepreneurship.	Practice with Loop, Loop Control and Case statements in VBA

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Week	Day	Subject	Theory	Practical
26	1	Theory	Box, Option Button, List Box, Scroll Bar and Spin button controls.	Create and Manipulate Arrays in VBA.
	2	Theory	<ul style="list-style-type: none"> <li>• VBA Data types, Variables and Constants.</li> <li>• Operators in VBA and operator precedence.</li> </ul>	
	3	Theory	<ul style="list-style-type: none"> <li>• Mathematical Expressions in VBA.</li> </ul>	Practice with string variables in VBA programming.
	4	Theory	<b>Quarterly Test TH</b>	
	5	ES	<b>Quarterly Test ES</b>	
	6	ES	Examples of successful and unsuccessful entrepreneurs.	<b>Quarterly Test Practical</b>

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
27	1	Theory	<ul style="list-style-type: none"> <li>• Introduction to Arrays in VBA.</li> </ul>	Write programs involving Mathematical, Conversion, Date and String Functions in VBA.
	2	Theory	<ul style="list-style-type: none"> <li>• Conditional processing in VBA, using the IF, Else-if, Select Case Statements.</li> </ul>	
	3	Theory	<ul style="list-style-type: none"> <li>• Introduction to Loops in VBA.</li> <li>• VBA message boxes and input boxes.</li> </ul>	
	4	Theory	<b>Parents instructor meeting: 2 hrs</b>	Create Functions, Procedures, Passing Parameters and Using Returned Data
	5	ES	Maintaning efficiency at workplace:- Factors affecting productivity	input boxes.
	6	ES	Improving productivity	Practice with built in functions in VBA programs

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Week	Day	Subject	Theory	Practical
28	1	Theory	<ul style="list-style-type: none"> <li>• Introduction to Creating functions and Procedures in VBA.</li> </ul>	Practice with built in functions in VBA programs
	2	Theory		Create and edit macros.
	3	Theory		
	4	Theory	<ul style="list-style-type: none"> <li>• Using the built in functions.</li> </ul>	Write code to work with Excel in VBA forms.
	5	ES	Personal finance literacy planning, saving, tax govt. schemes for financial safety e.g. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) etc.	
	6	ES	Occupational Safety, Health and environment Education:-Introduction to occupational safety & health at work place, occupational hygiene. Basic Hazards, chemical, physical (electrical. Temperature, illumination) ergonomic, biological, vibro acoustic, mechanical, psychosocial hazards, prevention of hazards	

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Week	Day	Subject	Theory	Practical	
29	1	Theory		Practice with methods and events in VBA Programming.	
	2	Theory		• Introduction to Object Oriented Programming Concepts. Concepts of Classes, Objects, Properties and Methods.	Practice with methods and events in VBA Programming.
	3	Theory			
	4	Theory			
	5	ES	Different types of personal protective equipment (PPE), Accident prevention techniques	Debug, Step through code, Breakpoints, find and fix errors while debugging	
	6	ES	Care of injured & sick at the workplace first-aid & transportation of sick person Basic provisions of safety & health		

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Week	Day	Subject	Theory	Practical
30	1	Theory	<ul style="list-style-type: none"> <li>• The user forms and control in Excel VBA.</li> </ul>	Develop a simple project involving MS excel and VBA.
	2	Theory	<ul style="list-style-type: none"> <li>• Introduction to Debugging Techniques.</li> </ul>	
	3	Theory		
	4	Theory	Monthly Test TH	
	5	ES	Monthly Test ES	
	6	ES	Introduction to environment, ecosystem and factors causing imbalance, pollution and pollutant including liquid, gaseous, solid and hazardous waste, protecting the environment-energy, conservation, ground water, global warming, responsibility about the environment, segregation and disposal of waste	Monthly Test Practical

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31	1	Theory	Using Accounting Software • Basics of Accounting, Golden Rules of Accounting, Voucher Entry, Ledger Posting, Final Accounts Preparation.	Using Accounting Software Practice Basic accounting with tally interface.
	2	Theory		Create Company, Account and Voucher entry in Tally.
	3	Theory	• <b>Cash Book. Ratio Analysis, Depreciation, Stock Management.</b>	
	4	Theory		
	5	ES	Different actions people that affect other and the environment.	Generate reports for Invoice, Bill, Profit & Loss account etc.
	6	ES	Types, causes & effects, areas in india that are prone to be affected, preparedness & mitigation, dos and don'ts-before, during and after any disaster, how to reduce man-made disasters.	Perform Cost Centre & Cost Category management. Create and manage budgeting systems.

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### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
32	1	Theory	<ul style="list-style-type: none"> <li>• Analysis of VAT, Cash Flow, Fund Flow Accounting.</li> </ul>	Perform Cost Centre & Cost Category management. Create and manage budgeting systems.
	2	Theory		
	3	Theory	<ul style="list-style-type: none"> <li>• Introduction to Tally, features and Advantages.</li> </ul>	Create Scenario and Variance Analysis.
	4	Theory	<ul style="list-style-type: none"> <li>• Implementing accounts in Tally.</li> </ul>	Use Tally for Costing, Ratio Analysis, Cash flow and Funds flow statements.
	5	ES	☒ Concept of axes plane and quadrant	
	6	ES	Self-Awareness, articulating personal values, value-based decision making, dilemma situations.	



## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
33	1	Theory	<ul style="list-style-type: none"> <li>• Double entry system of book keeping.</li> <li>• Budgeting Systems, Scenario management and Variance Analysis.</li> </ul>	Analyze and Manage Inventory control
	2	Theory	<ul style="list-style-type: none"> <li>• Costing Systems, Concepts of Ratios, Analysis of financial statements.</li> </ul>	Perform Point of Sales and Taxation (VAT, Excise, Service Tax).
	3	Theory	<ul style="list-style-type: none"> <li>• <b>Inventory Basics, POS Invoicing, TDS, TCS, FBT, VAT &amp; Service Tax.</b></li> </ul>	Perform System Administration and use other Utilities
	4	Theory	<ul style="list-style-type: none"> <li>• Tally Interface in Different Languages.</li> </ul>	Create users, take Backup & Restore of Company.
	5	ES	Identify sources and types of stress (positive/negative stress)	Use Multilingual Functionality in Tally.
	6	ES	Managing stress (long term/ short-term)	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
34	1	Theory	<ul style="list-style-type: none"> <li>• Introduction to E- Commerce and advantages.</li> </ul>	E Commerce Browse E-commerce websites viz. ebay, Amazon, flipkart,
	2	Theory		OLX, quikr etc. and prepare comparative
	3	Theory	<ul style="list-style-type: none"> <li>• Building business on the net.</li> </ul>	statement of the main features of these sites.
	4	Theory	Monthly Test TH	
	5	ES	Monthly Test ES	
	6	ES	Handling rejection and building resilience, identify day wasters.	Monthly Test Practical

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
35	1	Theory	<ul style="list-style-type: none"> <li>• Payment and Order Processing, Authorization,</li> </ul>	Upload products for selling in E-Commerce Sites and make online purchase from E Commerce sites.
	2	Theory	Chargeback and other payment methods.	
	3	Theory		
	4	Theory	<ul style="list-style-type: none"> <li>• Security issues and payment gateways.</li> </ul>	
	5	ES	Labour Welfare legislation:-Benefits guaranteed under various acts- Factories act, apprenticeship act, employees state insurance act(ESI), payment wages act.	Manage security issues in E-Commerce and payment operations.
	6	ES	Employees provident fund act, the workmen's compensation act, POSH. Interpret applicable labour and industrial laws.	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
36	1	Theory	<ul style="list-style-type: none"> <li>• Overview of Information Security,</li> </ul>	. Protect information, computers and networks from viruses, spyware and other malicious code.
	2	Theory		
	3	Theory		Provide firewall security for Internet connection and Network System
	4	Theory		
	5	ES	Quality management:-Create awareness on introduction of quality concepts.	Protect the computer against various internet threats
	6	ES	Concept of Quality Management(QMS), PDCA, Fishbone,5s,5d, kaizen.	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
37	1	Theory	Chargeback and other payment methods.	Make backup copies of important file, data and information.
	2	Theory		
	3	Theory	• Introduction to IT Act And Rules	
	4	Theory		
	5	ES	Indtroduction of ISO	
	6	ES	Preparation to the worid of work:-Identify the difference between job and carrer	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
38	1	Theory	SSL, HTTPS, Security threats, information Security vulnerability and Risk management.	Secure your Wi-Fi networks using password,
	2	Theory		Secure your Wi-Fi networks using password,
	3	Theory	<ul style="list-style-type: none"> <li>• Introduction to Directory Services, Access Control, Security,</li> </ul>	Secure your Wi-Fi networks using password,
	4	Theory		Secure your Wi-Fi networks using password,
	5	ES	Job roles available in respective trades	Secure your Wi-Fi networks using password,
	6	ES	Awareness of industries, and the respective professional pathways.	Secure your Wi-Fi networks using password,

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
39	1	Theory	Privacy protection, Audit and Security.	WEP, WPA-PSK, WPA2-PSK, SSID, MAC address filtering. Create individual user accounts for each member
	2	Theory		
	3	Theory		
	4	Theory	Quarterly Test TH	
	5	ES	Quarterly Test ES	
	6	ES	Awareness of higher education/education/up skilling (short-term) options Steps involved in online application for instructor course,	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
40	1	Theory		Limit member access to data and information, and restrict authority to install unnecessary downloads.
	2	Theory		
	3	Theory		
	4	Theory		
	5	ES	apprenticeship and different jobs in popular site like the indiagobs.com, naukari.com, monsterindian.com, GOVT.website.	
	6	ES	forms of greeting	



## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
41	1	Theory	<ul style="list-style-type: none"> <li>• Overview of Information Security</li> </ul>	Protect information, computers and networks from viruses, spyware and other malicious code.
	2	Theory		
	3	Theory		Provide firewall security for Internet connection and Network System.
	4	Theory	, SSL, HTTPS, Security threats,	Protect the computer against various internet threats.
	5	ES	Use of positive body language	Make backup copies of important file, data and information
	6	ES	Handling grievances (Use of ask-listen-repeat technique)	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
42	1	Theory	information Security vulnerability and Risk management.	Secure your Wi-Fi networks using password
	2	Theory		, WEP, WPA-PSK, WPA2-PSK, SSID, MAC
	3	Theory		
	4	Theory	<ul style="list-style-type: none"> <li>• Introduction to Directory Services, Access Control, Security,</li> </ul>	address filtering. Create individual user accounts for each member.
	5	ES	Relationship building with customers, importance of probing.	
	6	ES	Use of open-ended/close-ended questions to gauge requirement.	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
43	1	Theory	Privacy protection, Audit and Security.	Limit member access to data and information,
	2	Theory	<ul style="list-style-type: none"> <li>• Introduction to IT Act and penalties for cyber crimes.</li> </ul>	authority to install unnecessary downloads.
	3	Theory		
	4	Theory	Quarterly Test TH	
	5	ES	Quarterly Test ES	
	6	ES	Revision	

## Trade - COPA

### Syllabus Breakup Daily

Week	Day	Subject	Theory	Practical
44	1	Theory	Project Work Guideline	Project work
	2	Theory		1. Create and host a web site of at least 6 web pages using JavaScript containing interactive
	3	Theory		2. Create a project with Excel & VBA on Payroll Systems
	4	Theory	Flow chart & Coding of Project Work	3. Create a company in Tally and post vouchers in it for a financial period. Vouchers should contain purchase, sales with VAT, contra
	5	ES	Parents instructor meeting: 2 hrs	Revision
	6	ES	Revision	Revision