

Subject-INFORMATION TECHNOLOGY (402)

UNIT NAME	MONTH	TOPIC NAME	LEARNING OUTCOMES
Effective communication skills	April	Concept of communication skills , types,barriers,principles etc	Almost all student will understand the concept clearly
Self Management	April		Almost all student understand the concept
Digital Documentations	April and May	Styles templates images table of content etc	student will understand the concept clearly
Advanced Spreadsheet sheesheet	June and July	Goal seek solver record changes macro consolidation etc	student will understand concept clearly and precisely
Databse and sql	August and September	Databse and SQL commands etc	Almost all student will understand the concept clearly
Enterprener ship green skills work place safety hazrds s	Oct Nov and December	Concept of enterprenership green skills and workplace safety	Almost all student will understandd the concept clearly.